

MINUTES
MOBIUS Users Conference Planning Committee
(Now, MOBIUS Annual Conference Planning Advisory Committee)

November 29, 2006
MCO Office (Columbia, MO)

Present: Felicity Dykas (Chair)—Merlin, John Baken—Bridges, Cindy Bassett—Arthur, Beth Fisher—MOBIUS Consortium Director, Elise Fisher—Wilo, Gayla McHenry—Lance, Cheryl Riley—Quest, Katy Smith—Archway, Mark Wahrenbrock—MOBIUS Consortium Office

Agenda Item 1: Recorder

Katy volunteered to take minutes.

Agenda Item 2: Committee Change to MACPAC and Comments

- ✳ MOBIUS Users Conference Planning Committee is now MACPAC—MOBIUS Annual Conference Planning Advisory Committee—a standing Advisory Committee with all the such committee privileges.
- ✳ Current members will continue for the next year, with the addition of representatives from the other clusters. (Need 6 more clusters.)
- ✳ Question raised regarding the cooperative partners. MACPAC will follow the standing committee guidelines.

Agenda Item 3: Conference Name Change

- ✳ Proposal: Change “Users” to “Annual,” as conference is of, by, and for the MOBIUS users.
 - Question: How is this affected by the proposed extension of the conference to others?
 - Discussion: Options of name—year (such as 2007 Annual Conference) or number of conference (such as *th Annual Conference).
 - Decision: to use year, such as MOBIUS Annual Conference 2007 and use the “edition” number somewhere in the conference information.

Agenda Item 4: Proposal Receipts

- ✳ Discussion of treatment of proposals from previous year:
 - Proposals cc’ed to forum members
 - Added to an excel spreadsheet
 - Put in abstract form for the proposal review at the January meeting.

- ✳ Decision:
 - Elise will email the emails with the presenter name in the subject heading to the conference forum so that they will be archived.
 - Elise will email chart every 5th or 6th proposal received.
- ✳ Question—could proposals be posted to a password protected page of the website—perhaps on a wiki or on the Advisory pages?
 - Action—Mark will investigate
 - Elise will email the proposals

Agenda Item 5: Review of 2007 Conference Schedule

- ✳ Tuesday Evening:
 - Keynote Address
 - Reception (funded by the Missouri State Library)
 - (Exhibits will open Wednesday—will be addressed further later in meeting)
- ✳ Wednesday:
 - Breakfast
 - General session (see later agenda item for details), @ 45 minutes. (Although a shorter slot than last year, actually provides more time due to move of Keynote Speaker to Tues. evening.)
 - 5 Slots for concurrent sessions in 8 rooms (total of 40 slots for all sessions).
 - Day will still end @ 3:45 pm to allow attendees time to drive home.
- ✳ Discussions
 - Are 15 minute breaks necessary? Would 10 minute breaks be adequate?
 - Concerns:
 - Restroom facilities
 - Rooms on two floors
 - Disability issues
 - Decision: Leave 15 minute breaks.

Agenda Item 6: 2007 Conference: Concurrent Sessions

- ✳ Concurrent Sessions—40 available (see ***)
 - Total—8 slots for each time period.
 - 2 slots for each time period for vendors
 - 1 slot for each time period for forums
 - 1 slot for graduate papers
- ✳ Vendor Issues
 - Of 8 Vendor comments regarding conference:
 - 8 reported good communication

