Members:

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| **Name** | **Title** | **Institution** |
| **Cynthia Cotner, 2019-2021, Committee Chair** | Head, Access Services, | University of Missouri - Columbia |
| **Sarah Brown, 2020-2022** | Vice Chair - Manager, Acquisitions & Collection Development | St. Louis County Library |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Phyllis Holzenberg, 2020-2022** | ILL Librarian | Drury University |
| **Crystal Rhodes, 2020-2022** | ​ Public Services Librarian | Crowder College |
| **Samantha Setzer, 2020-2022** | Library Services Specialist | Moberly Area Community College |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |

Members – Absent:

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| --- | --- | --- |
| **Name** | **Title** | **Institution** |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| 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**: We will be using ***Zoom***.

MOBIUS is inviting you to a scheduled Zoom meeting.

Topic: MOBIUS' Circulation & Courier Committee Meeting.

Time: Aug 25, 2020 01:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87580670043?pwd=NFZHTXUyTjFUcXZMMlRKVjdSLzRIZz09>

Meeting ID: 875 8067 0043

Passcode: 780039

One tap mobile

+13017158592,,87580670043#,,,,,,0#,,780039# US (Germantown)

+13126266799,,87580670043#,,,,,,0#,,780039# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 875 8067 0043

Passcode: 780039

Find your local number: https://us02web.zoom.us/u/kdzeoHFr1U

**Email lists:**

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

1. Call to order.

* *Cindy Cotner called the meeting to order at 1:32 pm.*
  1. Welcome (Steve & Cindy).
* *Steve Strohl reported that Andrew Stout and Donna Bacon would not be joining us for this meeting.*

1. Adoption of the Agenda.

* *Cindy asked for and made a motion to adopt the agenda as presented for the meeting.*
* *Sally Gibson seconded and it was adopted without objection.*

1. **Announcements of Note.**
   1. Committee Update (Introductions).

* *Steve provided some background on the previous iteration of the committee, communication (the use of the e-mail lists and Zoom) and how we anticipate things going forward.*
* *Cindy introduced herself and encouraged those present to say a few words about themselves.*
* *Cindy indicated that it would be beneficial for her and the group if we could work on defining the meeting dates going forward for this year (June-June). Steve indicated that he would create a Doodle Poll (or more than one) after this meeting and share that with the group so we could find some dates that might work, ideally before Board and Membership meetings so we had fresh information to report.* 
  1. Review of Committee Charge.
* *Steve provided some context to the committee charge and how that might evolve given the Board’s investigation of new system options in advance of our June 2024 contract end date.*
* *The committee may be asked to investigate and provide some guidance on circulation-related issues, but not in a traditional RFP sense. This would be new starting with this year’s committee. More on this will be forthcoming as the year unfolds.*
  1. Membership Update.
* *Steve mentioned that we have had some departures (Missouri State as of June 30, 2020, and next year Baptist Bible College and Palmer College of Chiropractic) and an addition (Kansas City Kansas Community College – KCKCC – that is being implemented right now).* 
  1. Communication between the committee and MOBIUS.
* *Steve mentioned that the Board, as represented by Sally, will be in touch with the standing committees on their coming role(s) and how they can support the organization doing their due diligence as MOBIUS reviews all automation options in advance of the expiration of our contract with Innovative in June of 2024.*
* *At present, the Board would like to have a decision made by the end of 2022.*
* *Going forward, the roll of the committee(s) will evolve.*
  1. MOBIUS libraries and COVID-19 (coronavirus) updates.
     1. **Borrowing and Lending (i.e. INN-Reach) resumes.**
* ***Nearly all of the MOBIUS (Missouri) libraries are back online again with INN-Reach borrowing and lending.***
* ***At present, about 500 of the IA Shares libraries are being served once again by our courier network.***
* ***All of the linehauls, except for the KC-Goodland, KS connection, is back up and running.***

1. **Prospector & Colorado linehaul between KC and Goodland, KS.**

* ***The linehaul going over to Colorado will start about a week before the Peer-2-Peer connection is re-established.***
  + 1. **Best Practices during the pandemic.**
* ***MOBIUS can’t mandate how libraries handle materials; however, MOBIUS can provide guidelines and suggestions in line with the professional literature.***
* ***Information about how to handle materials in a COVID-19 world can be found here:*** [*https://mobiusconsortium.org/COVID19*](https://mobiusconsortium.org/COVID19)
  + 1. **Courier Update.**
       1. New Courier Contract effective July 1, 2020.
       2. Scanning to be discontinued.
* *The MOBIUS Board approved a new contract with STAT Courier and as a concession to getting the best possible price for our members (we pass along the cost with no additional fees) it was decided to drop scanning in our next contract with STAT courier, which took effect on July 1st.*

1. New Business for the new Committee:
   1. Labels:
      * 1. Adhesive label / Print Template update.
        2. New label order on hold during the pandemic, will need to address this since SGCL would like to place an order.
        3. Neil Trowbridge (ProServ) update.

* *Mr. Trowbridge recently passed away unexpectedly. Steve will reach out and re-establish contact with ProServ and begin discussions about coordinating a new order for those libraries who are interested.*
  1. Spring Circulation survey.
     + 1. Moves to 2020-2021.
* *We will share what the previous committees have done and coordinate on rounding up a new survey to go out at some point early next year (assuming the pandemic doesn’t derail our efforts).*
  1. Video Tutorials on Label Maker & more.

1. Will be completed shortly.

* *Steve will complete some additional videos given the lack of in-person training recently, and the need for developing and packaging training in more succinct formats.*
  1. MOBIUS – ordering of new totes.
* *MOBIUS has a line item in our budget for courier supplies. We are evaluating if we need to order additional totes this year. We believe that to be the case but how many and when is unknown. We should NOT need to purchase new bags this year.*

*At 2:15 pm Cindy called for a motion to dismiss.*

*The motion was seconded by* ***Phyllis Holzenberg and seconded by Sarah Brown without objection.***