Members (We have one current vacancy on the committee):

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| **Name** | **Title** | **Institution** |
| Bathsheba Love, 2017-2019, Chair | Library Circulation Services | Missouri Valley College |
| **Eileen Condon, Board Member** | Dean of University Libraries | Webster University |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian | Lincoln University |
| **Clara Fehrenbach, 2017-2019** | Interlibrary Loan and Reserves Librarian | Washington University |
| **Donna Monnig, 2018-2020** | ​Library Services Specialist | Moberly Area Community College |
| **Robert Powers, 2018-2020** | Access and Learning Services Librarian | Rockhurst University |
| **Lisa Young, 2017-2019** | Access Services Director | Lindenwood University |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Members Absent:

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| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian | Lincoln University |
| **Clara Fehrenbach, 2017-2019** | Interlibrary Loan and Reserves Librarian | Washington University |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| **Jessica Robey** | Access Services Librarian | 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. Welcome & call to order by Bathsheba at 10:03 am.
2. Adoption of the Agenda.
   1. Call by Bathsheba to adopt the agenda as distributed in advance of the meeting.
      1. Motion made by Robert Powers without objection.
3. **Announcement: Shelly McDavid’s vacant position on the committee; MOBIUS Conference coming up in June.**
4. Old Business:
   1. Update on Label Maker improvements.
      1. Steve announced that a statement regarding the current and potential enhancements of the label maker would be forthcoming, but that this would not be “documentation” per se and that if it was acceptable we would inquire about whether or not it could be added to the label maker section of the web site.
      2. Robert asked when this document might be shared with the committee and Steve mentioned it would be out by the end of the day.
5. New Business:
   1. **Sierra** 
      1. **Release Date – 4.3 coming sometime in May.**
         1. **Steve mentioned that Springfield-Greene are Sierra beta partners and that it is likely that the next release should be out by IUG in early May.**
      2. **Release Notes – To follow once posted on Supportal.**
         1. **Steve will send out the final release notes when they are posted on the Supportal web site.**
      3. **Server Upgrade – The migration to AWS is complete!**
         1. **Steve mentioned that the server migration of all the cluster servers including the MOBIUS managed and the Encore on INN-Reach proxy server were moved over to AWS between 3/6 and 4/18 and that a significant speed increase was noticed immediately when the INN-Reach system was moved over to AWS.**
            1. **Robert asked if we were locked in to AWS and Steve and Donna discussed that the hosting specifics are not ours to determine other than we are being hosted by Innovative and that if we didn’t believe this was a positive development for all of our members we would have discussed this with Innovative at the highest levels and sought some other solution.**
      4. PUA issue (comment below):
         1. Comment/thoughts for the group: We've seen issues recently with PUA items not being processed correctly at the receiving institution. I believe part of it is due to turnover in circulation and the relative rarity of those requests compared to regular requests. However, I just spoke to another library today, and they said that many times the sending library hasn't used the salmon-colored label. (I'm going to go over this again with my circulation staff and student workers, but I was wondering if there was a way that MCO could send out a refresher on processing PUA requests.)
            1. Donna Monnig mentioned that the right book band is key.
            2. Robert mentioned that he is noticing some PUA processing errors.
            3. The group agreed to keep an eye on this and if additional training and/or documentation on what the right workflow should be is needed we would come back to this issue.
      5. CIRC/Workflow issue (comment below):
         1. Comment/thoughts for the group: How do you check-out material when the barcode does not work for your circ system, the item just stays in transit and you can not check it out or put it into for the patron. This only happens with the out of state libraries that have letters and numbers in their barcodes. They said even when they try to type it in Sierra does not recognize it. They are wanting to know what other libraries do or is there a work around.
            1. The group talked this issue over and it appears that some folks are unclear on how to work with a barcode that has both numbers and letters in it.

For example, entering in “**.b<space>barcode”** should work.

* + - * 1. Robert mentioned that these virtual item records are not accessible in a traditional sense
        2. Eileen Condon asked that the MOBIUS staff check the MOBIUS web site <https://mobiusconsortium.org/pua> to verify the information is still accurate and once it is reviewed we share it with the committee for wider distribution.
  1. **UCM timeline & update.**
     1. **UCM has 22 patrons with Avalon items.**
     2. **UCM has 46 patrons with MOBIUS items.**
     3. **UCM has 344 items out to MOBIUS patrons.**
        1. **The MOBIUS office will continue to monitor and inform the membership on how many materials are outstanding to UCM, Avalon, and across MOBIUS.**
        2. **UCM will be completely separated from MOBIUS on July 1st.**
        3. **MOBIUS will do the work to back UCM out in a logical, deliberate manner that will not impact the membership, especially the other AVALON libraries.**
  2. **Courier**
     1. St. Louis County Library system is now part of our courier network!
        1. Steve mentioned that INN-Reach participating is looking likely for mid to late May.
     2. MALA courier integration and update (new relationship, etc - they are in the label maker)
        1. Steve mentioned that with the new Director at MALA that we are hopeful a better relationship can be established going forward and that a future meeting would take place once things settled down for MALA now that are in the post-migration phase of changing their courier from 1st Choice to Henry.
     3. KS courier update.
        1. Steve and Donna mentioned that we are talking again with the various couriers in Kansas and we have a meeting lined up in late May to see if we can find a good, positive working relationship for all concerned.
     4. **A**rkansas courier update.
        1. Steve and Donna mentioned that they have been in touch with both STAT and a new group called Little Rock Courier on options to connect CALS (Central Arkansas Library System) to our INN-Reach system. Everyone agrees this will be an expensive connection so this is taking time to come up with a solution that will work for everyone. Discussion are still on going.
     5. Iowa courier update.
        1. Steve and Donna mentioned that pricing for the Iowa libraries for 2019-2020 would be forthcoming shortly.
  3. Miscellaneous
     1. MOBIUS Circulation and Courier Committee fiscal year 2018-2019 annual report.
        1. Steve and Donna mentioned that the committee’s contribution to the annual report should be done by early to mid-May.
     2. Issues with sending notices: A couple libraries in KC-Towers have reported issues with sending notices on Sundays. Has anyone else received reports of this?
        1. This issue has cropped up and a ticket has been opened up here, but other than keeping an eye on things, we will just see what happens going forward.
     3. Overview of chair election method and responsibilities.
        1. Donna mentioned this was the responsibility of the Board and this is done in consultation with others after the Annual Meeting.
     4. Robert has reserved two lunch tables for the committee at the MOBIUS Conference on June 4, 2019.
  4. Bathsheba called for the meeting’s adjournment at 11:07 am and it was seconded by Eileen. The group was unanimous.