[February Board Meeting](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingDetail/60011bad4dda407793906a5d9373a103-151) Minutes



MOBIUS

Feb 4, 2022 at 10:00 AM CST

@ Zoom

**Attendance**

**Members Present:**

Donna Bacon, Eileen Condon, Christopher Dames, Eric Deatherage, Lisa Farrell, Maegan Gattorna, Sally Gibson, Doug Holland, Nathan James, Sharon McCaslin, Donna Monnig, Sarah Smith, Zana Sueme, Ed Walton, Robin Westphal

**Members Absent:**

Courtney Trautweiler

1. Call to order

The meeting was called to order at 10:05 a.m., with some connectivity and internet issues.

1. Adoption of the Agenda

 [MOBIUS Board Agenda February 4.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=3)

Sally Gibson moved and Lisa Farrell seconded the adoption of the agenda. Motion passed.

1. Approval of December 3, 2021 Minutes

 [MOBIUS Board\_Meeting\_DRAFT\_2021Dec3.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=5)

Sharon McCaslin moved and Sarah Smith seconded that the minutes of the December 3 Board meeting be approved with one correction. Motion passed.

1. Treasurer’s Report

 [Investment Statement for December 2021.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=10)

 [11-21 Financials OLD VERSION.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=29)

Nathan James pointed out the investment statement and November financials report which had been distributed in On Board. The financial situation appears to be normal. This report is the old format for reporting.

* 1. General Update
  2. Budget Restructuring Project

 [11-21 Financials DRAFT NEW VERSION.pdf](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=44)

Nathan shared a screen view of the new version for financials (November 2021 as example). There will be some difficulty in separating out MOSS staff expenses. It was suggested that an arbitrary percentage be assigned to MOSS for those employees for the purpose of better understanding the budget. Money in excess from other revenue streams eventually moves into reducing membership assessments. It is important for the Board to know that the end result is positive financially. This report will help in creation of a new membership fee structure when that time comes. The membership fees eventually must take into account all of the revenue. This is a first step in that direction. Formatting (and color coding) may help make things more clear in future iterations of this reporting method.

1. Committee Reports
   1. Bylaws – Sharon

 [Bylaws Changes 2022.docx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=56)

The committee met February 4. Three proposed changes have been collected and were distributed to the Board for information. The changes are (1) the new location of the MOBIUS office, (2) the fact that board members are elected before the annual meeting rather than at the meeting, and (3) new applicants for membership must contact the Executive Director and be approved by the Board, but no written application is required. These updates bringing the bylaws into compliance with actual practice will be presented to the membership along with the election of new board members.

* 1. Circulation and Courier – Lisa

The committee met Jan 24. There has been some delay (due to Covid) in getting blank green courier labels from the supplier. The committee is developing a print template for Pick Up Anywhere to make these labels more visible. Lindenwood has started using a chip in their ID, and the loss of visual identification clues may be a difficulty for visiting patrons. The circulation system is working on keeping up with new technologies. The committee will meet again on March 14.

* 1. Digitization – Sarah

The committee met on December 15. They are continuing conversations, contacting vendors, etc. They have asked the state librarian, Robin Westphal, for an extension of their deadline for a state grant, but this may be difficult, since some of the deadlines are set by the LSTA funding. February is the deadline for their drafts. One on one webinars will follow. Committee difficulties this year have caused delays.

* 1. E-Resources – Eric

The committee has not met. The Board had previously approved a donation to an open source project. The committee has been working via email to standardize a procedure for donations from MOBIUS.

* 1. ILS Software and Services – Courtney

No report

* 1. Professional Development/Training Committee – Donna

The committee has not met recently but it has met with chairs of MOBIUS committees to identify training needs and plans another meeting with chairs. The committee is planning to meet to discuss their findings and plan how to meet the training needs.

* 1. Public Libraries – Nathan

The committee has not met. Participation has been difficult for some time. The need for this committee is questionable if there is no involvement. MOBIUS seems to be providing satisfaction without committee participation. Perhaps open forums twice a year would be more beneficial and encourage interest or feedback. Nathan will return to the public library members to determine their thoughts on disbanding this committee. A public library representative on the Board may be enough. Public libraries don't work through committees as much as academics.

* 1. User Experience and Metadata –Sharon

The committee did not meet.

1. Task Force/Working Group Reports
   1. Enhanced Matchpoint Working Group – Donna/Christopher

This project has been mostly completed. The work on migrations has delayed a final report.

* 1. ILS RFP Working Group – Courtney

Some of those working on RFP responses had Covid, so the deadline for response was extended by a week. Responses are due next Tuesday, February 8. They will be turned in on a secure website and Christina will distribute them. They will be distributed on the ILS RFP Working Group platform. By February 18 the Working Group will discuss which vendors will be asked to produce demos. Donna will join them by the 21st and help work out the details. Both EBSCO and Innovative had trouble loading their responses due to their large size.

1. Old Business
   1. MOBIUS Car

The old car was sold and we are waiting for a new car to be needed. Travel in the spring will start in March. We may buy something next month or later in the year.