- 6 reported rooms adequate
 - 5 reported that attendees visited exhibit table
 - 5 reported that attendees attended presentation
 - 7 reported that the experience was worth the time and expense
 - Questions:
 - Should we allow vendors to decide upon presentation topic, or do we want to request particular presentations from them?
 - Should III present upon what is coming up? Not all MOBIUS members attend IUG. Example: Ronnie from III will be presenting on what will be in the next release.
 - Decisions: Presentations will be up to vendors, but they should be tailored for MOBIUS Consortium use. We would be remiss if we did not determine this now—some members have commented, “Why should I attend the III presentation if the sales pitch does not apply to me or to MOBIUS?”
 - Action: Beth will discuss concerns with Ronnie Storey of III.
 - Additional concern: Keeping forum from falling into a “crabbing” session.
- ✳ Other Slot distribution needs:
- III
 - At least 1 slot available for III to present;
 - at least 1 slot for forum following (not necessarily consecutively) to allow time to discuss issues with III.
 - Attendees should attend both; and to require attendance at the presentation in order to question or comment on issues at the forum.
 - Decision:
 - Provide two slots at different times for the III presentation, along with a later slot for a directed discussion forum, and one for other III use.
 - We will continue discussion at upcoming meetings.
- ✳ Vendor Discussion:
- Do they need slots as they now have no conflict time for exhibits?
 - Decision: Yes, exhibits and presentations are different.
- ✳ This year, Beth will contact the vendors—for future conferences, this responsibility will be the committee’s.

❄ Forum Issues:

- Slot for MOBIUS discussion outside of III—for CLP concerns unrelated to the III products.
 - Comment: Part of goal of forums was to fill in gaps among programs.
 - Question: Base forum slots on Advisory Committees? They would be more attuned to current situations across the state.
 - Discussion: We also want to have open forums. This is the first year to do so, cannot do the 2 day conference at this time. Perhaps five forum slots?
 - Question: What about topics not covered by Advisory Committees?
 - Decision: Allow other topics.
- Other Comments:
 - We are surrounded by regional consortium; we may want to investigate further collaboration and cooperation.
 - We also should think about learning the cutting edge technologies, etc. of these regional groups.
 - Question: What about III slots—will those come from the vendor totals?
 - Decision—No.
 - Are we losing sight of members/attendees?
 - Where does MLNC fit?
 - Decision—As a vendor.

❄ Conference Reason for Existing

- Questions:
 - Is the conference more concerned with the MOBIUS products and services or with academic libraries? Missouri Librarians?
 - We do accept non-MOBIUS presentations, but they are from III users or affect/influence/are important to MOBIUS members. Where do they fit?
- Decision:
 - Conference more concerned with MOBIUS products and services and bringing MOBIUS users together
 - Brick and Click is a conference for academic libraries and MLA is for Missouri librarians.
 - Although public libraries are interested in attending, the III system, e-resources, delivery system, etc. of the MOBIUS users is the emphasis.

✧ Discussion of Options for Presentation Time Slots

✧ Options:	✧ #1	✧ #2	✧ #3
✧ Members	✧ 18	✧ 22	✧ 20
✧ Forums	✧ 5	✧ 4	✧ 5
✧ MCO	✧ 5	✧ 4	✧ 5
✧ III	✧ 2	✧ 2	✧ 2
✧ Exhibitors	✧ 10	✧ 8	✧ 8

✧ Decision—use third option

✧ Slot Distribution DRAFT

- Available—8 rooms for 5 sessions—total 40 slots
 - 5 for forums
 - 8 for vendors/exhibitors
 - 5 For MCO issues
 - IUG
 - Graduate Papers
 - New Librarians
 - CLP forum
 - MOBIUS feedback
 - 2 III
 - Leaves 20 for members

✧ General Opening Session—Beth will coordinate the session.

✧ Question—when is election for chair, as we are now a standing committee? Chair takes office July 1st. Although Gayla graciously accepted the nomination for chair; we will postpone election to fall within standing committee guidelines.

Extra-Agenda Item: Chair of MACPAC

✧ As MACPAC must follow Standing Committee Guidelines, an election must be held.

✧ Comment: Thanks and Kudos to Gayla for originally accepting nomination for Chair for 2007-2008; she may still be the chosen one!

Agenda Item 7: Attendance by Non-MOBIUS Members

✧ Question: open conference to those who are not MOBIUS members?

✧ Decision: Yes, we will not exclude proposals based only on non-member standing, but we will not solicit them.

