

MOBIUS Users Conference Planning Committee Meeting
Sept. 21, 2006
Minutes

In attendance: Felicity Dykas (Committee Chair) - Merlin, John C. Baken - Bridges, Cynthia Bassett - Arthur, Elise Fisher - Wilo, Gayla McHenry - Lance, Cheryl Riley - Quest, Linda Vorce - MOBIUS Consortium Office, Mark Wahrenbrock - MOBIUS Consortium Office, Sandra Monnig - MOREnet

Each member introduced him/herself and gave a brief description of their role in their library. Felicity suggested that we keep in mind those areas of library work that are not represented on our committee, including library systems and special collections.

Why are we here? Background information and history on the formation of the conference were discussed. The conference started before there was a common library platform. It has tripled in size since the first conference. There were roughly 100 attendees and nine break-out sessions at the first conference. At the 7th conference, there were 319 attendees and 42 break-out sessions. LSTA grant funding from the State Library since the 5th conference has allowed the conference to continue and to grow. The committee has verbal confirmation from the State Library regarding funding for the 8th conference.

A conference planning guide was created by the committee after the 4th conference to help those who came after to plan for the next conference. Our group has decided to add a mission statement regarding the purpose of the conference to that planning guide as a guide to ourselves about why we create the conference. The rough statement is as follows:

- To bring together MOBIUS members, cooperating partners, and exhibitors to provide learning opportunities and professional development, and to promote cooperation within the MOBIUS community

What are the responsibilities of the planning committee? Our job is to create the program and sessions, decide on timeslots for the sessions and to provide a keynote speaker. We will also choose room hosts (Linda points out that committee members usually fulfill this obligation) to introduce the speakers and collect evaluation sheets. Linda Vorce, along with Sandra from MOREnet, makes hotel arrangements, handles registrations, watches the budget, creates name badges, and secures goodies for attendees.

Committee discussion

Evaluations from presenters A question arose for Tony, the past chair, regarding the evaluations from the presenters. Apparently, he sent them out but we do not know if he received and compiled them. Felicity will contact him about his, as the committee would like to review them.

Surveying membership The committee discussed surveying the MOBIUS membership immediately after the conference next year to see if the conference had spurred any ideas for sessions they would be interested in attending the following year and to find out why non-attendees did not attend.

Hotel contracts and dates of the conference The committee also discussed the possibility that we may get a better deal with a conference center if we commit to having the conference at their facility for 2 or more years. This idea will need to be presented to the Executive Committee for approval. The 2007 MOBIUS Conference will be held June 5-7 at Tan-Tar-A at Osage Beach, MO. A contract with the hotel has been reviewed and approved. It was noted that this conflicts with the Special Library Association annual conference. Much discussion ensued regarding the selection of a date that did not conflict with other major library events, that was available with the hotel, and was acceptable to the (generally) academic calendar of the membership. The committee discussed the possibility of asking the membership on a survey which date would work best for them. Linda indicated that it is best to have the conference in the same fiscal year in which it will be paid for and suggested that it would be easier to move it up than it would be to move it back.

Third day of training Mark discussed the 3rd day of training that is planned for this year's conference. He welcomes ideas for this timeslot, but said that ideas need to be submitted soon in order to plan for space.

Evaluation form It was decided after last year's conference to move to a 2-part form for each session evaluation. At the end of the day, each presenter could have immediate feedback on their sessions. Staffing at MCO have made it difficult to compile the information for presenters, so the duplicate form would help in that respect as well.

Allowing non-MOBIUS libraries to attend the conference The Executive Committee wants our committee to discuss and make a recommendation regarding the admission of non-MOBIUS members to the MOBIUS conference, either for Missouri libraries not in MOBIUS or non-Missouri libraries. A major issue that arises is that of funding, as the conference is funded by MOBIUS libraries and the State Library. Linda reported that discussions with the State Librarian, Margaret Conroy, indicate that she feels that it is appropriate to allow other Missouri libraries, but that out-of-state attendees should pay their own costs. Another issue that arises is that of priority admission. Should MOBIUS libraries be given priority? The committee decided that registration should be opened to MOBIUS members first and after a period of time has elapsed, registration will be opened to other libraries. Discussion also touched on the topic of III trade secrets. Would allowing non-MOBIUS members to attend compromise III's confidentiality? How does IUG handle this? How many attendees can we accommodate? This topic needs more discussion by the committee.

