

**Minutes**  
**MAAC Meeting**  
**November 8, 2006**  
**10:00 a.m.**  
**MCO Office**

The MOBIUS Access Advisory Committee held a meeting on November 8, 2006 at 10:00 a.m. in the Room 224 of the MCO Offices. Committee Chair Matt Wier presided. The following committee members attended the meeting:

Bonnie Sanguinet (Archway); Melissa Martin (Arthur); Matt Wier (Chair – Bridges); Sharon Upchurch (Lance); Mary Anderson & Mary Zettwoch (MERLIN); Christopher Gould and Mark Wahrenbrock (MCO); Michael Washburn (MRRL); Marian Davis and Linda Medaris (Quest); Shuqin Jiao (SLU); Scott Britton (Washington University) Elise Fisher (WILO)

Absent – Donna Bacon (SGCL); Charlotte Dugan (Swan); Gordon Johnston (Galahad); Sandy Phillips (Towers)

**1. ANNOUNCEMENTS, INTRODUCTIONS, AND UPDATES FROM MEMBERS**

**Bridges** – Eileen Condon, the Head of Systems for Webster’s Emerson Library, recently gave birth to a baby boy.

**MRRL** – Michael Washburn reported that MRRL has a new director, William Rodgers who will start at the first of the year. Mr. Rodgers was previously employed by the St. Louis County Public Library System.

**Lance** – nothing to report

**SLU** – Shuqin reported that Gail Steinds is the new director. She also mentioned that all of the circulation contacts should expect to receive an e-mail from Kayla Whitehead from the SLU Pius Circulation Department. Ms. Whitehead is helping Shuqin resolve 59 outstanding billed MOBIUS items.

**WILO** – Elise Fisher reported that William Jewell has a new director, Dr. Hugh Stocks.

**Wash U** – Scott Britton reported that his circulation staff expressed some serious concerns that WashU was receiving very inconsistent service from the new courier. So, Scott had his staff monitor when the courier arrived and discovered that, contrary to staff opinion, the delivery driver actually consistently arrived at more or less the same time every day. .

**Archway** – Bonnie Sanguinet reported that the St. Louis County Community College has started preparing for their 2008 HLC accreditation visit. She also reported that the new SLCC campus in Wildwood, MO should be ready for classes in August of 2007 and that they are in the process of interviewing candidates for a library director like position for that new campus. Cathye Dierberg recently won the Ronald G. Bohley Award for her work in starting the common library platform and was the first director of the executive committee.

**Arthur** – Melissa Martin reported that the courier for Fulton changed.

**Quest** – Marian Davis reminded the Committee that Central Missouri State University recently changed its name to the University of Central Missouri (UCM). She also reported that while Central Methodist University has a new director, Cynthia Dudenhöffer, they are also missing many regular full time staff for various reasons.

**MERLIN**- Mary Anderson reported that UMKC purchased ILLIAD and that Cindy Knowles is the new Interlibrary loan librarian for UMKC. Mary Zettwoch from UMSL reported that Lisandra Carmichael left UMSL, so she (Mary Zettwoch ILL) and Barbara Hufker (Circ) are currently taking her place on the MAAC committee. Mary Anderson from UMKC will still serve as the MERLIN alternate rep to MAAC.

**MCO** – Mark Wahrenbrock reported that Beth Fisher, the new executive director of MCO, is reviewing and revising all MOBIUS processes and procedures. To whit, Mark is the new primary MCO representative to MAAC and Christopher Gould is the alternate. MCO is restructuring its organizational structure and its website. He also reminded us about the new Book Purchase and Collection Development agreement between MOBIUS and Yankee Book Peddler (YBP). MCO coordinated the scheduling of information sessions about this new service. will host meetings explaining this new collaboration in the near future. MCO is working diligently to replace all of the servers and have already replaced 4 of the 7. Chris Gould reported that they plan on finishing this process before the Thanksgiving holiday. He also reported that release 2006 of III should be installed by the Holiday break. The State Library has a new site coordinator, Tom Leimkuehler. Last quarter, from III, we crossed the 20 million item record mark, and the 6 million bibliographic record mark. Ten years ago MPALA directors invited independent academic libraries to join them in pursuing a common library platform with patron-generated borrowing.

## **2. LENDERS OF LAST RESORT**

These are the agreed to lenders of last resort, many libraries did not have their statistics in, so there are only four this quarter.