✧ Question: Can committee members submit proposals?

✧ Decision: Yes.

Agenda Item 8: Next Call for Papers

- ✳️ Reminder—Deadline is Dec. 22, 2006
- ✳️ Be sure to add Conference Name and Theme
- ✳️ Format Problems with email:
 - Discussion—send in other formats?
 - Decision—send identical email in plain text format

Agenda Item 9: (Break Taken!)

Agenda Item 10: Theme and Keynote Speaker

- ✳️ Theme
 - Do we need a them?
 - Decision: Yes, provides identity, image, marketing tool
- ✳️ Discussion of theme possibilities:
 - Library 2.0
 - MOBIUS 2.0
 - Connection to Future
 - Creation of Future
- ✳️ Decision: MOBIUS 2.0: Designing Our Future
- ✳️ Action: Katy and Cindy to resend call for papers with new theme
- ✳️ Keynote Presentation
 - Question: Does Keynote Presentation need to tie into theme?
 - Decision yes.
 - Question: Funding the Keynote Address
 - Decision: Move money from souvenir “doodads” to speaker.
 - Available amount--\$2500 total for honorarium and travel
 - Keynote Options: Thanks to John for putting together the list.
 - Elimination of possible speakers with addresses not tied to theme.
 - Vote of Top Choices
 - Susan Knutter (first)
 - Adam Smith or Gary Price (second)
 - Andy Carvin (third)

Agenda Item 11: Post-Conference Training

- ✳️ Four Spaces + MACRL :
 - MLNC (MCO pays for class @ discount, we get to choose topic. This is an important training option for small libraries with smaller budgets.
 - David Kohl (Dean and University Librarian, University of Cincinnati and Editor of *Journal of Academic Librarianship*)
 - Millennium Training

- 2 still open ?
 - Member training? (last year on authority work)
 - Maroon database (what it is, how/when it is updated)—although maybe it is too early. Cheryl's work with the Maroon database, creation of authority control on database pages—only pertinent to libraries with e-resources.
 - Most common database in Missouri?
 - Smaller, less known, but still wonderful databases?
 - Soft skills
 - Budgets (especially for directors of small libraries)
 - Cataloging electronic resources
 - YSB hands-on
 - Other ideas? Send them to the distribution list.
- MACRL—hands-on wiki and blog training

Agenda Item 12: Time-Line and Tasks

- ✱ December Meeting
 - Via Centra?
 - Develop evaluation forms
 - Notice for registration
- ✱ December or January
 - Discuss the other web information
 - Develop the published program—remember to:
 - Indicate when a presentation is by vendor, attendee, or informal forum
 - Include explanation of MCO and what it does (as opposed to MOBIUS—many members are confused by the two terms).
- ✱ January
 - Elect chair
 - Set meeting schedule for rest of year
 - Develop guidelines for availability and cost for rooms (this will have to come through the office). MACPAC recommendation: Include statement, “MOBIUS institution members may be eligible for a free room if available.”
 - Finalize direction for committee
 - Develop attendee packets
 - Room assignments for sessions
 - Emails to presenters with acceptance/technology needs
 - Decide upon procedures, etc. for Recorder and Facilitator for session rooms
- ✱ March
 - Determine/Appoint program hosts

- Obtain gift for presenters (we already have items that can be used)
- Develop evaluation forms—think about fill-in circles compiled by services
- ✱ June
 - Thank you letters/emails/etc. to presenters
 - Copies of Evaluations to presenters (MCO will photocopy and distribute through delivery to committee members; archive at MCO)
 - Evaluation for attendees (Felicity will draft letter to send out with)
- ✱ What is missing? What has been forgotten? Think about it and bring ideas to December meeting.

