Members:

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| **Name** | **Title** | **Institution** |
| **Robert Powers, 2018-2020** | Chair - Access and Learning Services Librarian | Rockhurst University |
| **Cynthia Cotner, 2019-2021** | Vice Chair - Head, Access Services | University of Missouri - Columbia |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian | Lincoln University |
| **Hannah O’Dell​, 2019-2021** | ILL Assistant | Springfield Greene County Library |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |

Members Absent:

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| **Name** | **Title** | **Institution** |
| **Donna Monnig, 2018-2020** | ​Director of Library and Academic Resource Center | Moberly Area Community College |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Guests or Proxies Present:

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| **Name** | **Title** | **Institution** |
| Jessie Robey | Access Services Librarian - Reference | Lincoln University |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: On the web at <https://www.uberconference.com/mobius1> (there is a connect by phone option where the system call you or you can connect via voice over IP to your computer). Another option; you can also dial-in separately by calling **573-369-6832**.

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
  1. Confirmed that all of the Board members are on the “comm” list.
* General Interest is **circ-courier@lists.mobiusconsortium.org**

1. Call to order.
   * 1. *Meeting called to order by Robert Powers at 9:33 am.*
   1. Welcome (Steve Strohl and Robert Powers).
2. Adoption of the Agenda.
   * 1. *Motion to adopt the agenda is made by Robert, seconded by Sally Gibson at 9:35 am.*
3. **Announcements of Note.**
   * 1. ***Robert asked if anyone has any announcements to make; none suggested.***
4. Old Business:
   1. Circulation and Courier Committee (Courier) survey results.
      1. *Robert noted that we had 75 institutional responses to the fall 2019 survey, which was noted as “quite high.”*
      2. *Bradley* ***Kuykendall commented that the results did not provide any new insights.***
      3. ***Cynthia Cotner mentioned that she thought the responses were quite positive. This sentiment was echoed by Steve, who noted that responses overall were “overwhelmingly positive.”***
      4. ***Andrew Stout commented that the main concern expressed was related to “long transit times,” primarily coming from or delivery to out-of-state libraries.***
      5. ***Robert noted a comment about a driver who smokes and that made the bag/materials smell like smoke (Steve noted that as well and mentioned it was brought up with STAT Courier already).***
      6. ***Robert mentioned the concept of a training video or two; focusing on the Label Maker and PUA and how that works. Bradley agreed (along with Jessie Robey). Steve agreed this is something we can focus on going forward.***
      7. ***Robert asked about making some changes to the Label Maker whereby you could more finely specify you would like 3 labels for one library and 1 for a second library. Steve mentioned that he would discuss this functionality question with Blake Graham-Henderson (Evergreen Programmer, MOBIUS Consortium Office) just to see what might be possible and how long it might take. It was discussed that in addition to the state designation and OCLC codes included in the label maker as searchable fields/components, that anything of value (anything unique) can be added to the Label Maker.***
   2. IA Shares update.
      1. *Steve provided an update on IA Shares; specifically, bringing on nearly 600 libraries has been a challenge and that one-day per week service puts an onus on getting it right each day since the next scheduled delivery day is the following week. Things are improving but it will be a few months to fully modify and bring everything up what we would classify as a “normal” level. Right now, helping a state learn about and manage courier when it is new to them has been a real challenge.*
5. New Business:
   1. Adhesive label / Print Template update.
      1. *The question was asked do libraries need to go through the MOBIUS office to order new adhesive labels. Steve mentioned no, that is not required, however, if folks do not want to order a set “minimum” then we could continue to coordinate orders as needed. Hannah O’Dell and Springfield-Greene County (SGCL) asked about this since they use a lot of labels at SGCL and she is going to get in touch directly with the label manufacturer to see what her options are at this point. Bradley asked about a potential video on how to use the new adhesive label and print template. Hannah indicated that this would be of interest to them as well.*
   2. New Courier Contract (July, 2020) and the issue of scanning and tracking.
      1. *Steve mentioned that one of the concessions the MOBIUS Consortium Office is considering with the new courier contract is giving up scanning to keep the cost under control.*
      2. *Donna Bacon asked the Circulation and Courier via its discussion list for input in December 2019, and feedback was provided at that time.*
      3. *The consensus among committee members is that they would rather drop scanning than lose a day of courier service (change from 5 days per week to 4).*
      4. *Folks generally were in support of price control over scanning.* 
         1. *Cynthia mentioned that the University of Missouri likes scanning but that they were willing to “bite their fingernails” over it since price is so important. Robert mentioned that there is still courier insurance coverage for a STAT-to-STAT delivery, but there is maximum per bag.*
         2. *Several committee members expressed that tracking is not available in real-time on the MOBIUS Web site, so its utility is limited. Scanning and tracking does provide data on transit times and may make it easier to find stray items.*
         3. *Committee members discussed that barcodes could still be produced on each label since folks may want to still keep track locally of what they put into each bag and it costs nothing to include the barcode on the label as opposed to buying physical barcodes.*
         4. *The results of this conversation will be related to the MOBIUS Board for their additional consideration.*
   3. Spring Circulation survey.
      1. *Robert mentioned that he would like to gather questions for a spring 2020 Circulation survey. The rest of the committee expressed support for this idea. Steve will create a Google doc for gathering questions in the hopes of a spring survey.*
   4. Miscellaneous.
      1. ***Andrew asked about lending audio/visual materials with Prospector libraries and if there were ways to ensure that materials were returned with their protective housing, and Cynthia seconded this question. Steve mentioned that each lending library controls what it lends. Robert suggested that lending libraries add a note to the MOBIUS band to request that audio-visual materials are returned in the supplied protective housing and labeling the protective housing with the lending library’s information. Hannah shared that SGCL does a lot of audio-visual lending with Prospector libraries and acknowledged there is no guarantee that Prospector libraries will package items the same way as MOBIUS libraries.***
      2. ***Robert asked about what color labels folks use for their intra-cluster loans. Different colors were mentioned (blue, green, white, and yellow) – no consensus was arrived at on this topic.***
   5. ***Bradley made a motion to dismiss at 10:45 am; Robert seconded.***