

# Minutes of the MOBIUS Circulation and Courier Meeting

October 10, 2023

2:00 pm Central

Online Meeting via Zoom

Members Present

* Andrew Stout, Chair, University of Missouri-St. Louis
* Conrad Rader, Vice-Chair, Saint Louis University Medical Center Library
* Eileen Condon, Webster University
* Katherine Bohnenkamper, Drury University
* Heather Gibbs, Bettendorf Public Library
* Carol Schrey, St. Charles City-County Library
* Robyn Lambert, Culver-Stockton College
* Steve Strohl, MOBIUS

Members Absent

n/a

Guests or Proxies Present

n/a

Meeting Minutes

1. Call to order and introductions
	1. Welcome by Steve Strohl (host of the call) and Andrew Stout (Chair).
	2. Meeting called to order at 2:01 pm.
2. Adoption of the agenda
	1. Andrew asked for a motion to adopt the agenda; Conrad Rader made the motion and Katherine Bohnenkamper seconded. No objections.
3. Information Items
	1. Steve gave a brief update on FOLIO migration and OpenRS implementation.
4. New (and Continuing) Business
	1. Fine/fee policy adjustment
		1. Andrew Stout relayed that the Board of Directors, having approved the committee’s proposal to change the $120 replacement fee with the actual replacement cost of the item, would like a finalized revision of “Negotiation of the Lost Book Fee” portion of the “Handling Lost and Damaged Materials” policy for their meeting later in October. The goal of today’s meeting is to finalize that portion of the policy.
		2. Conrad and Robyn Lambert presented information they had gathered about the policies for replacement costs from the Boston Library Consortium and the Virginia Academic Library Consortium, respectively.
		3. Andrew presented information about policies from a number of different libraries and consortium gathered and submitted by Katherine, Heather Gibbs, and Steve.
		4. Andrew summarized some of the common approaches from each of these policies and proposed this new wording for the “Negotiation of the Lost Book Fee” policy:

*Each member library is encouraged to resolve billed items as soon as practical, but not later than 12 months from the due date. There is no upward limit for the dollar amount that can be charged for material that is lost or damaged. The borrowing and lending libraries will make every possible attempt to negotiate the lowest actual replacement cost/fee for the lost or damaged item. The replacement costs charged to the borrowing library could include a $25.00 replacement fee in addition to the actual cost of replacing the material, as assessed by the owning library (the owning library may waive the $25.00 replacement fee at their discretion). Refunds will be negotiated between the owning and borrowing library. If further support is needed during the billing process, please reach out to the Mobius office to help adjudicate the matter.*

* + 1. General discussion took place that included deliberation about whether or not the 12 month period for resolving billed items should be changed (the consensus was in favor of keeping a 12 month timeframe), whether or not a specific replacement fee in addition to the cost of the material was necessary, and other minor changes to wording.
		2. A consensus was reached on the wording of this new policy.
	1. Next Steps
		1. Eileen Condon expressed that she would present it to the Board of Directors at their next meeting.
		2. Andrew noted that future committee meetings will involve discussion of policies for a new resource sharing environment, including reviewing the use of book bands, paging slips, etc.
1. Adjourn Meeting
	1. Andrew called for a motion to adjourn the meeting; motion was made by Carol Schrey and seconded by Robyn.
2. Minutes prepared by Andrew Stout