# Minutes of the MOBIUS FOLIO and OpenRS Enhancements Committee

Wednesday, July 23, 2025 at 11:00 am

Online, via Zoom (see below for how to connect)

1. Call to order and roll call
	1. Meeting called to order at 11:01am.
	2. Vivian performed the roll call.
2. Absences: Jacob Dudley, Donna Bacon
	1. With Stephanie S. leaving Missouri Western and being between jobs, she has transferred ownership of documents to her personal email (to prevent loss of access to documents under her Missouri Western email account) until her Truman State email is set up. Contact Stephanie S. if you have any document access issues due to transfer of ownership.
	2. Vivian mentioned to Stephane S. that, at some point, the ownership of these documents should be transferred to the MOBIUS Consortium. Stephanie S. noted that the main Google folder is owned by MOBIUS, but the individual documents are tied to member email accounts.
3. Review and corrections to June 25, 2025 meeting minutes (notetaker-Katie Rahman)
	1. [20250625-Enhance-Committee-Minutes.docx](https://docs.google.com/document/d/1oQCoRS8lzySj8sglPYsFDXyCusmBEutn/edit?usp=sharing&ouid=100396398036292149766&rtpof=true&sd=true)
	2. Vivian asked, because the committee is no longer using Robert’s Rules, whether we still need to officially approve the minutes or assume the minutes are approved if no member mentions any changes. Stephanie S. responded that the member taking minutes sends the notes to her first. She reads through before presenting them to the group. After the minutes are presented, it is up to individual members to read the minutes and request changes.
4. Continuing Business

Debbie Luchenbill from MOBIUS presented updates to the Enhancement Request Google form and introduced the Enhancement Committee Trello board.

1. Debbie added branding to the request form (colors), but the MOBIUS logo has not been added to the top yet. Using Zaps, Debbie was able to create Trello cards from Google form submissions, so these submissions can be placed on an Enhancement Committee Trello board: <https://trello.com/invite/b/687fafa418ada4e1416677b9/ATTIcb74089b4bb6c011120ad66db5f36c4aA56BD101/mobius-enhancements-committee-requests>
2. All members will have Trello accounts, so they can make edits to the board, such as comments and moving cards around. The board will also be open to the public to view, but they will not be able to make edits.
3. The Enhancement Committee Trello board includes multiple columns (lists in Trello):
	* 1. IMPORTANT INFO: instructions and link to form, color-coded labels to add to submissions, list descriptions, resources
		2. New Submissions: When a MOBIUS member submits a form, the enhancement request displays in this list. There is a red “New” label to identify new requests coming in. The title of the request is the short description field in the Google form. The description in the card includes all other fields submitted on the form, and there is a comments section.
		3. Lists for each subcommittee
		4. Icebox: requests that have not been added to a subcommittee
		5. Public Comments: Email to Trello board feature
4. When a new submission comes in, members can move the request from “New Submissions” to the appropriate subcommittee card, which will remove the “New” label and replace it with the subcommittee label.
5. Questions and Comments regarding Enhancement Committee Trello board
	1. Andrew - Q: Will members need to create Trello accounts? A: Members will need to create a free Trello account.
	2. Vivian - Q: Is there a place where we can rank enhancement requests on a certain card? A: Options for ranking information include editing the description, adding a comment, or making priority level labels.
	3. Vivan - Q: Will members of the community be able to add/remove labels? A: Yes. The subcommittee labels are added automatically to cards when they are moved to this list.
	4. Vivian - Q: How does the member functionality work? A: You can manually add members to cards. Also, you can have members be automatically notified when a comment, new submission, or attachment comes in.
	5. Stephanie S. - Q: Does Trello have an option to view all enhancement requests in one place (like the Google spreadsheet)? A: The information is broken down by cards.
	6. Stephanie S. - Q: Is it correct that the submitter of the request does not assign the subcommittee? It would be the board members that assign labels. A: That is correct.
	7. Stephanie S.- Q: With the Google spreadsheet, subcommittee members only add three fields: subcommittee, ranking, and notes. It makes sense that labels could be used to add subcommittees and rankings. Notes can be added to the comment area.
	8. Stephanie S.- Q: If a user submits a request with patron information, how do we keep that portion of the request confidential or provide a warning? A: You can include a warning in the Google form to not include PII. Debbie will look into whether you can hide individual cards.
	9. Vivian - C: I like the use of the comments in the Trello cards because there is an archive of the comments made instead of a field being replaced in the spreadsheet or a really long field.
	10. Vivian - Q: What do you need from the committee to move this project forward? A: Do you like the structure? Do you have any additions or changes? Let me know if you want any other automations.
	11. Stephanie S.- Q: Is there a way to send an email notification to let me know there is a new submission? Also, once I assign a subcommittee, is there a way to automatically notify members of that subcommittee? A: This is a possibility.
	12. Stephanie S. – Q: What is the best way to move existing enhancement requests to this platform? A: Debbie will get back to us.
	13. Vivian – C: Question for the committee to consider, how do we want to handle enhancement requests that have moved on to the community? Some of these requests may have already been implemented or fixed.
	14. Vivan – Q: Can members add new lists? A: Yes.
	15. Vivian – Q: Can you make a submitter a watcher of a card like in Jira? A: Not the Trello version MOBIUS has. However, Vivian noted that you can share a link for a specific card.
6. The committee decided to set up Trello accounts to conduct testing before the next meeting. During the next meeting, we can decide whether to move forward with this project.
7. Subcommittee Reports
	1. Acquisitions/Serials: 1 request has not been prioritized. The requester was contacted for clarification, but they have not received a response.
	2. Cataloging: The subcommittee got through a third of the requests and will meet again on Friday. They reached out to submitters for a few requests.
	3. Circulation: No update
	4. Discovery: This subcommittee got through a third of the requests and will meet again on Friday. They reached out to submitters for a few requests.
	5. e-Resource Management: One request currently ranked. No changes.
	6. OpenRS: No update
	7. System Administration: This subcommittee has not met yet.
	8. User Management: All requests have been ranked.
8. New Business
	1. Two new enhancement requests added to Form’s spreadsheet since the last meeting. Stephanie S. assigned Subcommittees. Andrew will review them as well.
	2. New Serials SIG (subgroup of the Acquisitions SIG) information here - [https://folio-org.atlassian.net/wiki/spaces/ACQ/pages/1117224961/Serials+subgroup](https://folio-org.atlassian.net/wiki/spaces/ACQ/pages/1117224961/Serials%2Bsubgroup)
	3. Vivian mentioned that she will post a list of SIGS for community members, so members can attend SIG meetings related to their subcommittees and join their Slack channels.
	4. Katie mentioned that staff are asking her about enhancement requests, so they can provide feedback. Vivian suggested going to the MOBIUS wiki, logging in, and then search for “enhancement” using the AI search tool. The first quarterly report will come out after we meet August 27, and this information will be provided in this report.
9. Meeting adjourned at 11:59am