

**MOBIUS ANNUAL CONFERENCE PLANNING ADVISORY COMMITTEE
MEETING - THURSDAY, JANUARY 11, 2007
10:00 TO 3:00 - MCO**

****** DRAFT ******

“Mobius Annual Conference, 2007: MOBIUS 2.0: Designing Our Future

Agenda

1. Volunteer to take minutes [previously Felicity, Cindy, Katy (2x)]

Cheryl volunteered.

2. Introductions – give name, cluster, and where you work in the library

Welcome: Susan Hatfield (new MCO exec asst) and Melissa Vetter (Wash Univ)

Felicity Dykas	Merlin	Cataloging
Cindy Bassett	State Lib/Arthur	Library Training
John Baken	Fontbonne/Bridges	Reference; Circ Supervisor
Melissa Vetter	Wash Univ	Reference
Susan Hatfield	MCO	Exec Assistant
Elise Fisher	Wm Jewel/Wilo	Ill/Circ
Mark Wahrenbrock	MCO	Ass Dir User Services (training, mkt)
Katy Smith	SLCC/Archway	Reference Instruction
Cheryl Riley	UCM/Quest	Technical Services
Gayla McHenry	Truman/Lance	Circ (NOT PRESENT)
Tony Garrett	Swan	Library director (NOT PRESENT)

Still need representatives from Gallahad, Towers, and SLU

3. Approval of minutes from Nov. 29 and Dec. 15 meetings

There were some editorial changes needed for the minutes. We did not take time to correct the minutes. Members are requested to send changes to Katy; once all changes are received we will approve via email

4. Elect a Vice Chair/Chair elect

Slate: Gayla McHenry – unanimously approved

The committee guidelines says the committee elects the chair and that the chair needs to rotate. We need to discuss this for this committee. We have 2-year appointments and are hoping we can reappoint the entire committee—some for 1 year and some for 2 years. An experienced committee will help as we move from a 1-day to a 2-day conference.

5. Choose next meeting date

Cindy suggested this be done at the beginning of our meeting, so we moved it forward on the agenda. We determined to hold monthly meetings on the 2nd Wednesday of each month. Not all meetings will be face-to-face.

6. 2007 Conference Program

- Review 2006 evaluation comments – Cindy led us through this task using documents prepared by Felicity (thank you Felicity for summarizing the evaluation information for us)
- Brainstorm about forum ideas – several ideas were presented

- Review proposals –we moved some from the vendor side to the member side using spreadsheet provided by Cheryl & Elise; our thanks to Elise for receiving all of the proposals and distributing them to the listserv
- Select Proposals – all were accepted except for #9; 3 were asked to modify their submission in some manner
- Select Forums – several ideas were presented and selected; there were more ideas than slots
- Note gaps in topic coverage and discuss ideas for additional presentations and panels – Felicity wanted more Cataloging topics; we were weak on proposals targeting Technical Services
- Arrange schedule for the concurrent sessions – there are 40 total concurrent sessions; 8 for exhibitors, 2 for III, 5 for MCO, 5 for forums, and 20 for member presentations.

We agreed on a schedule and programs/presentations. (See internal document.)

Beth is in charge of the remaining vendor slots. We have received two proposals that the group felt were from vendors: WorldCat Selection: Multiple materials vendors from one system; and Connecting EBSCO to your World (Morenet). Beth will decide if they will be included.

Table topics – After the meeting Melissa agreed to be responsible for lunch table topics.

Lunch – we broke for lunch at Bennigan's

Notices to presenters and others

Felicity will work with Beth on this. Felicity will send letters of acceptance and non-acceptance for member proposals; Beth is in charge of vendor-related presentations. We will include the technology request form with the acceptance letter and provide presentation guidelines as well.

Publicity – Mark

Deadlines – coming up soon; Mark agreed to make certain our information was sent to the MLA publication
Writeups – submission posted to listserv by Katy after meeting; editorial comments sent to listserv
Distribution

Hotel

Free room for June 5th only?

Approve: Rooms reserved for member institutions and cooperating partners. Change from one rooms to two people (in case the two people wouldn't share a room). Melissa Vetter also agreed to be the contact person for the roommate matching service. Felicity will be sending an email to MOB IUS Library Directors via MOBIUS-L requesting the names of people who will use the hotel room spots reserved for institutions (two spots per institution). Directors will have until Feb. 28th to submit the names. When early registration opens March 1, the spots not spoken for will revert to the "first-come first-serve" pool. We will use the information in Felicity's email to write the hotel registration information for the website. Issues to be covered are the availability of a limited number of free rooms, the requirement that those who want single rooms will pay one-half the cost of the room, and that a credit card will be required to reserve the room to pay for incidentals.

Did MCO change number in block from 175 to 200 rooms?

Although on the agenda, we did not have time to cover this information during the meeting.

Updates

Keynote speaker

Website – Cindy and Kathy met with Abbey Rimmel from MCO to discuss the website before our meeting. They have a lot of great plans – including posting menus on the website.

Training update

- David Kohl
- MLNC
- MACRL
- YBP
- Other

Forums – guidelines (after the meeting disbanded)

John Baken agreed to take on the job of writing up guidelines for forum facilitators and recorders. We will need a general description of forums for the website as well. We need to ask for facilitators in addition to publishing the forums.

Format (open, provide questions to get discussions going)

Facilitators

Recording information (someone take minutes; tape record)

Review content of evaluation forms

Door prizes

What types of prizes?

How to distribute

Review attendee packets

Vendor supplied totebag

Program

Pen

Note paper

Preliminary info about 2008 program – with contact info for ideas and comments

Two days of programs

Poster sessions

Possibility of proceedings

Pre-conference training

And all other events offered in 2007

TASKS – will MCO handle these? What help does MCO want from MACPAC?

Design and print programs

Get copies of evaluation forms

Put packets together

Name tags

Hotel contact and registration

Presenter gifts (MCO has – hand out at registration)

Next steps/pending tasks/next meetings

MEETING SCHEDULE – 2nd Wednesday of month – not all will be face-to-face

Feb. 14, 2007

9:00 a.m.

Mar. 14, 2007
April 11, 2007
May 9, 2007