

## WILO Coordinators Meeting Minutes

May 8, 2009, 9:30 a. m.

Longview Community College

Present: Logan Wright and John Oyler, Saint Paul School of Theology; Dennis Goodyear, Avila University; M.J. Poehler, Kansas City Art Institute; Craig Kubic, Rusty Tryon, Midwestern Baptist Theological Seminary; Ted Ostaszewski, Judy Rice, Metropolitan Community Colleges; Kenette Harder, Elise Fisher, William Jewell College; Laurie Hathman, Rockhurst University.

Guest: Candice Baldwin, MCC

### I. Agenda Review

### II. Additional Items to Add

Elise Fisher will replace Kenette Harder as the site coordinator at William Jewell College due to Kenette's retirement. The group gave a card and gift of appreciation to Kenette for all of her hard work over the years.

### III. Minutes from February 13, 2009.

Approved. Laurie will post them on the MOBIUS website.

### IV. New Business and Noteworthy News

#### 1. Update Millennium JRE in order to upgrade to new Release 2007 1.2. Each coordinator to verify with Donna Bacon that you have done this for all your institutional computers.

"It is time for MCO to upgrade our servers to Release 2007 1.2. This release does not contain any enhancements but is only a maintenance update with fixes. I have attached a document listing these fixes. It would make sense to remove these menu options when the new release is scheduled and installed. Innovative has also asked us to schedule this release upgrade as soon as possible to help resolve "all ports in use" problems.

If you have any concerns about removing these menu items, please contact me so we can discuss your options.

Also, a few weeks ago, Christopher requested that all institutions make sure that they are running the latest version of JRE (1.6.0\_02.) ***This Millennium Client should be downloaded from CSDirect ONLY.*** Please do NOT go to the JAVA website to download the latest version of JRE. You can uninstall your current client or overwrite the old one.

Christopher's email:

*The MOBIUS Help Desk would like to remind all Millennium users to ensure that your Java Runtime Environment (JRE) version is up to date. The Help Desk has opened a number of tickets that may be related to outdated JRE versions. The version recommended by Innovative for Release 2007 is JRE 1.6.0\_02. To see which JRE version you are running, click Help and About in Millennium and look for the JRE Version. If it does not say 1.6.0\_02, please see your site coordinator for assistance in upgrading your JRE.*

Before we can schedule upgrades to Release 2007 1.2, all libraries need to be running JRE 1.6.0\_02. I need each Coordinator to email me to confirm that you have completed this task before I can schedule your Release installation. Release 2007 1.2 does not require any downtime and will be completed by Innovative staff.

Thank you for your assistance,

Donna Bacon

Assistant Director of IT

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Most institutions have completed this or will by today, Friday May 8, 2009.

#### 2. NEW Cluster Representatives.

The Executive Committee decided to start from scratch in the selection of members and alternate members for all advisory committees.

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**REQUIRED ACTION:** To take office on July 1, 2009, each cluster and MOBIUS member operating their own server must select a MEMBER (serves 1 year) and an ALTERNATE (serves 2 years) for the four remaining MOBIUS Advisory Committees:

Access Advisory Committee **Judy Rice (MCC) member; John Oyler (Saint Paul) alternate**  
Annual Conference Planning Advisory Committee **John Oyler (Saint Paul), member; M.J. Poehler (KCAI), alternate**  
Collection Management Advisory Committee **Laurie Hathman (RU), member; Craig Kubic (MBTS), alternate**  
Catalog Design Advisory Committee **Catherine Eilers (Saint Paul), member; Ted Ostaszewski (MCC), alternate**

The names must be submitted to the MOBIUS Online Help Desk by a cluster site coordinator by May 30, 2009. The names of currently serving members of advisory committees may be submitted to serve as either member or alternate for FY2009-2010.

Advisory Committee members are encouraged to attend an Advisory Committee Orientation at the MOBIUS Annual Conference on June 2, 2009 from 11-12 am.

[For the future: Names should be submitted by the chair of the cluster site coordinators committee to the MOBIUS Executive Director in writing (including email) by May 1<sup>st</sup>]

### **3. Groups and distribution lists on new MCO website.**

Email from Beth Fisher:

"We are very close to switching over to the new MOBIUS website. One of the last items that needs to be set up is the listing of committee membership. The new website displays this membership based on links to an individual's login account on the website. We need your help to make this display happen. If you have not already created an account on the new website please set up one at this time. To set up an account on the new website go to <http://sandbox.MOBIUS.umsystem.edu>. At the top of the website is the MOBIUS member login and a link labeled 'Create new account'. Your request for an account will be sent to the website administrator. Once approved an email will be sent to you with a link to login and set a password. Once your account is set up you may enter the member site as much as you like. If you forget your password once the account is set up, click on "Request new password" located at the top right side of the website.

Thank you for your help in setting up these displays.

Cordially, Beth"

Most have already created an account.

### **4. WILO Committees on Remedy.**

Logan emailed MCO that all of the WILO committees did not seem to be listed on the new website.

Response Email from Christopher Gould: Thanks for your email. The Online Help Desk takes its information from the Remedy application that we use to manage and track help desk tickets. We only have one WILO committee listed in Remedy, the WILO Coordinators, and it was set to display as "MOBWE COORDINATORS". I have changed the name so it should now display as "WILO COORDINATORS". Please confirm that you are seeing this.

