



# October 27, 2023 Board Meeting Minutes

MOBIUS

Oct 27, 2023 at 10:00 AM CDT

@ Zoom: Join Zoom Meeting

<https://us02web.zoom.us/j/81060029681?pwd=bC9BOXBBaDRoWUVYMTVubzg5YzF6dz09> Meeting ID: 810 6002 9681 Passcode: 533595

## **Attendance**

### **Present:**

Members: Amanda Albert, Donna Bacon, Renee Brumett, Eileen Condon, Christopher Dames, Eric Deatherage, Maegan Gattorna, Sally Gibson, Doug Holland, Kim Kietzman, Jill Mahoney, Donna Monnig, David Morris, Jennifer Nutefall

Guests: Laura Kromer

### **Absent:**

Members: Robin Westphal

#### I. Call to order

Eric motioned and David seconded to call the meeting to order. Meeting called order at 10:03am.

#### II. Adoption of the Agenda

Donna M. asked if changes to the agenda were needed. No changes were requested. Renee motioned and Sally seconded to adopt the agenda as presented.

#### III. Approval of August 4, 2023 Minutes

Donna M. asked if changes to the minutes were needed. No changes were requested. Sally motioned and Amanda seconded to approve the minutes as presented.

#### IV. Treasurer's Report – Eric

Our investments have lost about \$50K. We don't have final financial reports for 22/23 because the audit is not finished. Auditors will present the audit at the December meeting.

 [Investment Statement Sept 2023.pdf](#)

#### V. Committee Reports

##### A. Bylaws – Sally

No report.

##### B. Circulation and Courier – Eileen

The Circulation and Courier Committee has met twice since the last Board meeting. At the meetings the committee received updates on FOLIO/OpenRS migrations from Steve Strohl.

The committee learned that discussion about a potential reciprocal ILL arrangement with Prospector needs to be tabled until MOBIUS ILS migration is complete.

The committee discussed the “Negotiation of the Lost Book Fee” portion of the “Handling Lost and Damaged Materials” policy (<https://mobiusconsortium.org/lost-materials>). Members reviewed policies at other libraries and consortia and shared what they learned. The committee developed new recommended wording for this portion of the policy; this is an agenda item at today's Board meeting.

The committee is scheduled to meet in December, February, and April. Future committee meetings will involve discussion of policies for a new resource sharing environment, including reviewing the use of book bands, paging slips, etc.

#### C. Digitization – Jill Mahoney

The Digitization Committee met August 14 and had a meeting with participating libraries on September 19. MOBIUS' application has been accepted for the third year of the grant. The objective is to migrate from Vital to Hyku hosted on scientist.com. Fifteen libraries will be moving and will share costs. A grant reporting schedule has been entered into Basecamp. Donna B. will write the grant reports with input from the committee. The State Library would like more participation, and a goal is to bring new members into the project. The State Library would also like more publicity for the grant, and has provided an approved statement to be used to help get word out. Final migration of data is taking place now and a training plan & documentation will be developed next. Adrienne and Donna B. met with scientist.com and chose domains for the project in the format [library name].digitalmobius.org. It will be possible to search the collection of each library individually and to search the entire collection at once. A.T. Still is in the process of joining so there will be a total of 16 libraries. New libraries may join, even during this migration period. Each tenant is \$250 and the libraries are splitting the maintenance fee. Each library will pay a total of \$688 which includes the \$250. (This could change if additional libraries join.)

#### D. E-Resources – Eric

The E-Resources Committee met on September 19 and has also been discussing via email. They are working on an e-resources marketing contest that will lead to a repository of e-resource marketing options to be shared by cluster members.

#### E. Professional Development - David

The Professional Development Committee met August 17 and September 19 to review scholarship applications. There was only one application this time, and the number has decreased with each application cycle. The Board discussed ways to encourage applications, and agreed that in addition to sending the call for applications to MOBIUS users and directors lists, there will be a more targeted email to directors asking them to encourage their staff to apply. Adjustments will be made to the subject line of the message, and Constant Contact will be used to create a more compelling email.

The next call for applications will be sent out in mid to late February with a plan of providing recommendations for the 4/12 Board meeting.