* 1. UM Migration Update

Chris reported that at some point UM will have to stop lending and back out of INN Reach. They are working on a timeline today. They hope to have a plan in place in February. They expect both systems to be running in tandem starting on June 1. Folio and EBSCO may be ready by the time of migration but all may not be implemented until August. UM may not be able to participate in MOBIUS lending and borrowing until after the summer. Nothing is totally clear yet. INN-reach and Innovative need to work with Folio on that. Donna has been working with them. Innovative is looking for more payment for these services, but that's a problem. Interlibrary loan will be the only solution for the time that UM is not hooked up. This may be June through August, although possibly a briefer time. Cooperation has been a problem. Other institutions are also running into this. UM will try to call things in and return things, but the timing is not yet totally clear. This is complicated by the fact that UM is apparently the "master record" in INN-reach. Charging for ILL may also happen. UM wants to have everything working properly in time for the start of the fall semester. UM reports that the Folio people have been very easy to work with. More than just patron initiated borrowing will be affected. Reciprocal borrowing and all circulation by non-UM students will also be a problem. The libraries will be open, but circulation may be a problem. The aim is minimal disruption, but MOBIUS members will have to be warned of the potential problems.

* 1. Listening Sessions

Donna has not yet developed a list of listening sessions. The next locations to be visited will be in the Kansas City area and Arthur. Covid has made scheduling difficult. There are 14 members in the Kansas City area, including some new ones. Zoom may be an option, although groups don't work as well as individuals on Zoom. February and March are possibilities for scheduling, but April will be fully booked with RFP demos. Once listening sessions do start, Kansas City will be first.

* 1. Help Desk Dashboard

This project has not yet been started.

1. New Business
   1. Board Elections

 [2021-2022 MOBUS Board Members.xlsx](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=58)

Sharon had distributed a list of this year's Board members and their terms alongside next year's Board members and their terms. A one year term for Sally Gibson to complete her term as president will be on the ballot. The Academic representative position will be open this year for a three year term. One three-year At-Large position will also be opening up .(This is the position of Ed Walton, who will become a non-voting Past-President.) Finally, Sharon McCaslin will be resigning from the Board, since she will be stepping down into a librarian's position at Fontbonne and will no longer be eligible to serve. Her term was slated to end in 2024, but she recommended to the Board that this position be filled as a full three-year term, so that there will be three positions ending in 2025. It was agreed to recruit candidates for three three-year terms (the one year term needing no recruitment), in the hope of having four or more candidates. The three winners of the election can be distributed between Academic and At-Large positions after the election.

* 1. Conference

The annual conference will be In person this year. The 2020 conference had been planned for Stoney Creek in Independence, but had to be cancelled due to Covid. They are honoring the previous plans, now planned for June 6 through 8. The grant application was submitted before the January 31 deadline. Final plans can start immediately after approval. Masks will be required and room set up will be planned with Covid in mind. Much of the planning will involve the RFP process. There will be no vendors this year, due to the ongoing discussions of the demos. This will result in some loss of revenue, but will not affect how the conference is run. Income from the conference vendors just goes into operations, not into supporting the conference. It was suggested that MOBIUS confer with MLA, which held a successful in person conference this fall. Attendance is expected to be down. The RFP responses will be a central topic at the conference. Suggestions for things that ought to be done at conference should go to Donna.

* 1. Risk Assessment

 [Board of Directors' Risk Management Mitigation.xls](https://app.onboardmeetings.com/cb8c7c4eb31741ec856024b29d455d44-151/meetingBook/60011bad4dda407793906a5d9373a103-151?page=59)

The Risk Management Mitigation document was distributed through On Board. Board members suggested several changes, including how to mitigate for loss on investment through diversification and a sound financial policy. They also noted that violation of ethics is "Intolerable". Additional discussion an changes revolved around support of a diverse membership, our more frequent review of the strategic plan, and MALA. After a thorough review changes were made. Donna will update the document and send out copies to the Board.

1. Executive Director’s Report
   1. General

St. Charles City County is partially live with full live status expected next week. Benedictine and Calvary are in training and will be lending and borrowing by mid-month. St. Louis County is off INN-reach, but will be back on in April. Reshare conversations are continuing with particular attention to the needs of MOBIUS. Donna and Christina will be going to ICOLC in Columbus, Ohio. Project Reshare conversations will continue there. Good News: the Iowa Library Alliance awarded their contract to MOBIUS. 35 to 40 libraries will be managed by MOBIUS, which will mean 35 to 40,000 in additional income per year. The digitization grant is progressing. NC Cardinal will look at a 3 year contract to continue with MOBIUS. MOSS is also being sought by other large consortia. We lost our system admin (before he even got well started), so we are looking for a replacement for that position as well as for a programmer. IT people are scarce.

* 1. Strategic Planning Update

<https://trello.com/b/hL5Fbp73/mobius-strategic-plan-fy2022-2024-year-one-progress>

The strategic plan was reviewed in share-screen by the Board. Goal 6 (open source) options have been updated. Actions include a proposal for annual conference, webinars for membership, and soliciting opensource issues for the membership. New staff are being hired. Product demos will occur in April or May. Prospector developed a contract with Swank for interlibrary loan of videos. MOBIUS has been in on the discussions and an announcement to the membership is imminent.

1. State Librarian Report

Robin reported that she has just been reviewing the grant proposal for the conference and it should be out next week. She noted how pleased everyone is to go back to an in person conference. At the state library, funds have been allocated. The library development team will be getting data back from Quality Metrics in order to plan their next five years with LSTA funds. Robin testified on the subject of metered ebooks, which are difficult for libraries to manage. The Missouri bill is similar to those of other states, but enforcement with publishers would probably be difficult. Wolfner Library is working on simultaneous checkouts for their patrons. Library Development is using Overdrive professional development collections for state employees (through MOBIUS). The digitization grant also being worked on. Robin is looking forward to regional and local library meetings which are starting up in 2022.

1. Other Business
2. Adjourn Meeting

The meeting was adjourned at 12:05 p.m. The next Membership meeting will be June 6, 2022. The next Board meeting will be April 8, 2022.