

Minutes MACPAC meeting
3/15/07

Present: Felicity Dykas, Elise Fisher, Cheryl Riley, John Baken, Cindy Bassett, Melissa Hedrick, Mark Wahrenbrock, Susan Hatfield, Martha Allen, Gayla McHenry, Katy Smith. Our Tower rep has resigned and has yet to be replaced.

Elise moved that we pass the minutes from Oct., Dec., and Jan. Cheryl 2nd. The motion passed.

Hotel registration – right now the hotel has us set up to have 2 halves of a room, so there are some issues to work out. Felicity reminded us that the issues of having the hotel give a free room to a non-member is something that is going to be resolved by the hotel communicating with Susan on a regular basis.

Beth Fisher joined via speakerphone from CA. Hotel: Calendar – several library directors sent in names for designees. What is left is first/come, first/served. 70-80 have already been spoken for. This does not include MCO or MACPAC. Susan has contacted the hotel and given them all these names. Issue: people that have been sent in by directors, they now need to confirm with the hotel. If they don't register with the hotel, the rooms will be opened up to the rest of the participants. Next step, send a note to MOBIUS-L to remind folks to register. Mark will send this out.

So, we can start open registration for Tuesday, March 27th. Is the registration system ready to go? Yes, but the committee needs to register starting on Monday to test it out to work out any bugs. Hotel and conference registration for committee should be accomplished by the 26th. Hotel and conference registration is then open to non-MOBIUS on April 16th. We must give the rooms back to hotel by May 4th and MCO needs time for nametags, etc. so closing date is May 4th for both. Free rooms will only be free for MOBIUS members, as discussed by Beth, Felicity and Mark; the committee agreed. Susan has already taken care of rooms for the students that will be working for her. This will exclude other MLS students that may have received a free room last year. Our focus is MOBIUS members. Question – students that are associated with MOBIUS institutions – are they considered MOBIUS members: Decision by group – no, only if employed by a MOBIUS library.

III has agreed to create the bags for attendees.

Logo: The font of MOBIUS – does it need to match the same font that the word is consistently used? Group says yes so that will change. Black box on the logo – will it print nicely? It depends. Decided to use an outlined box to put on the bag. Mark and Abbey will make changes and give a tif and raw file to III for the printing of the bags. It was made with a shareware using GIMP. Cheryl has access to other graphic software if we need it to.

Scheduling problem with IUG vendor update. IUG cannot compete with the e-books talk. Committee has decided to switch the IUG session and the Web Design Forum. Retyped up the schedule in Excel – give to Abbey ASAP. Cindy will fine-tune it and create a pdf for Abbey to add to the web page.

Now MOBIUS is part of the Great Plains regional IUG. III has encouraged us to be a part of this group and it will help them get established. Should we consider a joint conference with this group for 2008? We need to discuss. For next year, what new funding could we use if we expand? We could remove the housing funding. State Library wants us to move to be self supporting. If people have to pay, then we may see a drop in attendance.

MCO – wants to do orientations for new executive committee, directors, site coordinators and advisory committees. Want to include a face-to-face at the conference on Tuesday afternoon.

Also, Beth wants to know how we do budget, is this handled by the committee or MCO? Up to this point MCO had handled this. Does this need to change?

State has tentatively allocated \$43,000 for the conference for next year, which is the same as last year. Site selection requires a contract, but MCO doesn't have the money at this point. Barbara Reading sent an email mentioning 2008 figures and suggested that for 2009 and beyond that MOBIUS members would need to offset costs.

End Beth call

Post-conference training - Mark has 3 firm and 1 tentative training sessions. He needs to write up descriptions. This affects having our online registration on the web page. Where is Beth on the vendor presentations? Susan has received 2 calls from vendors with questions. If we don't have the information to Abbey from Thursday, the 22nd then it is too late. Next year the committee will handle this and we need to do it very early next year so that the vendors have time to plan for this.

Volunteers needed to review and proofread the program page – Elise and Cheryl will read it closely for typos. Katie will send the description for the MACRL training and John will take care of the Forum descriptions; Cindy will get those to Abbey.

John – Forum update: John has all the Forums covered by facilitators and will send out a message to MOBIUS – L to request recorders. Next year, we can send out a call in March for facilitators and recorders. We will change the part of the guidelines for facilitators and recorders that indicates to say that recorders will type up their notes and then they will later be added to the web page. John has two flip charts (post-it style) and easels for the Forum rooms.