- Action item: Mark will investigate the issue of proprietary information to see if it is okay to open the conference to non-MOBIUS members?
- Linda will check with Sandra about payment and registration issues.

Most committee members think that the time is right to open up the conference to outsiders and that the details can be worked out to accommodate this.

Ideas generated regarding vendors/exhibitors:

- Have the vendor fair the previous day
- Work vendors into the schedule
- Include a vendor “track” in the schedule
- Keep vendor tables in the main salon where participants eat
- Provide no-conflict time so that people have more time to explore vendors
- “Scavenger Hunt” – if participants receive a set number of stamps, stickers, signatures from vendors, they are entered into a raffle of items to be distributed at the end.

We decided to implement no-conflict time to allow attendees to visit the exhibits. We will provide slots for vendor presentations at each program time slot.

Ideas regarding the keynote speaker and the networking session:

- Keynote speech should be no longer than 20 minutes with no question and answer period afterward.
- Don’t necessarily need to bring in someone “big” if we decide to shorten the time frame.
- Encourage more people to come to networking session by moving the keynote speaker to the evening before the conference. Make this speaker someone more lighthearted. Time frame for this session would be 7-9.

We decided to pursue the idea of having a keynote speaker during the evening reception. The opening session on Wednesday would include breakfast and talks by the MOBIUS Executive Director and the Executive Committee Chair.

Ideas regarding conference as a whole:

- Breakout sessions -have the room host repeat questions from the crowd (or remind the presenter to do so) into the microphone so that all those in the session know the questions being asked of the presenter.
- The committee discussed poster sessions, but decided to instead solicit examples from the membership of ways they have marketed MOBIUS to their patrons and examples of training materials they have created to explain MOBIUS. These would be added to a table among the vendors (helping to draw participants to the vendor area). It would be too expensive to bring multiple copies of publications to distribute, so contact information will be provided so that those interested in a particular item can request an electronic or print copy later.
- Create forums for discussion on major areas of use of the system that would be hosted by knowledgeable members in that area. The Training Task Force at MCO brainstormed the use of “functional experts” in a variety of areas, so MCO may be able to suggest MOBIUS members who are well versed in a variety of functions of the system.
- Identify each session with a level. Ex.: skill building, deeper understanding, awareness.

- Rooms need to be arranged so that presenters can use the laptop without blocking the screen. This was a problem at the 2006 conference.

Tasks for the committee to do:

- Survey non-attendees
- Find keynote speaker
- Get the request for proposals forms ready to send out
- Decide how to publicize the conference
- Solidify ideas on training aids/marketing tables
- Create forums for discussion
- Review proposals and determine schedule

Who is doing what?

- Keynote speaker: Felicity and John will work on this. Ideas: Hollywood Librarian, Andrew Pace of NCSU (using the Endecca software to provide a new interface for the catalog), Andy Carvin (copyright/NPR), Gary Price (Resource shelf/Ask.com), Wayne Wiegand (social aspect of libraries), John Udell (all things new and cool).
- Request for proposals: Gayla and Elise will work on this. The requests should be ready to send out by Oct. 15th and back by Dec. 15th.
- Publicity: Cindy and Katy will work on this. Where to post the request for proposals as well as where to advertise the conference.
- Give a report to the MOBIUS Executive Committee at their November meeting: Felicity.

Program ideas for the conference:

- Cooperative collection development with YBP
- Grants available from the State Library
- OCLC Collection Analysis
- LibQual
- Future of the Consortium
- Webpac Pro

Submitted by: Cynthia Bassett