

**Archway Steering Committee  
Meeting Minutes  
June 2, 2006  
St. Louis Community College at Meramec**

Attendees: Roger Thomas (SLCC-FP), Debbie Woolverton (STLCOP), Linda Bigelow (JEFFCO), Carol H. Bennett (SLCC), Sue Morgan (JEFFCO), Janice Hovis (SLCC-FV), Loretta Ponzar (JEFFCO), Cathye Bunch Dierberg, (SLCC), Stephanie Tolson (SCC), Kirsten Young-Abotsi (SLCC), Jean Rose (SCC), Bonnie Sanguinet (SLCC-M), Donna Fitzwater (SLCC-M), Kathy Schlump (ECC)

Agenda was approved with the following addition to Discussion Items: Fine collection - Debbie Woolverton.

Minutes of the March 24, 2006 meeting were accepted as written.

**Discussion Items:**

**'From' label change**

STCOP suggested that the 'From' label used when MOBIUS overdue notices are sent via email be changed from "Circ Email Notices" to something more descriptive. All agreed.

**Removal of PIN in Archway Catalog**

It was agreed to remove the PIN requirement in the Archway Catalog.

**Archway Tune-up**

After a brief discussion, it was decided to take MCO's recommendation and accept the changes that III proposed after doing our Tune Up. (Recommendations outlined in email from Lynne Edgar, 5/8/06)

To facilitate the discussion of the fixed fields which could be turned on at no extra cost, Jean Rose provided definitions for the following terms:

- IN LOC (or checkin location) - records the statistics group number of the terminal where the item was checked in
- LOUDDATE – Last checkout date for the item
- LPATRON – The record number of the last patron to check out the item (displayed without the check digit)
- BIRTH DATE – (no definition needed)

It was decided to turn on IN LOC and LOUDDATE.

**Archway Page Redesign**

After much discussion, it was decided to accept the Archway Page Redesign as presented in the attached report. It was also decided to wait until after the latest III Release, coming in August, before submitting the Redesign Project to MCO. This will give us all an opportunity to look at the new features and/or options included in the new release which might change our redesign recommendations.

**New itype for circulation of specific serials**

SLCC proposed that an ITYPE of 099 (defined as 'MOBIUS Circulating') be added to the MOBIUS loan rules. This would allow selected serials to be available for MOBIUS lending. All agreed.

**TOC – another load for next year.**

This discussion item was tabled until next meeting.

**"How Clusters Differ" /Conference program**

Stephanie gave each of us a copy of her notes about the Archway Cluster and asked for comments and/or suggestions. She will be one of the presenters of "How Clusters Differ" at the Annual MOBIUS Users Conference. Several people shared memories of that time.

#### **Selection/reappointment of representatives for MCAG, MERAC**

MCAG – Kirsten and Kathy will continue to serve, with Kirsten becoming the representative and Kathy the alternate.

MERAC – Jill and Sheila will be contacted to see if they are willing to keep serving

#### **Selection/reappointment of alternate for MCMAC**

Stephanie is the new chair of this committee and will keep serving. A replacement for Jennie is needed; Sheila has been subbing. Sheila and Pat will be contacted to see if either of them would be willing to serve.

#### **Permanent links in OPAC**

Carol showed us an example of a 'permanent' (or 'persistent') link in an OPAC and suggested that Archway begin including these links in our catalog. She commented that these links are useful to people who use them and not harmful to those who don't. For example, they can be used to link a catalog record to a library resource listed in Blackboard or WebCT.

Everyone agreed that this was a useful addition. Public Services Committee will be informed of this decision.

#### **IUG Reports**

Jean, Kirsten and Bonnie submitted reports on the IUG Conference.

Most of the conference presentations are posted on the IUG website or CSDirect.

All three came away from the conference with renewed appreciation for the staff at MCO. MCO does an incredible job handling the myriad system issues, freeing each MOBIUS library to concentrate on other issues. At the Conference, the staff of Innovative showed obvious respect to all members of MCO.

#### **Collecting fines:**

STLCOP requested that Fine option #54 (authorization to waive fine) and #55 (authorization to collect fines) be turned on so that a specific login be required before fines are collected or waived. This needs to be a cluster decision.

The discussion was tabled until next meeting. Everyone should go back and take a look at this and be ready to discuss it at the next meeting.

