**Members Present:**

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| Eileen Condon, President  At-Large Member | Webster University |
| Ed Walton,  Vice President/President Elect & At-Large Member | Southwest Baptist University |
| Laurie Hathman, Past President | Rockhurst University |
| Renee Gorrell, Secretary and Special Libraries Representative | Goldfarb School of Nursing |
| Ellen Dickman, Treasurer and At-Large Member | Logan University |
| Sally Gibson, At-Large Member | Missouri Western State University |
| Courtney Trautweiler, At-Large member | Cottey College |
| Waheedah Bilal, At-Large member | Lincoln University |
| Nathan James, Public Library Representative | Central Arkansas Library System |
| Lea Briggs, Academic Library Representative | Northwest Missouri State University |
| Susan Swogger, At-Large Member | A.T. Still University |
| Sarah Smith, At-Large Member | St. Louis Community College |
| Donna Bacon, Executive Director | MOBIUS |
| Robin Westphal, State Librarian | Missouri State Library |

**Members Absent:**

1. Call to order 10:04 am
2. Adoption of the agenda-approved Sarah moved; Lea seconded.

Eileen made note of the outgoing board members: recognition of those leaving board, Waheedah’s and Ellen’s terms end June, Renee’s term ends in June, she has been on the board and secretary since 2015; Laurie’s term ends in June, she has been on the board since 2013.

