

MOBIUS

LINKING MISSOURI'S LIBRARIES

MOBIUS Membership Meeting

Thursday, Dec. 16th, 2010

10:00 a.m.

Peachtree Banquet Center, Columbia, Missouri

Members Present:

Shirley Baker	Washington University
Candice Baldwin (online)	Metropolitan Community College
Sharon Bostick (online)	UMKC
Janet Caruthers	Columbia College
Jim Cogswell	University of Missouri-Columbia
Valerie Darst	Moberly Area Community College
Mollie Dinwiddie (online)	University of Central Missouri
Cynthia Dudenhoffer	Central Methodist University
Erlene Dudley	William Woods University
Kathleen Finegan	Avila University
Leslie Galbreath (online)	Northwest MO State University
Angela Gerling	Westminster College
Robin Hargrave (online)	State Fair Community College
Laurie Hathman (online)	Rockhurst University
Nitsa Hindeleh (online)	Missouri Baptist University
Corrie Hutchinson	Stephens College
Gordon Johnston	Three Rivers Community College
Jon Jones	Baptist Bible College
Becky Kiel	Cottey College
Craig Kubic	Midwestern Baptist Theological Seminary
Mary Largent	Crowder College
Sharon McCaslin (Online)	Fontbonne University
Wendy McGrane	MO Southern University
Renee McHenry (online)	Forest Inst. Of Professional Psychology
Genie McKee (online)	Maryville University
Jerome Offord (online)	Lincoln University
Shelia Ouelette	St. Louis Community College
James Pakala (online)	Covenant Theological Seminary
M.J. Poehler	Kansas City Art Institute
Pamela Reeder	Missouri Valley College
Kathy Schlump (online)	East Central College
Gail Staines (online)	St. Louis University
Fran Stumpf	Linn State Technical College
Stephanie Tolson	St. Charles Community College
Sharon Upchurch (online)	Culver-Stockton College
Ed Walton	Southwest Baptist University
Lisa Wolfe (online)	Jefferson College
Stephen Wynn	Truman State University

Proxies Present:

Renee Brumett (for Regina Cooper)	Springfield-Greene County Library
Eileen Condon (for Laura Rein) (online)	Webster University
David Adams (for Neosha Mackey)	MO State University

Guests Present:

Donna Bacon	MOBIUS Consortium Office
Maegan Bragg	MOBIUS Consortium Office
Justin Hopkins	MOBIUS Consortium Office
Christopher Gould	MOBIUS Consortium Office
Scott Peterson	MOBIUS Consortium Office
Janine Gordon	MOBIUS Consortium Office
Jessica Hammond	MOBIUS Consortium Office
Adrienne Detwiler	MOBIUS Consortium Office
Jennifer Parsons	MOBIUS Consortium Office

I. Call to Order

- Shirley Baker called the meeting to order at about 10:14am.

II. Introductions and Announcements

III. Adoption of the Agenda

- Shirley called for an adoption of the meeting's agenda. Ed Walton moved to adopt the agenda as written. Angela Gerling seconded. The agenda was adopted.

IV. Approval of the minutes of Oct. 1st, 2010, meeting

- Shirley asked for approval of the June 15, 2010 Council meeting minutes. Fran Stumpf moved to accept the minutes with non-substantive changes. Kathleen Finnegan seconded. The minutes were approved.

V. Old Business

- Organizational Restructuring- Shirley outlined the progress made in moving MOBIUS to non-profit status. Most items on the existing checklist have been completed and the Board is adding items to continue the timeline through June. Shirley asked that members please notify the Board if they have additions.
- Service Level Agreement- The taskforce had two goals: to create the service level agreement and to decide what were core and non-core services. The Board asked the chairs, Donna Bacon & Erlene Dudley, to continue to work on the Core Services document. The Service Level Agreement has been brought forward to the membership. Wendy McGrane asked why the Core/Non-Core Services document was sent back. Donna Bacon shared that MCO staff were worried about the time consuming nature of billing for services, the impact on libraries already dealing with the sluggish economy and increased assessment costs. The Task Force will revisit all these issues and bring the results back to the Board in February.

