# Minutes of the MOBIUS Circulation and Courier Committee Meeting

Monday, March 14th, 2022, at 10:00 am

Online, via Zoom

Members Present:

**Sarah Brown, 2020-2022, Chair**  
Manager, Acquisitions & Collection Development, St. Louis County Library

**Sarah Francka-Jones, 2021-2023, Vice-Chair**  
Interlibrary Loan Coordinator, Springfield-Greene County Library

**Lisa Farrell, Board Representative**  
Director of Library Services, East Central College

**Crystal Rhodes, 2020-2022**  
Public Services Librarian, Crowder College

**Samantha Setzer, 2020-2022**  
Library Services Specialist, Moberly Area Community College

**Lisa Young, 2021-2023**  
Director of Access Services, Lindenwood University

**Steve Strohl, MOBIUS Organizer**  
Associate Director, Member Services, MOBIUS

**Members Absent:**

**Phyllis Holzenberg, 2020-2022**  
ILL Librarian, Drury University

**Donna Bacon, Ex-Officio**  
Executive Director, MOBIUS

1. Call to order at 10:01 am by Sarah Brown.
2. Adoption of the agenda motion made by Crystal Rhodes, seconded by Lisa Young, without objections.
3. Information Items
   1. Brief update on the ILS-RFP Committee.
      1. Steve Strohl mentioned that the ILS-RFP committee is in the middle of their review of the various responses and that this work should be done by the end of March in conjunction with the first round of demos.
      2. Steve outline the timeline from spring demos to meeting at the MOBIUS Conference to plan next steps to finalizing things in the fall before a recommendation is to be made to the MOBIUS Board by November 1, 2022.
4. Unfinished Business
   1. Update on the adhesive label order; delayed until late August!
      1. Sarah reminded everyone that Steve sent out a message about this late last week.
   2. [New courier survey](https://docs.google.com/document/d/14Pzx8fdQ0bHLI_AUslHyJIK5E9C-YnQKOmw-BL_e45I/edit?usp_dm=false) – finalize it before sending it out!
      1. [2019 Survey](https://drive.google.com/file/d/10hRsBncZGCyqnfQfHFm40MY_Ot2hfjqi/view?usp=sharing)
      2. [2018 Survey](https://drive.google.com/file/d/1BxpcwnWjS3nwfqeAqeVgvMafI2xJfc0y/view?usp=sharing)
         1. The majority of the meeting time was devoted to going over the list of old courier survey questions, discussing what was still relevant, and refining the language and timing of the survey. The survey questions have been agreed to and Steve will come up with a Survey Monkey sample to share with the group in the hopes we can get it out Monday, March 21st and close it on Friday, April 8th (with a reminder to be sent out on Tuesday, April 5th).
5. New Business
   1. Open discussion.
      1. Sarah Franka-Jones asked a question about MU being disconnected from INN-Reach for an extended period of time. Steve provided an update.
      2. Sarah Brown mentioned that St. Louis County was going “live” on Polaris on Thursday, March 17th and were hopeful that they would be back on INN-Reach in early April.
6. Adjourn Meeting – next meeting is Monday, May 23rd at 10:00 am.