Members:

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| **Name** | **Title** | **Institution** |
| Bathsheba Love, 2017-2019, Chair | Library Circulation Services | Missouri Valley College |
| **Eileen Condon, Board Member**  | Dean of University Libraries  | Webster University |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian  | Lincoln University  |
| **Clara Fehrenbach, 2017-2019**  | Interlibrary Loan and Reserves Librarian | Washington University  |
| **Donna Monnig, 2018-2020** | ​Library Services Specialist  | Moberly Area Community College |
| **Robert Powers, 2018-2020** | Access and Learning Services Librarian | Rockhurst University   |
| **Lisa Young, 2017-2019** | Access Services Director  | Lindenwood University  |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Members Absent:

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| **Shelly McDavid** | Head, Access Services | Missouri University of Science and Technology |
| Donna Bacon | Executive Director | MOBIUS |

Guests or Proxies Present:

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| **Amanda Sauerwein** | Circulation Coordinator | Missouri University of Science and Technology |
| Jessica Robey | Access Services Librarian, Reference | Lincoln University |

**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.)*

**Connection information**: On the web at <https://www.uberconference.com/mobius1> (there is a connect by phone option where the system call you or you can connect via voice over IP to your computer). Another option; you can also dial-in separately by calling **573-369-6832**.

**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 by Steve and passing control over to Bathsheba at 10:05 am.
	1. Welcome (Steve & Bathsheba).
2. Adoption of the Agenda; called by Bathsheba and seconded by Robert Powers (no objections).
3. **Bathsheba made the announcement: Shelly McDavid is leaving her position at** Missouri University of Science and Technology, so we will have an opening on the committee for the Board to fill. Both Steve and Bathsheba indicated that while suggestions are welcome, of course, but the Board will make a final decision.
	1. Bradley **Kuykendall put forth his colleague,** Jessica Robey, Access Services Librarian, for the role. Steve indicated that he would pass this information on and up the line for the Board’s consideration.
	2. Anyone with any others folks they would like to nominate are welcome to pass that information on to the committee.
	3. Eileen clarified that the Board is meeting again next month, on Friday, February 15th, so if anyone has any suggestions they should get them in soon.
4. Old Business:
	1. Reminder: Proposed circulation enhancements in Sierra.
		1. Idea Lab is Innovative’s general bulletin board for ideas of all kinds, including software enhancement ideas. (Note that there isn’t a formal enhancement list anymore.)
			1. <http://innovativeusers.org/system-enhancements/idea-lab-faq.html>
				1. Steve mentioned again the importance of Idea Lab and how it is instrumental to the ongoing development efforts at Innovative.
				2. There is a sign-up feature on the web site. Should anyone have any issues signing up, please contact Steve and he will assist.

Folks will need to sign up using their work account, not their own personal e-mail account(s).

1. New Business:
	1. **Sierra 4.2**
		1. **Release Date – January 22nd by Innovative.**
		2. **Release Notes – Attached as an FYI to this committee (they were previously sent to each cluster coordinator group).**
		3. **Server Upgrade – Details:**
			1. **Thursday, February 7th the SWAN, Palmer, and ARCHWAY servers will upgrade overnight.**
			2. **Monday, February 11th the EXPLORE, KC-TOWERS, and SWBTS servers will upgrade overnight.**
			3. **Tuesday, February 12th the ARTHUR, BRIDGES, and AVALON servers will upgrade overnight. (Steve noted that with some member libraries having affiliates overseas, we now schedule upgrades in conjunction with those folks at those various locations to keep them in the loop on when any potential interruption of service might be forthcoming.)**
	2. **Courier**
		1. **Please let us can know about any consistent label problems you or your colleagues might be encountering – for example, people always choosing the wrong label so we can update the label maker as needed.**
			1. **Steve pointed out that we’ve had a couple of mis-labels recently, especially materials intended for Truman ending up in Tulsa (which in some cases, can’t be helped since human mistakes get made), but we wanted to ask folks to think about how the label maker may be able to be improved to help folks find what they’re looking for both quickly and easily.**
		2. **Libraries can consider changing their print names from the system they've been using to either the OCLC symbol or the STAT delivery stop--but preferably all one or the other.**
			1. **There were a number of comments made in conjunction with the label maker.**
				1. **Since we can make changes here, if we need to “roll up” labels so all sublocations point to one primary location, we can do that.**
				2. **Libraries sometimes change their fulfillment process, so we can change the entry (entries) in the label maker accordingly.**

**Bathsheba and others mentioned it might be handy to have a link off of the label maker that would give more information on specific issues including any unique instructions that might not be readily apparent with the label maker since some folks fill in occasionally and they need more information. Steve and Scott will look at this and see what we can come up with something that would help but not get in the way. More to come on this specific issue.**

* + - 1. **Bradley brought up the issue of the Colorado Alliance folks and the fact that they don’t use bags.**
				1. **Steve mentioned it was part of their process and this goes back to day 1 where we would “accept” each other as we were, but Steve would ask those folks to please use our bags if they have them on hand to send materials back to MOBIUS member libraries.**
		1. **Other items:**
			1. **Steve mentioned the addition of CALS (Central Arkansas Library System) as a standalone INN-Reach member. The CALS (Little Rock Public and branches) are speaking with a local courier, Little Rock Courier, about connecting to our courier network, ideally in Tulsa.**
			2. **Also, Steve mentioned the addition of St. Louis County as a standalone INN-Reach member.**
				1. **Both libraries should be “live” in the spring time frame.**