Stephanie Tolson asked does the Service Level Agreement replace the Memorandum of Understanding? Shirley answered yes, it does. The SLA and the Core/Non-Core Services document will be presented together at the March Membership meeting. Janet Caruthers asked if we would sign when all these documents are approved. Shirley answered yes.

VI. New Business

- Executive Director Search- Gail Staines stated that the committee consists of Janet Caruthers, Jim Cogswell, Eileen Condon, Regina Cooper, Janine Gordon, Neosha Mackey, Stephanie Tolson, and Cindy Cover. So far, the committee has received 10 applications; 6 are male and 4 are female. The application deadline is Dec. 31st, but if the committee feels like the applicant pool is not strong enough, the deadline will be extended. The position has been advertised far and wide, and Gail asks that if anyone has a suggested nominee, please let her know and she will send an invitation to apply. Wendy asked if the membership will be able to view presentations, etc. from candidates. Gail said yes, the committee plans to do this.
- Revision of Advisory Group Policy- Shirley shared that a great deal of work has gone on in the past years to ensure that committee work has been well documented. Due to the change to non-profit status, the following suggested changes have arisen:
 - i. The name “committee” must be changed to “group”
 - ii. Procedural and workflow issues produced through advisory groups will go to the Executive Director and the MCO staff. Only policy issues require approval by the Board.
 - iii. Clusters will choose advisory group members themselves, rather than requiring members be appointed by the Board.
 - iv. The requirement for formal alternates will be eliminated.
 - v. The distinction between groups, sub-groups, and task forces will be eliminated. All will be considered working groups.
 - vi. All groups will be reminded to use the templates available on the MOBIUS website for reporting to the membership and for all documents.
 - vii. The members of a working group will be responsible for orienting new members, and no formal orientation will be required.

Mollie Dinwiddie asked that agendas for all MOBIUS meetings (groups, Board, etc.) be available on the website. Janet Caruthers asked if there is a way to notify the membership of meetings. Donna stated that this is not a change from the earlier policy. It is stated as the first responsibility of group chairs; these individuals should take responsibility for sending meeting information to the wider membership. Wendy asked about alternates voting if there is no majority, would they be allowed to vote? Shirley agreed that this sounded reasonable. Erlene Dudley asked about the issue of group membership only being for one year. This could cause problems with a group membership, continuity, etc. Pamela Reeder shared that the QUEST cluster relies upon the large institution in the cluster to provide members for most of the groups simply because the smaller schools do not have people to send. Erlene stated that ARTHUR does things much differently

and rotating membership offers the chance to build skill sets. Angela pointed out that the document states that if more than one person wants to serve on a group, that site coordinators and directors will choose the representative. Shirley stated that the Board will continue to observe this process and encourage the membership to share issues or concerns with the policy.

- Proxies- Under the new non-profit status, members attending the meeting electronically cannot vote due to state law, and the lawyers suggested that proxies should be from the same institution. The Board is consulting with the lawyers about changing this regulation. The language will state that MOBIUS members can choose a proxy from another member institution and notify the Board secretary within 2 days. Mollie asked if the 2 day time frame could be shortened to deal with last minute issues. Donna and Shirley will ask the lawyers about this change. David Adams (Neosha's Proxy) asked about the possibility of voting by email or mail. This might be an option and Shirley will discuss the issue and will report back.

VII. Treasurer's Report – Corrie Hutchinson

- Corrie and the Finance Committee are working on the budget for next year. The Committee will have a final preliminary budget for the Board in February, with a final to bring to the Membership in March. The Committee is trying to keep the budget as flat as possible. The assessment model for member fees will not change for the coming year. Libraries should be able to look at fees from last year and use these as a model. Assessments should not increase more than 4 or 5% at the most. Stephanie asked that the Finance Committee please consider the cuts that libraries will be facing due to state budget cuts. Corrie shared that the Committee is trying really hard to keep the budget as flat as possible.
- The Board approved a Financial Policy, which includes timelines and guidelines for the budget. It is designed to supplement items that are not specifically outlined in the Bylaws. Please let Corrie or the members of the Finance Committee (Sharon Upchurch & Donna Bacon) if you have further questions. The Finance Committee charge was updated to reflect the new bylaws. Mollie asked if the membership of the Finance Committee is complete. Corrie stated no, the Committee is one member short. The Committee is also working on an Investment Policy and plan.

