Members:

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| **Name** | **Title** | **Institution** |
| **Robert Powers, 2018-2020** | Chair - Access and Learning Services Librarian | Rockhurst University |
| **Cynthia Cotner, 2019-2021** | Vice Chair - Head, Access Services | University of Missouri - Columbia |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian | Lincoln University |
| **Donna Monnig, 2018-2020** | ​Director of Library and Academic Resource Center | Moberly Area Community College |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |

Members – Absent:

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| **Name** | **Title** | **Institution** |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Guests or Proxies Present:

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| **Name** | **Title** | **Institution** |
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**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: On the web at <https://www.uberconference.com/mobius1> (there is a connect by phone option where the system call you or you can connect via voice over IP to your computer). Another option; you can also dial-in separately by calling **573-369-6832**.

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
* General Interest is [**circ-courier@lists.mobiusconsortium.org**](mailto:circ-courier@lists.mobiusconsortium.org)

1. Call to order.
   1. *Welcome by Steve Strohl (host of the call) and Robert Powers (Chair).*
      1. *Meeting called to order at 2:00 pm.*
         1. *Andrew Stout had a microphone issue and communicated via UberConference’s chat feature.*
2. Adoption of the Agenda.
   1. *Robert asked for the adoption of the agenda; Sally Gibson made the motion and Bradley* ***Kuykendall seconded. No objections.***
3. **Announcements of Note.**
   1. Membership Update (Hannah O’Dell).
      1. *Robert mentioned we are down a member due to Hannah O’Dell’s resignation. Due to the timing of the resignation and that the committee membership changes in June, it is unlikely that the MOBIUS Board would appoint a new member at this time.*
   2. MOBIUS libraries and COVID-19 (coronavirus)
      * 1. *Robert asked everyone to briefly comment on the status of their libraries and what they are doing given the current conditions. Generally speaking, most are working from home and right now folks are looking at starting back up in their respective libraries (for the most part) after April 24th when (right now) the stay-at-home orders are scheduled to end. [Bradley indicated he may go into work next week to help with the computer lab operations at Lincoln University.]*
      1. **Borrowing and Lending ceases.**
         1. ***Robert mentioned that MOBIUS borrowing and lending had ceased and members started talking about it and how they were dealing with this new development. Bradley asked if member libraries could check in their own items. Steve answered that was possible and that the MOBIUS office needed to continue to work on the messaging about what will and should happen when folks return to their physical libraries. Folks will come back to their libraries at different times and they may expect things to immediately get back to “normal,” which may not be the case since the courier may take longer to resume service.***
      2. **Courier Updates.**
         1. ***Steve mentioned that the courier is stopped everywhere. How long this disruption lasts, how it will come back up, and how much time it will take is currently unknown. However, folks should be thinking about this and backdating check-ins when they return to their physical libraries.***
      3. **Registering IP addresses for working remotely.**
         1. ***Donna Monnig indicated that she was having trouble connecting; Steve said he would expedite this after the call (note – this is now resolved).***
         2. ***Steve mentioned again how the Amazon Web Services (AWS)/Inovative Interfaces, Inc. (III) part works together for access and that some of this is outside of MOBIUS’s control and it takes time, but we can push on it.***
   3. New Courier Contract; coming July, 2020.
      1. Scanning to be discontinued.
         1. *Robert asked about the status of the new contract. While the details are still be worked out, the Board and the Membership have agreed to drop scanning to keep the price in line with our budget.*
         2. *Steve mentioned we anticipate continuing the barcode capability in the Label Maker. MOBIUS has always had either physical barcodes on bags or unique barcodes printed out on labels, so folks can keep track of what goes into bags locally should they wish to do that.*
4. Old Business:
   1. Adhesive label / Print Template update
      1. New label order on hold for now.
         1. *Robert and Steve commented that the order from ProServ is on hold for now. Steve mentioned that ProServ has been very easy to work with.*
   2. Spring Circulation survey development.
      * 1. *Robert asked the group about preparing a spring circulation (only) survey, since the fall 2019 survey was dedicated to the courier. While committee members felt it certainly had merit, Cynthia Cotner, Donna Monnig, and Andrew all felt that the time was not right (with MOBIUS borrowing, lending, and courier service down) to initiate a survey.*
        2. *Robert mentioned that we would include this recommendation in the annual report that the committee should take this back up in the fall of 2020 after the new committee is seated.*
   3. Video Tutorials on Label Maker and more.
      * 1. ***Robert asked Steve about the MOBIUS Label Maker video tutorial and Steve mentioned he should have an update on the video in the next week or so but that right now the video will more than likely be broken down in multiple segments. Cynthia is looking forward to it.***
5. New Business:
   1. MOBIUS INN-Reach loan rules:
      1. Audio-visual circulation periods
      2. Renewals
      3. Hold for pickup duration
         1. *Robert asked the committee to consider bringing A/V materials into alignment with monographs for INN-Reach loans; for loan periods, renewals, and length of time materials can reside on the pickup shelf.*
         2. *Specifically, 28-day loans; 2 renewals; 10 days on the pickup shelf instead of 10, 0, and 5.*
         3. *After some brief discussion, including from Robert that at least two other libraries had asked this to be brought up to the committee, Robert asked if the committee could make a recommendation to the Board since they are planning to meet tomorrow (April 3).*
         4. *Sally mentioned that the agenda for the meeting had already been distributed but she would be happy to suggest this be brought up at the meeting (which will be online).*
         5. *The group discussed this and voted unanimously to support it.*
         6. *Robert indicated he would e-mail the proposal to the MOBIUS Board and Sally mentioned she would talk about this at the next day’s Board meeting.*
6. **Motion to Adjourn**
   1. ***Motion made by Bradley and seconded by Cynthia at 2:50 pm.***