Members:

Lisa Farrell, Board Member, Director of Library Services, East Central College; Terra Feick, 2016-2018, Assistant Library Director, Access Services, Northwest Missouri State University; Clara Fehrenbach, 2017-2019, Interlibrary Loan and Reserves Librarian, Washington University; Bathsheba Love, 2017-2019, Library Circulation Services, Missouri Valley College; Shelly McDavid, 2017-2019, Head, Access Services, Missouri University of Science and Technology; Julie Wright, 2016-2018, Library Circulation & Technology Coordinator, Culver-Stockton College; Lisa Young, 2017-2019, Access Services Director, Lindenwood University; Steve Strohl, MOBIUS Organizer, Associate Director, Member Services, MOBIUS; Donna Bacon, Ex-Officio, Executive Director, MOBIUS.

Members Absent:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
  1. Confirmed that all of the Board members are on the “comm” list.
* General Interest is **circ-courier@lists.mobiusconsortium.org**

1. Call to order.
   1. Welcome new members Clara Fehrenbach, Bathsheba Love, Shelly McDavid, & Lisa Young
      1. Terms of service dates are located on the web site.
2. Adoption of the Agenda.
3. Approval of minutes from October meeting, held on October 19, 2016. Previous agenda and minutes can be found <https://mobiusconsortium.org/node/95>.
4. Unfinished Business:
   1. Situation B: Bed Bugs – Follow-up from MOBIUS Conference presentation and feedback
      1. Future bag purchases
      2. Completing checks before shipping any items
      3. Consortial agreement about treating potentially &/or confirmed items
5. New Business:
   1. Audiobook loan period (is a week long enough) – Renee from SGCL
   2. Mobius acting as mediation for non-Mobius full members billing for damages – Steve
      1. Create a policy
         1. # of days to push for payment
         2. Mobius members contact Mobius office to collect funds and Mobius will collect at strategic points throughout the year
   3. Feedback on Courier service - Steve
      1. What information would be helpful to informing member libraries about the effectiveness of delivery and that could simplify the process?
   4. Update on the tracking database and how it works with Xcelerator
   5. Returning Mobius items to different Mobius libraries – Shelly McDavid