
MOBIUS

Linking Missouri's Academic Libraries

May 3, 1999

MOBIUS Executive Committee Official Minutes

The MOBIUS Executive Committee met Monday, May 3, 1999 at 9:30 a.m. at the CBHE headquarters in Jefferson City.

Members present were: Shirley Baker, Joan Clarke, Julia Schneider, Erlene Dudley, Martha Alexander, John Young, Steve Stoen, Cathye Dierberg, Valerie Darst, Eldon Wallace, Bill Mitchell and George Rickerson.

The minutes of the March 12, 1999 Executive Committee meeting were amended on page 2, paragraph 2 (Delivery system) to include the information that the delivery system was to have five day delivery service. The amended minutes were approved.

Joan Clarke presented the report of the Delivery System Task Force. Robin Kespohl, (MOBIUS staff) joined the Executive Committee for discussion on this topic. The delivery system will be a mandatory, five days a week delivery system with the cost being determined per institution on a sliding scale "one stop" formula. Additional stops per institution would be billed per "actual cost" and must have a circulation service point to be considered for a stop. Joan and Robin reviewed the information gathered from UM on the ability of MOBIUS to use the existing Lanter state contract. UM recommended that MOBIUS bid or prepare an RFP for a delivery system, separate from the Department of Natural Resources contract. George recommended that MOBIUS use the RFP process because we are asking for cost and service evaluation. The Executive Committee asked the Task Force to work through the MOBIUS office to develop an RFP for a delivery system. The Task Force was also asked to prepare a system for evaluation of the RFP's. Based on this evaluation, the Task Force will recommend a delivery system to the Executive Committee for approval. The Executive Committee discussed the option of including the possibility of other libraries (non-MOBIUS members) participating in the delivery system. The Committee decided that \$650 would be the minimum fee and that the costs would be based on the number of Innovative user licenses. The delivery system plans will be shared with Council members on May 21 and will include the following: Mandatory participation by MOBIUS members (Memorandum of Understanding 1.2C); Five day a week delivery; approval of the fee model based on user licenses and minimum fee requirement; and start-up plans.

Cathye led the Executive Committee through the MOBIUS Memorandum of Understanding, Bylaws, and Host Site Agreement to highlight implementation tasks.

Cathye reported that the implementation schedule has been approved unanimously by the Executive Committee. The schedule will be submitted to Council for approval on May 21.

The process for new members joining MOBIUS was discussed at length. Budgeting cycles and implementation schedules would be impacted by new members joining MOBIUS. Erlene Dudley moved that: In order to become a member of MOBIUS, an institution must sign a letter of intent for membership by July 1 of the year preceding actual membership. John Young seconded the motion and the motion carried. Erlene also moved that if Legislative funding is not received, new members may elect to join MOBIUS paying 100% of the start-up cost of the common library platform implementation (software, hardware, data conversion, etc.). Steve Stoen seconded the motion. Motion carried.

A report on MOREnet connectivity as related to the MOBIUS CLP project (Memorandum of Understanding, 6.2) was given by Bill Mitchell and George Rickerson. In institutions where MOREnet connectivity does not exist, the MOREnet Executive Director, MOBIUS Executive Director and the Chair of MOBIUS, along with representatives from each individual institution will work together to resolve this issue.

The Duties of the Executive Director and Direct Service Agreement documents were signed by the MOBIUS Chair Cathye Dierberg and CBHE representative Eldon Wallace.

George Rickerson, MOBIUS Executive Director gave the following update:

- First round cluster visits have been completed by MOBIUS staff;
- The contract with III was signed April 21, 1999;
- The move has been completed to the new Walnut Street location. A new FAX number for MOBIUS is 573-884-3395;
- Initial contact with Susan Bartel of Bartel Mar-Com for public relations activities has been made;
- A meeting with OCLC staff will take place May 12 with George, Cathye, and Susan Singleton.
- George distributed a prototype budget report document to members. Suggestions for inclusion of additional categories were made to George.
- Indirect Costs charges have not been determined to date by the University of Missouri. George will keep the Committee informed of any decisions on this topic.

The Budget Policy Task Force report was given by Julia Schneider. The general flow of budget information will be: MOBIUS Executive Director to Treasurer to CBHE (Eldon Wallace) to Executive Committee to Council. The time frame for the proposed budget to be developed will be March – May each year. The MOBIUS Office will produce a quarterly budget report to be submitted to the Executive Committee.

MOBIUS Advisory Groups (standing committees) were discussed. Shirley Baker suggested that MOBIUS might follow the MERLIN committee plan that includes the

following committees: Bibliographic Standards (needed now); Circulation and Interlibrary Loan (needed now); Reference Services; Acquisitions/Serials Control; and Delivery. Membership of one representative from each cluster on each committee (selected by the cluster members) was recommended. A presentation to Council will be made on May 21 describing the Advisory Group categories and drafts for charges to each Group.

Cathye reported on the CBHE Advisory Committee on Technology and Instruction (CTI). The MOBIUS Chair is a member of this committee.

Eldon reported that the \$3.4 million budget request was on track in the Legislature.

The next Executive Committee meeting will be June 17, 1999 at 9:30 in Jefferson City at the CBHE headquarters.

Respectfully Submitted,

Valerie Darst
MOBIUS Secretary