#### **COMMITTEE REPORTS**

##### **Training Task Force (follow-up from last meeting)**

Bonnie's report about Centra training sessions:

MOREnet bought Centra, purchasing it on a 10-user annual basis. This means eight people can take a live training session and up to 10 other people could be accessing saved sessions live. A training session downloaded to a hard drive can be viewed as many times as needed.

All programs posted can be downloaded. Right now there are five different programs available in the New Release section of the MCO Handouts section of the Training tab. Once the new training page is in place there will be more sessions available. No decision has been made as to how many training sessions will be kept on the web. It will probably depend upon use.

MCO is trying to update the training page, but is having problems with their shared drives. The new page should be operational within the next few days. It will have a Centra login. Anyone working in a MOBIUS library is eligible for a Centra login, but they do have to request one from MOBIUS. More information about Centra will be on the MCO web site once it is updated.

#### **MAAC**

Bonnie reported that MAAC met on May 30, 2006 to discuss and vote on INN-Reach Circulation and general enhancements. She distributed a listing of the INN-Reach enhancement ID numbers and the ratings they received after the MAAC members voted on them.

The Black bag inventory is scheduled for June 13. MCO will send out directions and reminders. A new Centra session with the new carrier (First Choice) will be recorded and available on the MOBIUS training site by the end of June.

The meeting was held via Centra. Bonnie commented that attending meetings via Centra is a good way to save time and money.

### **MCAG**

There has not been a MCAG meeting since the last Archway Steering Committee meeting. But Kirsten reported on a couple of MCAG related topics.

She attended the MOBIUS Birds of a Feather session that took place at the IUG Conference. She said it ended up being a discussion of how to have a discussion. In other words, how can MCO encourage MOBIUS members to become IUG members and become active in the IUG enhancement process?

Linda Bigelow commented that maybe libraries think they automatically become members of IUG when they become a part of Ill. Perhaps they just need to be informed that they have to join individually and that the cost is reasonable.

Kirsten also noted that a demonstration of Ill's new article sharing software may take place at the next MCAG meeting on Aug. 8. Representative from MAAC might also want to attend.

### **MCDAC**

Will meet again in July

### **MCMAC**

Stephanie reported that the committee is still working on a confidential RFP and therefore details of the meeting are not being posted. The committee is hoping to make an announcement at the Annual MOBIUS Conference.

Stephanie also shared information about an LSTA grant proposal that MCO has written requesting funds to conduct a statewide collection analysis. This collection analysis will benefit both public and academic libraries.

Next meeting July 19<sup>th</sup>.

### **MERAC**

No one present to report.

### **MOBIUS Executive Committee Report**

Linda Bigelow reported on the May 5, 2006 meeting.

- Margaret Conroy attended her first meeting since becoming State Librarian.
- Executive Director's Report:
  - The FY07 budget has been finalized and loaded into PeopleSoft (it includes budgeted items for purchase of EdiFact and replacement of remaining servers in 07)
  - The MOBIUS delivery contract has been awarded to First Choice (Lanter's last pickup date is June 28 and their last delivery date is June 30; First Choice begins July 3)
  - SLU migration – SLU will go live on INN-Reach at the end of May
  - MCO is identifying products on MERLIN that could be de-installed to reduce maintenance costs
  - The search for UM's VP for IT is underway
  - MCO and LSO are working on a memorandum of understanding for supporting database for MOBIUS
- Annual MOBIUS Users Conference will take place on June 7, 2006. Susan Singleton will be the keynote speaker; 9 vendor and 24 regular presentations are scheduled

- The Executive Committee accepted the Final Report from the Task Force on Governance and Growth Management
- Stephanie addressed the possibility of MCO contracting with Blackwell for TOC updates on behalf of Archway (and other interested clusters)
- Search Committee Report – at that time, 3 interviews had been conducted and 2 more were scheduled
- Set Agenda for Council meeting in June

Linda and Stephanie are both finishing their terms on the Executive Council. Loretta congratulated them and praised them on their hard work and service to MOBIUS and Archway.

#### **Task Force on Government and Growth Management**

The final report of the Task Force on Government and Growth Management will be presented to the MOBIUS Council at the June 6, 2006 meeting.

#### **Adjournment**

The meeting adjourned shortly before 12 noon.

Minutes submitted by  
Kathy Schlump  
July 13, 2006