Jennifer motioned to award the applicant \$2500 for conference attendance, and Renee seconded. The motion carried. David will notify the applicant.

 [LewisM application.pdf](#)

 [LewisM Approval.pdf](#)

 [LewisM Expenses.pdf](#)

 [LewisM Resume.pdf](#)

#### F. User Experience and Metadata –Doug

The User Experience and Metadata Committee met on September 25. The Committee does not have a lot in the way of business because we are in the Sierra to FOLIO transition period. The Committee had planned to develop an ILS FAQ, but this is on hold until a FAQ for FOLIO can be developed. There may also be a need to track APIs developed by MCO and members, but this also needs to wait. The Committee could also help replace the role that cluster cataloging committees filled. Once the migration is complete, it is likely that MOBIUS committees, including this one, will change.

Doug will email the committee asking if they have any business they need to do now. If they do not, the Board will discuss putting them on hiatus.

## VI. Old Business

### A. ILL Policy and MOBIUS Prospector Reciprocity

The MOBIUS and Prospector executive directors have discussed the possibility of member libraries not charging each other for non-returnable ILL lending. This project is currently on hold as we wait for the Prospector ED to bring it to one of their directors meetings.

### B. Updates: FOLIO & OpenRS

There are many tight deadlines for turning information in to EBSCO, and MCO are staff working long hours to complete this work. Vivian is working on location codes with a deadline of November 3. Libraries are not always responding promptly to emails and Vivian is having to make follow-up phone calls which is time-consuming. Steve and Scott are entering circulation parameters including loan rules and notices. They are copying over what libraries have in Sierra and re-entering the data in FOLIO. The Circulation working group is testing to make sure the configurations are correct, and then libraries will test too. Site coordinators meetings will be scheduled in early November and they will be trained shortly because they will also need to do testing with tight deadlines. Work on worksheets for acquisitions and ERM has begun. The Poppy release of FOLIO will be installed soon, and will have ECS, Enhanced Consortium Support, which separates settings so that each library will see just its own circulation rules, user logins, etc. There have been some recent Help Desk tickets for enhancements to Sierra functions. Because we are so close to moving off Sierra, the Help Desk will do bug fixes for Sierra and refer any other Sierra-related tickets to Donna B. for review. OpenRS is going well, and end-to-end checkout between pairs of libraries is being done to test lending and borrowing. A project beta plan will be linked in the weekly Hive; Board members should review that. OpenRS testing with Polaris will probably start next week, then FOLIO right after that; checkout/checkin functions should be finalized for both before the end of the year. Testing with clustering (downloading records, matching, algorithm for union catalog) is taking place.

There are some questions about whether libraries are ready to move e-resources to EDS. MCO would like e-resources to be on EDS rather than Locate because records for all vendors can be loaded into EDS automatically, whereas record loading into Locate is a manual, time-consuming process. Based on Board discussion, libraries still have many questions about the capabilities of EDS and Locate, and not all libraries have completed EDS setup. MOBIUS will host a couple of webinars to share information about EDS, Locate, and e-resource records, and to gauge readiness for adoption of EDS.

## VII. New Business

### A. Negotiation of the Lost Book Fee – Circ Courier

New wording recommendation from Circulation and Courier Committee:

#### **Negotiation of the Lost Book Fee**

Each member library is encouraged to resolve billed items as soon as practical, but not later than 12 months from the due date. There is no upward limit for the dollar amount that can be

charged for material that is lost or damaged. The borrowing and lending libraries will make every possible attempt to negotiate the lowest actual replacement cost/fee for the lost or damaged item. The replacement costs charged to the borrowing library could include a \$25.00 replacement fee in addition to the actual cost of replacing the material, as assessed by the owning library (the owning library may waive the \$25.00 replacement fee at their discretion). Refunds will be negotiated between the owning and borrowing library. If further support is needed during the billing process, please reach out to the Mobius office to help adjudicate the matter.

Motion from the Circulation and Courier Committee to approve the new wording carries. There are still questions about the changes that will be needed to loan rules and notice texts, and these will go back to the committee.

#### B. MOBIUS Annual Conference

The conference is scheduled for two weeks after FOLIO go-live. Attendance has been down; it used to be 300, and last year was 135.