We can make any of the committees appear in the drop-down box. However, we need an email address for the committees in order to make use of the feature that copies the Ticket Assigned and Ticket Closed notifications to the committee list. The email address is not mandatory for the appearance in the drop-down, however.

### **5. MOBIUS Council meeting June 2. Tan-Tar-A Annual Conference.**

Laurie Hathman, Ted Ostaszewski, Candace Baldwin, Elise Fisher and Kathleen Finegan will be attending.

### **6. Next date for WILO Directors lunch meeting.**

Laurie Hathman will email possible dates in late June.

### **7. New Chair of WILO Coordinators.**

Logan Wright would like to be relieved of the chair for the upcoming year. He asked that others would consider taking over the position and to let him know.

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## **V. Old and Ongoing Business**

1. The quarterly authority processing is currently in process for Q2 2009.

2. WebPac Pro.

Recommended changes:

- Library Thing image should be on the right and smaller. (Judy Rice will email WILO Access group to explain this decision)
- Search Results page—the line number and mark box need to aligned
- Ribbon font size should be increased and color should be yellow for consistency
- Cursor should appear inside the search box when the keyword search screen first loads
- Reorder the libraries in the drop down box in alphabetical order
- Move the WILO logo to the left, with the ribbon stretching to the right and including the “Western Library...” text; include under that the library account, help, home links
- Make the Search MOBIUS another tab
- Advanced keyword search limits should align in two columns:
  - 1<sup>st</sup> column should be in this order Other Format, Language, Year of Publication, Publisher Keyword
  - 2<sup>nd</sup> column should be in this order Specific Library, Library, Search and Sort
- Advance keyword search “Submit” button should be changed to “Search” and the word “simple” should be removed from “Simple Keyword Search”
- Other Library Catalogs—add Concordia Seminary; eliminate space after KCLC and Linda Hall entries
- Color of green ribbon should be the darker green
- Non-active tabs should have white font; active tab have yellow
- Make navigation icons on search results page a different green that currently exists if possible

Question:

- Comments or Problems link—
  - Is this necessary
  - Where would these be directed—WILO Access Committee Chair? WILO Distribution list?
  -

Logan was authorized to give the helpdesk the go-ahead to publish the staging server pages to the live WILO site beginning June 1

3. SCAT Table Discussion Postponed.

4. UPGRADES OF 15-30 minutes will take place before 8am without prior discussion among WILO constituents. Chair of Coordinator notifies MCO at appropriate times. The preferred time would be between 7-8am on Fridays.

5. Review Files. Note WILO Review File NOT to be used: 86. Stay away. WILO – File 86. Would also be good to empty out files you are no longer using.

6. Book Cover Images from LibraryThing in WILO OPAC? (Avila/Finegan/Goodyear). See staging server at <http://WILO.missouri.edu:2082/>. These images will be utilized in the new WILO catalog. Size and position of the image is still under discussion.

## **VI. WILO Meetings**

1. WILO Access Services (Next meeting in July after the MAAC meeting-date TBA)

Issues discussed at March 12, 2009 meeting:

- Library Thing image size and placement—preference is for image on the left and small size
- The text of the 856 field link was agreed upon to display as “Link to...”

2. WILO Catalogers (Next meeting July 29, 2009)

Issues discussed at March 20, 2009 meeting:

- Library Thing image size and placement—image on the right and smaller.

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- Authority control reports—how to handle updating the reports as apparently some clusters are not updating their records. Need for standardization. Reports are often very long and most of the report doesn't require action, but it takes time to go through them. Ted Ostaszewski will be attending sessions on authority control at the annual conference.
- The 856 link looks good.

## **VII. Meetings of MOBIUS Executive Committee, Council, and Advisory Committees**

1. MOBIUS Executive Committee (Next meeting TBA)
2. MOBIUS Council (Next meeting June 2, 2009 at Annual Conference at Tan-Tar-A)
3. MAAC MOBIUS Access Advisory Committee (Next meeting July TBA)
4. MCDAC MOBIUS Catalog Design Advisory Committee (Next meeting TBA)
5. MOBIUS Collection Management Advisory Committee (Next meeting TBA)
6. MACPAC MOBIUS Annual Conference Planning Advisory Committee (Next meeting June 2, 2009 at Annual Conference at Tan-Tar-A)
7. MOBIUS Coordinators—M.J. Poehler reported that through e-mail the coordinators were invited to participate in an online demo of Innovative's Local URL product. MCDAC was also involved in the demo and is discussing the product. MJ has the PowerPoint and commentary which can be forwarded to anyone who is interested. At the recent meeting there was discussion of a better way to label items which are on the shelf but not requestable through INN Reach—perhaps best practices could be established.

## **VIII. News from the Campuses**

MCC Longview will celebrate it's 40<sup>th</sup> year in Fall 2009.  
 Saint Paul School of Theology will celebrate the 50<sup>th</sup> anniversary of it's first class in Fall 2009.  
 Midwestern Baptist Theological Seminary will celebrate it's 50<sup>th</sup> anniversary in Fall 2009.  
 Rockhurst University will celebrate it's Centennial year in 2010, with some events to begin in Fall 2009.

## **IX. Adjourn**

Date for Next WILO Coordinators Meeting: Next Meeting: September 18, 2009, 9:30am, at Midwestern Baptist Theological Seminary