

Members Present:

[Name], [Committee position, if applicable]	[Institution name and, if applicable, Cluster name]
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Members Absent:

[Name], [Committee position, if applicable]	[Institution name and, if applicable, Cluster name]
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Guests or Proxies Present:

[Name], [Committee position, if applicable]	[Institution name and, if applicable, Cluster name]
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1. Call to order and introductions
2. Adoption of the agenda
3. Approval of minutes
4. Information Items/Cluster Reports

- Archway
- Arthur
- Bridges
- Galahad
- Lance
- MERLIN
- MRRL
- Quest
- SLU
- SGCL
- SWAN
- Towers
- WashU
- Wilo
- MCO

Monday, September 22, 10a in Columbia, MO

5. Unfinished Business

- Circulation FAQ/Best Practices Subcommittee report – in report sent to Executive Board – tried to formalize this subcommittee according to the new guidelines – this has been approved. – send to cluster and get input
- Lenders of Last Resort – time to update again
- Procedures and/or Policies need to be updated and put on the website. There are some that mentions the telenet features and Lanter. How should we progress?

6. New Business

- Courtesy Notice Guide on the MCO website under the Best Practices section
- Lenders of Last Resort list – how do we want to handle institutions that are below the standard, but want their names on the list? – will need a decision and a vote
- In regards to the tracking system, MAAC needs take a “clean slate” look at what they want in a tracking system, how long data should be kept, and how data can be analyzed or presented. This would give MCO a clearer understanding of what needs to be done.
- New Bag Count Procedures – pending approval by the committee
- Maximum number of items a cluster user can borrow for their Ptype – came through the MOBIUS Help Desk

7. Adjourn Meeting

8. Next meeting – Adobe Connect – January 26

9. [Name of person submitting minutes, if not noted as secretary in list of members]