NORTHWEST MISSOURI STATE UNIVERSITY  
SOUTHEAST MISSOURI STATE UNIVERSITY  
UNIVERSITY OF MISSOURI – COLUMBIA  
UNIVERSITY OF MISSOURI – COLUMBIA HEALTH SCIENCES LIBRARY

**Action Item** – chair is responsible to tell MCO to change the list.

## **3. UPDATING THE POLICIES AND PROCEDURES CONTENT UNDER MAAC ON THE MOBIUS WEB SITE.**

After we implement release 2006, we will need to review and revise our current set of policies and procedures. Many of the current procedures, for example, reference the telnet

version of the Millenium circulation software. The committee decided that while we're definitely going to pursue this we would table this topic until the next meeting in order to give the members time to review the current policies and procedures and draft their replacements if necessary. Discussion ensued on the Lost Book Policy that was approved at the last meeting, and the committee wanted to know if that was on the agenda for the executive committee.

**Action items** – table policy and procedures until the next meeting. Chair will send lost book policy to executive committee chair for their November 17<sup>th</sup> meeting.

#### **4. COURIER UPDATE / ISSUES / TRACKING ITEMS IN THE COURIER SYSTEM.**

Mark Wahrenbrock is now the official liaison to First Choice Couriers. So, having recently looked at delivery stats he reported the following: First Choice moved 88,000 bags since July 3<sup>rd</sup> and had just 40 reports of problems, and 11 reports of supplies needed. Most problems were from wet deliveries, and since then, most problem areas were identified and covered areas were found for loading the trucks.

Tracking – the system that First Choice purchased to track the bags and bins (from another vendor) did not work properly so they chose tracking software from another vendor and are working to implement it.

Fulton was found to be so large a route, that it was too large for one driver.

As the liaison to First Choice Mark is working to get a single point of contact with the courier services. He is also looking into getting more bags. He's received some requests for waterproof bags. So he is asking the clusters, for the next purchase of bags, do you want more of the same or waterproof bags (which will be more expensive – so we would get less).

**Action item** – representative are to ask their clusters and report back to Mark by next Tuesday (11/14/06) as to whether they would rather have waterproof bags or more of the same kind of bag.

Tracking system – Scott Britton gave a presentation of a tracking system that Southeast Missouri State uses with Access to track all of the books going through the MOBIUS system. He said that not only could we use this to track the books coming and going from our libraries, but also use this for turn-around-time studies. It would also print the labels of the libraries as they were entered in the bags and print out the list that was going to the courier.

**Action item** – representatives are to ask their clusters and report back to the committee if

1. If the libraries can support the MS-Access that is needed for this software.
2. If there is an interest in this tracking software?

They are to report their finding back at the next meeting.

## **5. EXPANDING CHECKOUT TO OTHER ITEMS BESIDES MONOGRAPHS, LIKE CERTAIN AV ITEMS (DVD's, CD's etc.)**

Mary Anderson from UMKC (MERLIN) said that some close by cluster students were viewing items from UMKC's AV collection in house. She said that UMKC is willing to check a portion of these items out to the patrons as Visiting Patrons, or, even to send them through the MOBIUS system. A discussion ensued about each library's AV circ policy and the possibilities and problems that might arise with circulating them to other MOBIUS users. The discussion is tabled until the next meeting, so each cluster representative can get feedback from their cluster mates.

Action Item – representative will ask their clusters about their opinion on either checking AV's out through the visiting patron check out, or sending through the MOBIUS system and report their finding back at the next meeting.

## **6. MINUTES OF THE LAST MEETING**

Somehow the minutes of the last meeting did not get thoroughly distributed and proofed. The committee decided to have them sent out on the list again, proof read and approved by the committee over the list.

## **7. NEW BUSINESS**

MRRL asked if they could have a new pick-up location within their system. It would be new location, but not a new stop. It was discussed and approved by the committee. Their new location is for their Bookmobile, and the Location code is MRRL-O, and the Display Name is MRRL-Outreach.

## **8. NEXT MEETINGS**

March 6<sup>th</sup>, 2007 and July 11<sup>th</sup>, 2007.

Minutes – Mary Zettwoch (MERLIN) 11/9/06, revised by Matt Wier (Bridges) 11/15/06