**Members Present:**

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| Eileen Condon, President  At-Large Member | Webster University |
| Laurie Hathman, Past President | Rockhurst University |
| Renee Gorrell, Secretary and Special Libraries Representative | Goldfarb School of Nursing |
| Ellen Dickman, Treasurer and At-Large Member | Logan University |
| Sally Gibson, At-Large Member | Missouri Western State University |
| Nathan James, Public Library Representative | Central Arkansas Library System |
| Lea Briggs, Academic Library Representative | Northwest Missouri State University |
| Susan Swogger, At-Large Member | A.T. Still University |
| Sarah Smith, At-Large Member | St. Louis Community College |
| Donna Bacon, Executive Director | MOBIUS |

**Members Absent:**

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| Ed Walton, Vice President/President Elect & At-Large Member | Southwest Baptist University |
| Courtney Trautweiler, At-Large Member | Cottey College |
| Waheedah Bilal, At-Large Member | Lincoln University |
| Robin Westphal, State Librarian | Missouri State Library |

1. Call to order- Eileen Condon, President, called the meeting to order at 10:06 am.
2. Adoption of the Agenda: Lea moved and Sarah seconded that the agenda be adopted. Motion passed.
3. Approval of December 4, 2020 board meeting minutes: Lea moved to approve the board minutes of December 4, 2020; Nathan seconded. Motion passed.
4. Treasurer’s Report, Ellen Dickman: Ellen pointed out the January documents, and that investments lost $9,000. This is due to market fluctuations. We currently have $5.7M in assets; liabilities match assets. Eileen questioned the cash – cash equivalents line; is that variance from our target asset allocation acceptable? Discussion followed. The PPP loan forgiveness will show in the February financial report.
5. Committee Reports
   1. Digitization, Sarah reported that the ongoing webinar trainings with mentors and mentees are going well. Donna added that she, Emily Jaycox, and Stephanie Ruhe (MOBIUS staff) have had meetings; it is time for the second grant from the state (will be an out-of-cycle grant). Donna told the board that a survey was sent asking members about their needs and that there may be questions regarding the 25% matching requirement. There was discussion of adding member libraries to decrease costs per library.
   2. Circulation and Courier, Sally: The committee met on January 15; they will be sending a survey to membership in the spring.
   3. User Experience and Metadata, Waheedah: There was no report.
   4. E-Resources, Susan: This committee will be meeting on February 12.
   5. ILS Software and Services, Ellen: This committee will be meeting on February 18 to discuss survey results from late 2020.
   6. Public Libraries, Nathan: This committee met on January 28. Courier was discussed, as were e-resources of interest to public libraries. The committee will be surveying public library members, as to what resources they currently have, and what they would like to have. AV lending was discussed, especially audiobooks, with regard to needing longer circulation times. Donna said audiobooks will be discussed at the Circulation and Courier meeting in March.
6. Old Business:
   1. Review draft of strategic plan: Laurie reported in Ed’s absence. Laurie reminded the Board of the October 2020 membership meeting breakout sessions, at which were gathered members’ ideas and comments about their wants and needs. She talked about the feedback from a survey and told the board that there was much overlap. Sub-groups were formed and came up with initial Objectives and Tactics. Each subgroup presented their segment. Laurie remarked that it looks similar to the past Strategic Plan, with an additional goal. The document uses “constituent” instead of “member” to be more inclusive and has eliminated the word “cluster” as well. Laurie shared her screen to show the document “MOBIUS Strategic Plan FY 2022-2024 Draft, January 22, 2021” to the board. (This document had been included in the e-packet to the board.) There was discussion among board members of the GOALS, Objectives, and Tactics, as well as how to keep this document updated and the wording clear for readability. There were some wording changes in the Objectives and Tactics as board members went through it, and more discussion, including: another Tactic was added under GOAL 3, Objective 1; Nathan and Susan will work on wording of Objective 2, under GOAL 2 later; GOAL 4, Laurie told board that we have gotten a lot of feedback regarding collaboration, at all levels; GOAL 6 is new, created by Donna and MOBIUS staff. Laurie asked for any additional feedback in the days ahead; this draft will be presented at the March membership meeting. Laurie thanked Ed for all his work on this important project.
   2. ILS Project – Review RFI: Eileen shared her screen with the RFI document; there was discussion regarding who to invite to participate in the conversations and demonstrations with vendors, directors only or all library staff. The Board discussed what we want to see from the vendors in these initial product demonstrations. Donna suggested we give them an outline of what to tell us about, and to show us. Lea questioned if we have goals to share with the potential vendors. The board agreed that the ILS needs to integrate, or “talk to” other systems. We need to find out how they work with resource sharing. Board discussed deadlines for responses and to schedule demonstrations. Donna will revise the draft and send to the board for review. There was a discussion of to whom to send the RFI.
   3. Palmer College: Donna reported access of Palmer College server was handed over to Palmer College on January 31, 2021, and Innovative is now supporting Palmer’s Sierra system.
   4. Risk assessment; Discuss review of HR policy: Donna shared her screen with the board and pointed out the changes to the Risk Management Mitigation document. Eileen thanked Donna and the MOBIUS staff for their work on this document. Regarding the discussion of the HR Policy Manual, Donna told the board that this was written / revised in 2014, when MOBIUS separated from University of Missouri. One topic mentioned by staff are possible changes to invested funds in the 401k package. A small team consisting of Donna, Eileen, and Susan Swogger will review the HR policy.
   5. Annual conference: Donna told the board that Maegan is writing the grant request and that we need three quotes. A call for proposals has been sent. Vendors will not be included this year, as they did not receive much traffic last year, in the online environment. In addition, there will be no keynote speaker. Conference dates will be June 14-16, three half days, with the Board Retreat Wednesday morning, June 16. The membership meeting will be Monday morning, June 14.
   6. Project ReShare: Donna spoke with the Director at Connect NY and learned that we need to fill out an application, which will go to their board for a vote. Donna told the board that Connect NY is leaving INNReach and switching to Project ReShare. Donna spoke to a colleague there about it, as to how it will work for them. Donna informed Innovative that there will be a news release regarding MOBIUS’ participation in ReShare.
7. New Business
   1. Expense for NC Cardinal AWS server hosting: Eileen told the board that we will pay $144,155 (from Contingency) for the 3-year renewal of NC Cardinal servers. She reminded us that the board voted via email to approve these funds, which will be reimbursed by NC Cardinal according to their contract. We anticipate that NC Cardinal will renew their contract; if they do not, the AWS space can be resold.
   2. Review reserve and contingency funds: Eileen asked if there are target amounts for either fund. Donna explained that the reserve fund is mostly for wind-down operations or for emergencies. Wind-down amount should be approximately two years of operating expenses, but there is currently nothing in writing. Ellen suggested reviewing this policy when going over the investment policy; finance committee will discuss.
   3. Prepare for spring membership update session: topics will include   
        