Agenda Item 13: WebSite

- ✱ Things to consider:
 - Different page for public view
 - Splitting past conferences
 - (Remove list of web resources—not needed on our page!)
 - Develop formalized way to submit conference materials and to add a governance presence.
- ✱ Committee joined by MOBIUS staff member Abbey Rimel
 - Katy and Cindy will work with Mark and Abbey regarding the website

Agenda Item 14: Incorporation of ALA's "Shop and Swap"

- ✱ To include marketing/PR and training materials
- ✱ MOBIUS version suggested to be Share Fair(e)
- ✱ Summary of Actions:

Agenda Item 15: Evaluations

- ✱ Concurrent Session Evaluations:
 - Question: Are concurrent session evaluations necessary?
 - Decision: Yes, but who is responsible?
 - Item tabled for future meeting.
- ✱ Evaluation of Conference (See Agenda Item 12 under "June")

Agenda Item 16: Committee Membership

(See Agenda Item 2)

Agenda Item 17: Miscellaneous Reports

- ✱ Hotel Registrations
 - Attendees will contact hotel directly, same as last year.

- Attendees not sharing a room will be charged ½ of discounted cost.
- * Call for Papers:
 - Cindy and Katy presented report of websites contacted and listservs used for distribution.
- * Brick and Click—ideas for possible incorporation?
 - Published Proceedings
 - Helps academic staff publish
 - Could be incorporated into registration fee
 - Incorporate for future conference!
 - Lunch
 - Door prizes--White elephant prizes?
 - Table topics
 - “Birds of a Feather” type of sitting arrangement/activity
 - Maybe with conversation starters?
 -
 - Room Hosts
 - Facilitator/Monitor/Host
 - Need 10, 5, and 1 minute signs to signal presenters
 - Also, suggestion of Recorder for forums (especially for proceedings)
 - Recorder takes notes
 - Actual recording of session
 - Maybe both?
 - Attendee Lists and Presenter Lists
 - Poster Sessions (for 2008)
 - Allow more member participation (and publishing!)
 - Tabled until next meeting

Agenda Item 18: 2008 Conference

- * Ideas for 2-day conference implementation
 - Survey MOBIUS Council @ January 26 meeting?
 - Send them paperwork explaining 2-day consideration?
- * Sessions to be 60 minutes rather than 45
- * Funding from Exhibitors
 - III maybe to sponsor/pay for bags?
 - Other vendors also offer sponsorship
 - What’s in it for them?
 - Discounted Exhibition Table? No, table @ \$200 is well worth the cost.
 - Session slot price increased? Yes, cost raised to \$100 from \$50. Justification? We are providing an audience for them.
 - Provision of no conflict time for exhibitions
 - Sponsor announcement and thank yous at lunch
- * Where--location (stay at Tan-Tar-A?)
 - Technically—required to bid out

- Advantage of having MOREnet at Tan-Tar-A allows a significant cost savings---case can be made to continue with Tan-Tar-A location.

Agenda Item 19: Next Meeting

- ✱ Discussion of December and January meetings
 - December meeting to be held virtually
 - January meeting (probably) to be held face-to-face.

Action Items:

- ✱ Elise will email the emails with the presenter name in the subject heading to the conference forum so that they will be archived
- ✱ Elise will email receipt to those who have submitted proposals.
- ✱ Cheryl will create proposal chart.
- ✱ Elise and Felicity will send proposal information to vendors
- ✱ Beth will develop/coordinate
 - MCO Sessions
 - Graduate papers
 - MOBIUS forums for Directors and Users
 - Sponsorship, possibly III for conference totes
- ✱ Cheryl and Felicity will present about the Share Fair(e)
- ✱ Prepare for discussion on Student/Intern assistance
 - MLA
 - LIGSA
 - Students who volunteer time would receive free attendance
- ✱ Mark will add web areas to support MACPAC's new Advisory Committee status
- ✱ Katy and Cindy will work with Mark and Abbey regarding the MOBIUS Website and to develop and propose a formalized way to submit conference materials to post and add a governance presence.
- ✱ Everyone—take idea of two day conference to own clusters for feedback.