The State Library provided funding for the conference, but it was earmarked for hotels. Only about half of the State Library funds were needed for hotels, and Donna B. will ask if the funds can be used for purposes in addition to hotels next year. EBSCO has offered to provide funding but we shouldn't need that.

The training day will probably be eliminated for next year. The conference may start Monday afternoon with the membership meeting, then a keynote and reception. Tuesday would be sessions, likely all FOLIO with a mix of presentations, help desk assistance, and Q&A. EBSCO will send staff to do sessions. The conference might be held in Columbia at a smaller hotel.

#### C. ILS Marketplace Report

SOC2 requires MCO to keep up with the ILS marketplace, and Donna B. will demonstrate compliance by reporting on this annually at a Board meeting. Donna B. presented a report to the Board and offered to answer questions on it. The President's duties will be updated to include an item to make sure this is done annually at the August or October Board meeting.

 [ILS Marketplace Report 2023.docx](#)

#### D. FY24/25 Budget Approval

Donna B. presented a budget which was developed by MCO staff and the Finance Committee. She noted several changes from last year, including removal of costs for membership meetings. (There will be only one meeting, during the conference, and the costs will be included in the conference budget.) Authority control costs have been removed until authority control is working in FOLIO. Syndetic costs have been removed because this doesn't work in FOLIO. Innovative costs have been removed and FOLIO costs added. OpenRS hosting will be \$132,613, to be paid from revenues from hosted services. Several budget options were included, including no raises for staff, a 3% raise, and a 5% raise (which would be 3% for most of the staff with the remainder to be reallocated to realign one position's salary to better match market rates).

The motion from the Finance Committee to approve the budget with the 5% overall raise scenario as presented carries.

The accountant is going to try to track revenue and expenses in a better way.

 [Draft FY24-25 Budget2.xlsx](#)

 [MOBIUS positions for review.docx](#)

E. FY24/25 Assessment Approval

The motion from the Finance Committee to approve scenario 3 (with 5% overall raise) of the assessment as presented carries. In this scenario, each library's assessment will decrease by 5.58%.

 [Draft FY24-25 Assessment\\_rev.xlsx](#)

VIII. Executive Director's Report and Strategic Plan Update

<https://trello.com/b/aYqC9q8M/mobius-strategic-plan-fy2021-2024-year-three-progress>

MOBIUS staff have been traveling frequently to publicize MOBIUS services. Staff did booths at the Iowa Library Association and Missouri Library Association. They attended the Missouri Community College Association meeting, and went to ASRL to promote Evergreen. Staff attended the Evergreen Hackaway.

Donna B. attended a small group meeting of the Iowa Academic Library Alliance to discuss our FOLIO/OpenRS migration and to talk about working together in future. IALA is doing an RFP, and Donna B. will talk to their whole membership later this fall.

MOBIUS won the MOSS contract for North Carolina community colleges to move from Sirsi-Dynix to Evergreen, and this project is in the beginning stages of migration. SE Baptist Theological Seminary in NC has contacted MCO about membership. They are on WMS and would need to be on FOLIO, Sierra, or Polaris to share. They are not near a courier stop so would have to mail books in order to share.

MCO has been working on the audit since the beginning of September, and it should be ready for the December Board meeting.

IX. State Librarian's Report

Laura Kromer provided the State Librarian's report in Robin's absence. Robin is attending the COSLA annual meeting. The State Library's library development team is sending out state aid to all public libraries. This year's appropriation is equal to the largest amount ever received. Robin is monitoring proposed legislation for the next session that might affect libraries. Wolfner Talking Book and Braille Library is working on refreshable Braille displays--they're like e-readers for Braille (<https://cpl.org/aboutthelibrary/ohio-library-for-the-blind-print-disabled/nls-braille-ereader-support/>) They received a large shipment and will start loaning them shortly. Many of their patrons had stopped reading Braille because several large Braille volumes are required for a single book. Laura is the director of reference at the State Library, and her department serves state government employees. Their patrons love the MOBIUS Overdrive collection.

X. Other Business

XI. Adjourn Meeting

Eric moved to adjourn the meeting, and David seconded. Motion carried. Meeting adjourned at 12:45pm.

