

# Minutes of the MOBIUS Digitization Committee

January 30, 2024 1:00PM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Rebecca Hamlett, William Jewell College
* Bathsheba Love, Missouri Valley College
* Jill Mahoney, William Woods University
* Sarah Messmer, Goldfarb School of Nursing
* Samantha Perkins, Missouri Valley College
* Robert Powers, William Jewell College

Members Absent

* Paul Huffman, Lindenwood University

Meeting Minutes

1. Recap of project status email
	* An email was sent on January 19th to the participants list regarding the status of the Hyku migration. SoftServ (scientist.com) has the data and was finished with about 60% of the importer work.
	* The files were very large, so the data was downloaded from Vital and sent directly to SoftServ. The Hyku platform is up but as yet without data.
	* Donna requested an update from SoftServ and we are expecting to hear back soon about completion of the importer work.
	* Once the content has been imported, the libraries can begin reviewing and testing.
2. Spring tentative timeline
	* Part of the grant includes training on Hyku (provided by us) for participating libraries.
	* No one on the committee currently has experience with Hyku, so we will be learning at the same time as the participating libraries.
	* We need to have a training plan in place by the end of February and begin training in March-April. We also need a marketing plan in place before go-live.
	* The Interim grant report is due March 14th
	* The next meeting should be an update for the participants.
	* The grant cycle ends July 15th and the final report is due August 15th.
	* Robert raised a question about another grant for next year. With the FOLIO migration, most libraries will not have time. We might apply for another grant in 2025-26 instead.
3. Call for contributions of documentation for training plan
	* Rebecca set up a message board for adding training materials in the Digitization Committee Basecamp.
	* Committee members should gather training materials and post them to the Basecamp.
	* Contributions for training should be posted by the end of February.
	* Donna posted a link for the Hyku for Consortia Toolkit: <https://hykuforconsortia.palni.org/hyku-toolkit-documentation>
	* Rebecca posted the Hyku Commons User Guide to Basecamp:
	* <https://docs.google.com/document/d/1A97r0-FDBUFbQvm50I2kLglq1TLU6N5UhLqMUiL56mQ/edit>
	* There are training videos available, created by PALNI.
	* Suggestions include making the training videos available and then scheduling Q&A sessions for the participants.
	* Marketing is also part of the grant, so a marketing plan and tools are needed. Ideas for marketing include templates for social media, flyers, and promotional information on the websites.
	* MOBIUS outsources a graphic designer to help with marketing. If we provide content, he can design materials for us. We also have IT staff to help with website design.
	* Branding needs to include the state logo, the MOBIUS logo, and then library/institutional branding such as colors.
	* If a couple of the committee members can come up with content for the social media template, we can pass that along to the graphic designer.
4. Minutes submitted by Adrienne Detwiler