

Members Present:

Jessica Hammond	MCO MOBIUS Consortium Office
Scott Peterson	MCO MOBIUS Consortium Office
Tony Garrett	MERLIN University of Missouri – St. Louis
Roger Thomas	Archway St. Louis Community College (Florissant)
Mary Anderson	MERLIN University of Missouri - Kansas City (Miller Nichols)
Rodema Gnuschke	Towers Missouri Western State University
Trish Svendsen	SLU Saint Louis University (Health Sciences)
Joshua Lambert	SWAN Missouri State University (Meyer)
Alice Ruleman	Quest University of Central Missouri
Gayla McHenry	LANCE Truman State University
Lynne Edgar	SWAN Crowder College
Lisa Wolf	Archway Jefferson College
Judy Rice	WILO Metropolitan Community Colleges (Longview)
Michael Washburn	MRRL Missouri River Regional Library
Debbie Young	Galahad Three Rivers Community College
Matt Weir	Bridges Webster University / Eden Theological Seminary
Steve Jamieson	Bridges Covenant Theological Seminary
Sue Reed	Arthur Missouri State Library
Cindy Schoolcraft	Arthur Westminster College

Members Absent:

Valerie Darst	LANCE Moberly Area Community College
Stephanie Atkins	WashU Washington University (Olin)
Jason Bruenderman	Galahad Southeast Missouri State University
Karen Gelber	MRRL Missouri River Regional Library
Natasha Grando	MRRL Missouri River Regional Library
Glenn Morrow	Towers Northwest Missouri State University
John Oyler	WILO Saint Paul School of Theology

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Nada Vaughn	WashU Washington University (Olin)
Linda Wheeler	Quest State Fair Community College

Guests or Proxies Present:

[Name], [Committee position, if applicable]	[Institution name and, if applicable, Cluster name]
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1. Call to order and introductions
  - a. Tony Garrett welcomed everyone and led the introductions.
2. Adoption of the agenda
  - a. Adopted with no objections.
3. Approval of minutes
  - a. Alice Ruleman proposed we adopt the minutes of the July 28, 2009 meeting.
  - b. Joshua Lambert seconded.
  - c. Members voted approval.
4. Information Items/Cluster Reports
  - Archway – No report.
  - Arthur
  - Bridges – No Report.
  - Galahad
  - Lance
  - MERLIN – UMKC purchased Summons – a Serials Solution product that is a web-scale discovery service and hope to implement it soon.
  - MRRL – No report.
  - Quest
  - SLU
  - SGCL – Springfield Green put in a new phone system resulting in changes to some contact numbers. Changes have been updated on the MCO website.
  - SWAN - MSU has changed ID#s to the format MXXXXXXXX. Scott Peterson will make sure the appropriate list on the MCO website is updated.
  - Towers – Missouri Western recently had an open house which was well received and went over very well.
  - WashU
  - Wilo - MCC has new prefix phone number as of Oct. 22. Judy Rice's new phone number will be 816-604-2278.
  - MCO - Updating the Archway, Arthur, and Swan servers
    - The Archway, Arthur, and Swan machines are going to be replaced by Dell Linux boxes, along with the INN-Reach Server. The timing is being scheduled with the clusters.

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- MCO will be doing upgrades to Release 2009A and 2009B, but this has not been scheduled yet.
- Donna Bacon is now the MOBIUS Interim Executive Director; Jessica Hammond (Library Support Representative) is the alternate to MAAC and the backup to Scott on delivery and courier issues.

## 5. Unfinished Business

- Circulation FAQ/Best Practices Subcommittee report – in report sent to Executive Board – tried to formalize this subcommittee according to the new guidelines – this has been approved. – send to cluster and get input
  - a. Discussion of what's been done. Matt Wier stated that we've updated the procedures, but not yet the best practices.
  - b. Agreed that practices should go through Subcommittee to prevent duplication of work.
  - c. Ideas for Best Practices should be sent to Matt Wier.
- Lenders of Last Resort – time to update again
  - a. Discussion of Lenders. Scott will post the updated list.
  - b. Question was brought up of does MAAC wish to continue doing the Lender of Last resort. Discussion followed and it was agreed that yes the committee did wish to continue to do it.
- Procedures and/or Policies need to be updated and put on the website. There are some that mentions the telnet features and Lanter. How should we progress?
  - a. Tony will continue to collect and format the ones he's received.
  - b. Scott suggested updating the list of what is done and what needs to be done on the MAAC list. Tony agreed to do so.

## 6. New Business

- Courtesy Notice Guide on the MCO website under the Best Practices section
  - a. Updated. Comments of appreciation were voiced for it.
- Lenders of Last Resort list – how do we want to handle institutions that are below the standard, but want their names on the list? – will need a decision and a vote
  - a. Sue Reed brought up the Enter My Symbol Twice option that keeps the request in the lending group twice as long so libraries have time to fill or not fill requests.
  - b. Discussion followed. It was agreed and voted on to add a Best Practices statement about this, allowing libraries to EMST or have the option to cancel request.
  - c. Vote passed.
- In regards to the tracking system, MAAC needs take a “clean slate” look at what they want in a tracking system, how long data should be kept, and how data can be analyzed or presented. This would give MCO a clearer understanding of what needs to be done.

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- a. 1<sup>st</sup> Choice's position is that it is not cost effective for them to do scanning of the bags. It is more efficient for them to pay claims for lost or damaged items.
  - b. Discussion followed as to what individual institutions did as far as scanning and keeping records of things sent.
  - c. Question asked if we wish to release 1<sup>st</sup> Choice from their contractual obligation of scanning bags.
  - d. Vote postponed until Oct 1<sup>st</sup>. Committee members will talk to their clusters/institutions about this issue and email Tony their votes by Sept 30<sup>th</sup>.
  - e. Committee decided to create a Best Practices for member tracking of shipments.
- New Bag Count Procedures – pending approval by the committee
    - a. Changing the bag count procedure from the more detailed manner of the past to just simply red or black bag totals.
    - b. Inquiry made if MCO was looking at ruined bag for bad design issues. Scott stated that this was being done.
    - c. Vote called. Joshua Lambert moved, Matt Wier seconded. Vote passed.
  - Maximum number of items a cluster user can borrow for their Ptype – came through the MOBIUS Help Desk
    - a. While the max number of items per Ptype is mainly consistent throughout MOBIUS there are exceptions, and this had never been documented.
    - b. MCO wants standard and procedures for how to handle requests to increase this number.
    - c. Discussion was postponed until Scott posts broken down list of this information to the discussion list.
7. Adjourn Meeting
    - a. Matt Wier moved. Roger Thomas seconded.
  8. Next meeting – Adobe Connect – January 26
  9. Submitted by Michael Washburn.