Members:

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| **Name** | **Title** | **Institution** |
| **Cynthia Cotner, 2019-2021, Committee Chair** | Head, Access Services,  | University of Missouri - Columbia  |
| **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 |
| **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** |
| **Sarah Brown, 2020-2022**  | Vice Chair - Manager, Acquisitions & Collection Development | St. Louis County Library |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Samantha Setzer, 2020-2022** | Library Services Specialist | Moberly Area Community College |
| 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: Jan 15, 2021 10:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82884947353?pwd=VkVTS0NQbDFleHVacnJBYVdJRjM0dz09>

Meeting ID: 828 8494 7353
Passcode: 368736
One tap mobile
+19292056099,,82884947353#,,,,\*368736# US (New York)
+13017158592,,82884947353#,,,,\*368736# US (Washington D.C)

Dial by your location
 +1 929 205 6099 US (New York)
 +1 301 715 8592 US (Washington D.C)
 +1 312 626 6799 US (Chicago)
 +1 669 900 6833 US (San Jose)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
Meeting ID: 828 8494 7353
Passcode: 368736
Find your local number: <https://us02web.zoom.us/u/kbzmGdemws>

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
* General Interest is **circ-courier@lists.mobiusconsortium.org**
1. Call to order.
* *The meeting was called to order by Cindy Cotner at 10:05 am.*
1. Adoption of the Agenda.
* *The agenda was adopted without objection.*
1. **Announcements of Note.**
	1. MOBIUS Open Forums and Circulation & Courier issues for future consideration.
* *Steve Strohl mentioned that since our last committee meeting, that MOBIUS has hosted a number of forums for staff members in specific functional areas. For those who missed them, Steve would be provide links to the recorded sessions. Going forward the MOBIUS Board would be sending out a document inviting vendors to show us their integrated library automation solutions as MOBIUS looks ahead to the end of our current contract with Innovative in June of 2024.*
* *After some brief discussion about the open forums Steve mentioned he would send the committee the links to the sessions pertaining to public services and circulation and the committee is encouraged to think about and advocate for functional components as we evaluate each of the future ILS products and services that we will be looking at this spring.*
1. Old Business:
	1. Adhesive label / Print Template update – last call. Need a 5-case minimum for order.
* *Steve mentioned that our minimum case order for the green labels (it is considered a “special” color) is five (5) cases. We will continue to speak with the libraries who have ordered labels in the past and see if we can get close to a five-case commitment so we can place an order this winter/spring.*
	1. Video Tutorials on Label Maker & more. Still TBD – will be done in the next couple of weeks.
* *Steve is planning on completing the video tutorial on the label maker in the next couple of weeks after working through a new laptop and transferring over all of the data over the holidays.*
* *Andrew Stout mentioned he was looking forward to the videos as part of training his colleagues.*
	1. Spring Circulation survey.
		+ 1. Moves to 2021 – previous survey: <https://docs.google.com/document/d/1_8P4Aza2ayx4BUQM8sf9lPw2csvzp92jE4ASGeRgTKk/edit?usp=sharing>
			2. Please use “Track Changes” to add your thoughts.
* *Steve provided the link to the current, most recent set of questions.*
* *After discussing our goals, Steve mentioned he would send out to the committee the questions from additional Circulation-Courier surveys.*
	+ 1. Timing on when we’d like the survey to go out.
			1. FYI - our next meeting is March 3rd.
* *Cindy mentioned that she thought finalizing matters at our next meeting on March 3rd would be ideal so we could send out the survey in early to mid-March.*
* *Multiple folks agreed with that assessment.*
1. New Business:
	1. MOBIUS – ILS Open Forums (recorded) & next steps.
* *MOBIUS will be preparing a document for the Board’s consideration that will be the initial look at other library automation systems on the market. This is due to the Board by their next meeting; on Friday, February 3rd.*
	1. IA Shares – Nothing new to report.
* *IA Shares is running as scheduled. No overlap issues for our libraries in Iowa (Davenport Public, West Des Moines Public) to report.*
	1. MALA Update – new Director as of January 1, 2021 – Jane Mulvihill-Jones. A bit more info here: <https://useyourlibraryvoice.wordpress.com/tag/jane-mulvihill-jones/>.
* *Steve mentioned that the previous Director (Mickey) retired at the end of December and that while we haven’t officially met the new Director we are hopeful that the good relationship we have with MALA will continue.*
	1. Prospector Update – Rampart Library District & requesting.
* *Steve mentioned that Rampart, as an example, is part of Prospector but somehow some of their materials were made eligible for requesting via Peer-2-Peer (by accident as part of their setup) so if anyone experiences any “loaning anomalies” as part of INN-Reach, please let the MOBIUS Help Desk know and we will look into it. Sometimes, configuration issues (can) happen.*
	1. Sierra Upgrades – the next round of upgrades is set to be released at the end of March.
* *As soon as we release notes are posted on “Supportal” we will get those out to everyone and schedule our next round of server upgrades.*
1. Wrap Up:
	1. Next meeting, Wednesday, March 3rd, 2021 at 1:00 pm.
	2. Motion to adjourn.
* *Made by Cindy at 10:45 am; seconded by Crystal Rhodes. Without objection.*