1. Minutes
   1. Approval of the February 5, 2021 board meeting minutes: correction to section V. c: Waheedah’s name misspelled; Nathan moved; Lea seconded.
   2. Corrections needed to December 2020 board meeting minutes. Add this to VII.a. (Project ReShare section):
   3. “A motion to join Project ReShare at $5,000 per year for 3 years was made by Sarah. Seconded by Susan. Motion passed.
   4. “A motion to pay for Project ReShare from contingency was made by Nathan. Seconded by Waheedah. Motion passed.”
      1. Courtney moved and Sarah seconded to amendment to the December minutes, approved.
2. Treasurer’s Report – Ellen
   1. Finance Policy edits-Ellen presented the Financial Policy updates and asked for feedback.
      1. Information about contingency fund can only spent by board, sweep account information, incoming/outgoing checks.
      2. Eileen suggested that information about the investment policy should be added.
      3. Misspelling: counsel should be council.
      4. Reserves fund statement regarding spending only in case of financial exigency is unclear, could reword sentence.
      5. Discussion about sweep account and incoming/outgoing information is about process rather than a policy and this is a policy document. Could just state that we have procedures for each and that two staff are involved in this. Where is the best place for this information? Procedures can just be documented within the MCO procedures and not in the policy. As board we have policy oversight on this but not on the specific procedures so MCO can make changes without being in violation of the policy. Procedures can change so the board does not want to be involved every time something changes in the MOBIUS office.
      6. Do we want to approve via email or wait until June board meeting; Lea suggested the Finance Committee make changes to the document and present at next board meeting in June.
   2. February investments show increase since January.
   3. Next financial report should show PPP loan forgiveness.
3. Committee Reports
   1. Digitization – Sarah -
      1. March 29th committee met. Mentoring program wrapping up. Donna and Emily looking at what year 2 will look like with Missouri State Library grant application. Considering how to identify what types of media or other things need to be outsourced, what is easiest to start with like student newspaper and yearbooks. Discussed needing bids from at least 3 vendors for outsourcing the digitization. Newspapers might be our primary digitization grant, and this is a good project for Innovative to do for implementation of Vital. Looking for another institution who has used Vital for student newspapers. Stephanie Ruhe talking to Innovative about concerns and will report back.
   2. Circulation and Courier – Sally
      1. Nothing new besides what is in the New Business section below so will wait for that, no additional meeting has been held.
   3. User Experience and Metadata – Waheedah
      1. March 24 meeting. Discussed outdated subject headings, put in help ticket to see if can change authority profile for clusters or all of MOBIUS, know we can change local headings. Still working on how it would have to be done. There will be a presentation on this process at the conference by committee members. There will be a committee meeting at the conference.
   4. E-Resources – Courtney
      1. Courtney is serving as board liaison through rest of this board year to fill Susan’s role.
      2. Last open forum was very successful and will continue to offer them to provide for those working in this space to connect. Committee is looking at inventory of products members subscribe to individually that could be a consortia purchase. There will be a session at the conference and the topic will be decided at their April 13 meeting.
   5. ILS Software and Services – Ellen
      1. Committee has not met since February 18th. They discussed the survey that went out late 2020/early 2021. Members want module training or short training on components of the ILS. Most members train their colleagues and look at the MOBIUS website to find help. Steve said he can create more annotated content for the website. Overall survey responses indicate that the training is being done in various ways. Committee will likely meet again prior to June conference.
   6. Public Libraries – Nathan
      1. Finished collecting an inventory of databases that all members of the committee subscribe to. They will meet again about how to present a survey to other public libraries and prepare for a possible group purchase.
4. Old Business
   1. Strategic plan-Ed
      1. Vote regarding approval-From the March membership meetings everyone was positive and there were no suggestions for changes. The Strategic Planning Task Force agreed on the final version for board, so it is ready for board approval.
      2. If approved, discuss next steps to implement.
         1. Eileen asked if the board had any further suggestions. None given and Lea moved to approve, Sarah seconded; approved.
         2. Implementation – This gives direction for MCO.
            1. Laurie explained how the items from the current plan were prioritized.
            2. Ed said he could do a survey of membership that would allow membership to prioritize for each year so he will work with MCO to develop the survey.
   2. ILS project
      1. All RFI presentations are completed. There was discussion of the RFI presentations. For those vendors who did presentations that met most of the criteria of the RFI the board will want to have information from the vendors’ clients list to make sure they have implemented what they presented as possible for MOBIUS.
      2. Next steps
         1. Feedback from membership soon via a survey on impressions and topics to include on RFP about each RFI. This can be sent by email.
         2. The board could be the steering committee for the RFP and then have functional experts to help with the RFP. There could be subcommittees of functional experts to assess what members need. Board members agreed an additional board meeting was needed to discuss framing the RFP. Meeting will be May 14th, 10am-1pm. After this meeting there will be a call for functional expert volunteers. The RFP Task force will be separate from the board but will have board representation.
   3. Annual Conference. Donna reported that we ended up with more session proposals than we need, but since we are virtual, we are accepting all of them. There were 34 submissions. We are using PheedLoop software this year. Project ReShare will be doing a presentation. The sessions will be half days, Monday afternoon, Tuesday morning, and Wednesday afternoon (June 14-16). The membership meeting will be on Monday.
   4. Project ReShare: Eileen asked Donna if any updates. Donna stated there was an introductory meeting, and Blake is now working with the development team.
   5. Review reserve and contingency funds: Eileen tabled this discussion until a later date.
   6. Spring membership update session discussion: Eileen said she felt that meeting went well; there was much discussion of the Strategic Plan. There was also discussion of the upcoming membership meeting on June 14; start time will be 11:00am.
   7. Board member elections: Renee reported that there were just enough nominations to fill the empty positions and read the names.
5. New Business
   1. Prepare for June membership update session: Eileen said we’d tell members we approved the Strategic Plan, give update on RFI, give reports from committees, clusters, treasurer, Executive Director, and State Librarian. She asked for other suggestions.
   2. UM system RFP: Eileen reported that she, Donna, Laurie, and Ed met with the UM Deans, regarding their plans for the RFP and their ILS plans for the future. They are getting the message that Sierra is being “phased out”. They do want to continue sharing with other MOBIUS members. They discussed ReShare during this meeting. Eileen said it was a positive meeting; they were pleased.
   3. Special Libraries classification: Eileen said a theological seminary director had asked about this. Donna said this classification has come up before. Eileen said there is a definition on the ALA web page. Ed said another definition said a Special Library could exist within an academic institution, if they had a special clientele. Eileen questioned if we need to vote on a stated definition of Special Library. There was also discussion of where to place this definition, so as to give members more information. Donna shared her screen regarding Board elections. Laurie suggested revising and updating the Board election policy document.
   4. SOC2 Type 2 audit expense: We voted by email to approve the audit expense, $36,000.
   5. Circulation/Courier Committee proposal: Sally read the proposal, “*The MOBIUS Circulation-Courier Committee proposes that monographs and all audiobooks be treated alike. As such, the loan period for all audiobooks will be extended to 28 days with the option of two renewals. Loan rules, courtesy notices, and replacement charges for all audiobooks will be the same as monographs.”* The feedback from the membership was mostly favorable. Nathan moved and Sarah seconded to approve this proposal; motion passed.
   6. President’s Schedule of Responsibilities edits: Eileen said she, Donna, Laurie and Ed have been discussing this. She shared her screen, with a segment from the Board manual, and edits to that segment, of month by month responsibilities. There was discussion of electronic vs paper ballot, for new board members, and the legality behind the process. Donna sent Dale (MOBIUS attorney) an email, asking for more clarification.
   7. Template updates: Eileen directed Board members’ attention to the documents Donna sent, a group of templates. Eileen shared her screen, with the templates. Donna explained to the board members that these templates have not been updated in many years. It was stated that that committee chairs need to be using the templates and following policy. Discussion was held regarding the wording of each template form.
6. Executive Director’s report: Donna reported that we are getting a new member in early fall, but details cannot be shared yet. She hasn’t been visiting any new members recently but hopes to be able to soon. She told the board she will be talking to each staff member, regarding moving back to the office environment. There have been two more Evergreen quotes, for Eden \_\_\_\_ in Michigan, and the International Association of Music Libraries, Archives, and Documentation Centers, from the UK in Ireland. Donna attended IUG and Computers in Libraries virtual conferences. Steve sent an email about KC Kansas College going live recently. Donna told the board that Renee Brummett is the new director of the Christian County Library.
7. State Librarian’s report: Robin reported that they approved the LSTA plan for 2022; there is a component about a digitization grant, and they will be continuing funds for that. They hope to provide continuing education grants once again, for in-person education. Robin also reported that they get to help spend part of the $168M that went to state libraries across the country as part of ARPA funds. Missouri is getting just over $3,340,000 as their portion. Robin shared a slide with the board, with spending priorities: digital inclusion, rapid emergency relief to libraries, support to libraries to meet the needs of their communities, and to reach tribal and museum partners to assist with pandemic response efforts. These funds cannot be used until July 1. She stated that reference services have been busy, and that the Wolfner Library is starting to do digitalization on demand for their patrons, with up to 20 titles on one cartridge.
8. Other Business: Sarah and Lea talked about how it would be nice to have regularly scheduled Directors’ meetings. There was discussion of various ways to do this.
9. Next regular Board meeting: June 16, 2021; Membership meeting: June 14, 2021. There will be a special Board meeting May 14, to discuss the RFP process, as well.
10. Lea moved and Sarah seconded that the meeting be adjourned. Motion passed, meeting was adjourned at 3:00.