Publicity – The committee decided to send out emails for the conference that have 1 topic per email and to build up interest. Use a subject heading that is the same so they end up

together in email accounts. MOBIUS Conference 2007 – topic. Goal is to send out publicity by the March 23rd. April 16th, send out non –MOBIUS announcement and 1st reminder for MOBIUS members. Last call will go out on April 30th for both groups.

Email Schedule:

- ❖ March 19th – registration coming – Katy/Cindy
- ❖ March 20th -Keynote speaker – plan to register early; will need hotel – John/Mark
- ❖ March 21st – What’s new forums, Share Fair - Martha
- ❖ March 22nd - Post Conference Training - Mark
- ❖ March 27th – Registration Opens! - Felicity
- ❖ April 16th – 2nd notice and non-MOBIUS call to register - Felicity
- ❖ April 30th – Last notice to register – Cindy/Katy
- ❖ May 7th - Call for Forum recorders - John
- ❖ May 7th – Share Fair notice - Cheryl
- ❖ May 9th – Info to presenters – tips, instructions, list of registrants – Susan/Felicity
- ❖ May 30th – Welcome letter to attendees – Felicity/Katy

Calendar of registration activities

- Suggestions for revised calendar:

Date	Activity
March 13-14	Hotel registration opens for institutional designees
* March 19	Notice of conference – registration coming – Cindy and Katy
* March 20	Keynote speaker - (highlight keynote and change in schedule) – John
* March 21	What’s new – forums, Share Fair – Martha forum
* March 22	Notice about training sessions (June 7) – Mark
* March 27	Registration opens notice – general notice – Felicity
March 27	Institutional designee hotel rooms release for general use
March 27	Conference and hotel registration opens for MOBIUS members
* April 16	2 nd notice and non-MOBIUS call to register – Felicity
April 16	Conference and hotel registration opens for non-MOBIUS members
*April 30	Last notice – register! - Cindy and Katy
May 4	Conference and hotel registration closes
* May 7	Call for forum recorders – John
* May 7	Share Fair notice – Cheryl
* May 9 th or so	Info to presenters – tips – instructions – list of registrants – Felicity and Susan
May 8	Remaining hotel rooms released
* May 30	Email to attendees – Felicity and Katy
June 5-7	Conference

Web page changes: What’s new, change forums to direct them to the program. Take out the specifics. At the top, add keynote speaker highlighting change to Tuesday.

Lodging – Felicity will submit changes about lodging. Add who exhibitors are when we have those.

Katy and Cindy will re-write registration email including adding the directive to call the help desk for help in creating password. Cindy and Katy will standardize and send everything out. Make sure to include IMLS statement to all emails.

Share Fair – decided to focus only on promotional material. Committee members reviewed the promotional material that Cheryl put together. Susan will contact the hotel to see what they have that will work in terms of bulletin boards. People who come late can drop off promotional at the registration desk. We will ask them for 2 copies of everything so we can show front and back. Cheryl will create a handout for viewers with contact information.

Ribbons – Susan received feedback on use of the ribbons.

Rotation of service schedule for the conference committee is posted on the web page. We may need to ask for a 2nd appt.

2008 decisions – Discussion led by Gayla, chair-elect

Two main decisions:

- ❖ Date of the conference
- ❖ Length of the conference

What is our perception of the conference right now? Do we see this as a one day conference? What would this mean for libraries? What does joining Great Plains IUG mean for us? Coverage is an issue for smaller and larger libraries. Smaller conference means that you can still go and have a good focused training day. We are creating a great conference now and maybe we want to see how the changes we are implementing this year work out. What does it mean for the future with possible public library additions?

Motion made: Keep the format (date and length) for 2008 the same as 2007. Seconded by Cheryl.

Format: Council meeting Tuesday afternoon/Keynote, conference Wednesday, training ½ day Thursday

Suggestion was made to condense to 2 days and have the Council meeting in the morning, training in the afternoon, keynote and reception in the evening, full day of conference activities the next day.

Katy changed her motion to agree with the 2nd proposal: This committee will recommend to the Executive Committee that we condense the conference to two days; the first day would include the Council meeting in the morning, pre-conference training and orientation in the afternoon, keynote and reception in the evening, full day of conference activities on the following day. This passed.

Date: Voted to keep the date the same. The conference will be June 3 and 4, 2008.

Gayla will check with Beth about the RFP for the conference hotel and location.

Tentative date for the next meeting is the morning of April 11th, virtually. Felicity will check out using the virtual system we used before.