      presentation and discussion of strategic plan draft  
      RFI   
      nominations needed for Board elections  
      annual conference  
      committee reports  
      cluster reports  
      executive director’s report  
      state librarian’s report  
      treasurer’s report
   4. Board member elections: Renee will determine which board members’ terms are ending, in order to list those positions in the nominations-needed email. There was a discussion regarding remaining online for board meetings throughout pandemic, and then for a portion of those meetings post-pandemic. The board agreed to commit to having half the board meetings online even post-pandemic.
8. Executive Director’s Report, Donna Bacon: Donna is encouraging MOBIUS staff to be vaccinated when eligible; she would like to see staff back in the office most days. The staff will discuss all together, after vaccinations and/or post-pandemic. Donna told the board that the MOBIUS staff participated in a Professional Development day in December 2020. They used the CliftonStrengths assessment, which gave each participant their five dominant strengths. It was felt that knowing one’s own strengths and those of colleagues helps in interactions with others. In addition, Donna asks staff to give feedback once a month, about how things are going with work, and their roles. Donna informed the board that she got a notice from the library director at UMSL, that the UM system is submitting an RFP for an ILS. She told the board that we now need a SOC2 Type 2 report; this is a security audit. Donna is awaiting a cost quote.
9. State Librarian’s Report, Robin Westphal: Robin was absent; there was no report.
10. Other Business: No other business.
11. Next Board meeting: April 9, 2021; Membership meeting: March 12, 2021. Both will be online meetings.
12. Adjourn meeting: Lea moved that the board meeting be adjourned; Susan seconded. Motion passed. Meeting was adjourned at 2:44pm.