

# Minutes of the MOBIUS Board of Directors: Special ILS Project Meeting

 May 14, 2021, 10:00 a.m., Zoom

Members Present

* Eileen Condon, President, At-Large Member, Webster University
* Ed Walton, Vice President/President Elect & At-Large Member, Southwest Baptist University
* Renee Gorrell, Secretary and Special Libraries Representative, Goldfarb School of Nursing
* Ellen Dickman, Treasurer and At-Large Member, Logan University
* Sally Gibson, At-Large Member, Missouri Western State University
* Nathan James, Public Library Representative, Central Arkansas Library System
* Lea Briggs, Academic Library Representative, Northwest Missouri State University
* Courtney Trautweiler, At-Large Member, Cottey College
* Sarah Smith, At-Large Member, St. Louis Community College
* Donna Bacon, Executive Director, MOBIUS

Members Absent

* Laurie Hathman, Past President; Rockhurst University
* Susan Swogger, At-Large Member; A.T. Still University
* Waheedah Bilal, At-Large Member; Lincoln University
* Robin Westphal, State Librarian, Missouri State Library

Guests or Proxies Present

N/A

Meeting Minutes

1. Call to order: Eileen Condon, President, called the meeting to order at 10:03 a.m.
2. Adoption of the agenda: Lea moved and Sarah seconded that the agenda be adopted. Motion passed.
3. Approval of minutes: N/A
4. Information Items
	1. Donna and the Executive Committee met recently with University of Missouri-St. Louis Libraries regarding their RFP and shared information about systems that are working with Project ReShare.
5. Unfinished Business: N/A
6. New Business

Integrated Library System (ILS) Request for Proposals (RFP) Project was the focus for this special meeting. Eileen started our conversation by summarizing members’ shared priorities for selecting a new ILS based on the results from the Request for Information (RFI) Presentations Survey. Our selected ILS should:

* Meet the needs of all MOBIUS constituent libraries;
* Allow for resource sharing across systems;
* Provide a quality, secure user experience for staff and patrons;
* Be from a vendor who is committed to ongoing improvements and maintenance.

Conversation was held about finding state funds or other sources of grants towards subsidizing ILS migration fees. Donna says that there are no LSTA grants for migration; MOBIUS grants are usually out-of-cycle grants from State Library.

1. Need to develop goals and establish an effective project management process. MOBIUS libraries may need help from a contracted project manager for a migration.
2. Communication coordination with 60 libraries will be a challenge but is essential for a successful migration. Donna proposed Slack for managing RFP/ILS project communications. A regular communication plan was suggested.
3. Board developed a detailed timeline for RFP by reviewing and adjusting RFI Timeline.
	* Late March/Early April, 2021 - Initial vendor conversations & virtual meetings
	* Summer/Fall, 2021 – Develop RFP
	* November 1, 2021 – ILS RFP Working Group provides draft of RFP and evaluation matrix to MOBIUS membership and Board
	* November 15, 2021 - MOBIUS issues RFP
	* December 3, 2021 – Deadline for vendors to ask questions about the RFP
	* December 17, 2021 – Deadline for MOBIUS to issue a response to vendor questions
	* February 1, 2022 – Deadline for vendors to return RFP
	* Late Mar-early April, 2022 - Product demonstrations
	* Late Summer/Fall, 2022 - Final demonstration and clarifications
	* Late, 2022 - System selected and contract negotiations begin
	* TBD, 2023 - Implementation, training
	* Spring, 2024 - Go live on the new system

Lea moved to approve adjustments to timeline and Nathan seconded. Motion passed.

1. Discussed RFI feedback culled from membership: members prefer a rating scale to provide feedback along with more specific, clear prompts. Nathan proposed asking members to identify their irritations with our current system, such as may require building workarounds.
2. The structure and charge for our RFP project teams was discussed. Functional teams:
3. Comprised of people who have worked with multiple systems and from all areas (circulation, cataloging, etc.)
4. Appoint one person to start and guide the writing process, but appoint different sections to the functional experts
5. Donna will share recent RFPs that she’s seen with Board
6. Decided to appoint co-chairs for this process (1 from Mobius Central Office [MCO], 1from membership); One RFP taskforce/steering committee consisting of 2 co-chairs plus 10 people representing functional areas (they will liaise with functional groups from members)
	* 1. Need to create a charge to the co-leaders and include the goals they will need to lead
		2. MCO is Ex Oficio on the committee: Steve responsible for writing the draft, Donna for negotiating with vendors
		3. 10 additional members divided in pairs to handle functional areas – they will be identified by co-chairs (5 functional areas) via application process
		4. Board representative will be appointed to the Task Force
		5. Next Steps:
			1. Call it the MOBIUS ILS RFP Task Force
			2. Write the charge: Eileen will draft and we’ll need to respond with feedback by end of the week.
			3. Call for volunteers to join Task Force, will include identifying chairs and letting respondents note their area of expertise and systems they are most interested in - or do they have experience with other ILS; Donna will reach out to people to ask them to volunteer; make sure people know that there will be additional opportunities to volunteer and contribute to decision-making; provide them with our timeline
	1. Determine structure and charge for project team(s) (including what to do with the ILS and UX/Metadata committees:
7. Ed recommends keeping them. Discussion ensued, including review of charge and if there are sufficient volunteers.
8. Eileen posted the ILS committee charge to see if it needed to be changed.
9. UX/Metadata – would be really good for user interface review of ILS
10. ILS – only one volunteer
11. UX/Metadata – a few volunteers

RFP considerations:

1. If vendor doesn’t offer resource sharing, what do we want to ask them?
2. Pricing: can we select the functions or features we need and reject others to reduce costs?
3. Evaluation of clusters: this structure saved money when implemented, but does it still? Things have changed so much that it’s no longer a driver for cost-effectiveness, and we’ll need flexibility to be responsive to fluctuations in our membership.
4. Incidental note from Donna: Express Lane self-checkout adoptions increased during the pandemic
5. In consideration of libraries choosing to join Evergreen consortium, we should ask for tiered pricing models (x # libraries = y $$); our libraries will need to know their assessments over the term of contract. We’ll expect vendors to tell us how they would respond to fluctuations in our membership roster.
6. Executive Director job description and contract:
7. MOBIUS Bylaws require an annual contract for Donna’s position and work is being done to ensure compliance.
8. Minor updates to the job description were suggested; with suggestions incorporated, Sarah moved to approve the job description and Courtney seconded.
9. Adjourn Meeting: Sarah moved that the board meeting be adjourned; Nathan seconded. Motion passed. Meeting was adjourned at 12:42pm. Next meeting of Board is June 16; next meeting of Directors is June 14.
10. Sarah Smith submitted minutes.