VIII. Interim Executive Director's Report- Donna Bacon

- MOBIUS has moved to the new office space in the Missouri Credit Union Building. MCO is increasing the square footage but also saving money. MCO is very happy with the new arrangements.
- The UM contract has been signed and the funds have been transferred, totaling 2.1 million dollars. Funds have been deposited with Commerce Bank, and some funds have been deposited in a Money Market account. Donna is still working with the attorneys to transfer the last of the contracts.
- The Board approved the purchase of Millennium Scheduler. This product will assist MCO staff with record loads. Libraries will be contacted about changing the frequency of loads after Scheduler is up and running.
- Christopher Gould has been visiting libraries for training. Donna and Christopher

attended the MLA conference and made some really good contacts with Missouri libraries. MCO is working on the conference, which will be held June 9-11, 2011. Justin Hopkins has just about finished the conference website. A call for sessions will be sent on behalf of the group chair by MCO. The keynote speaker will be Meredith Farkas of Norwich University.

- Jessica Hammond sent out a call for people interested in working on their Webpacs. Justin and Jessica are working with these people to oversee changes.
- Donna made a trip to Springfield and met with the Consortium of Ozark Libraries (COOL) about possible membership. The Board created an official proposal which Donna sent to these libraries this week. Margaret Conroy is willing to use LSTA funds to help pay for implementation.
- Fran Stumpf asked if there is any user end benefit to using Scheduler. Donna said not at this moment, but after MCO has implemented this new product they will revisit this. Stephanie asked about courier service, since MOBIUS libraries were contacted by KCMLIN about adding courier service to Kansas and Colorado. KCMLIN is going out for bid for their delivery service. MOBIUS and KCMLIN need to use the same courier to provide seamless service, so Donna and Margaret Conroy are keeping a close eye on this issue.

IX. Advisory Group Reports

- MACPA Group (MOBIUS Annual Conference Planning Advisory Group) – Chair Tammy Ellison submitted a report on this group’s progress.
- MAAC (MOBIUS Access Advisory Group) – This group is seeking information on best practices for tracking items through the courier system.
- MCDAC (MOBIUS Catalog Design Advisory Committee) – Report from Jim Dutton sent via email prior to meeting.
- MOBIUS Access Advisory Group – Stephanie Atkins, report sent via email prior to meeting.

X. Other reports

- Missouri State Library – Margaret Conroy
 - i. Margaret Conroy could not attend, so Donna shared that Margaret held an “automation summit” for public libraries so they could discuss reciprocal borrowing and the state of automation, and the possibility of forming a public library consortium, along with open source options, etc. There were 35 in attendance. Out of the summit a committee was formed to look at possibilities, system specifications, needs, etc. with a report due in April. Ed Walton suggested that MOBIUS put together a proposal or taskforce to aggressively pursue these libraries. This item will be added to the Board agenda. Valerie Darst shared that she attended the Secretary's Council and there was a great urgency at that meeting to look at solutions for public libraries. The Board will send out a call for a taskforce to take up this issue.
- MOREnet – No report.
- Missouri Department of Higher Education – No report.
- UM System Liaison – No Report.
- Cluster Reports

- i. ARCHWAY- Stephanie shared that Linda Bigelow is retiring
- ii. WashU – Shirley reports that Wash U increased the number of requestable items from 20 to 30. Patrons were very appreciative.

XI. Announcements - None

XII. Adjournment – Valerie moved to adjourn the meeting. Stephanie seconded. The meeting adjourned at about 12:00 p.m.

Submitted by Cynthia Dudenhoffer, MOBIUS Board Secretary, January 14, 2011