

Members Present:

Donna Bacon, Executive Director	MOBIUS Consortium Office
Shirley Baker, Past President / 2010-2011	Washington University
Jim Cogswell, Four Year Public-at-Large / 2011-2013	University of Missouri - Columbia
Regina Cooper, Public Library Representative/ 2011-2013	Springfield Green County Library System
Valerie Darst, Vice President/ 2011-2012	Moberly Area Community College
Stephanie DeClue, At Large Member, 2011-2013	William Jewell College
Cynthia Dudenhoffer, Secretary/ 2011-2013	Central Methodist University
Corrie Hutchinson, Treasurer / 2011-2013	Stephens College
Susan Morrisroe, Special Library Representative/ 2011-2013	Missouri State Library
Kathy Schlump, Two Year Public-at-large/ 2010-2012	East Central College
Sharon Upchurch, Independent-at-Large/ 2010-2012	Culver-Stockton College

Guests Present:

Maegan Bragg, Executive Assistant	MOBIUS Consortium Office
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Members Not Present:

Margaret Conroy, State Librarian	Missouri State Library
Chabha Hocine-Tepe, Academic Library Representative/ 2011-2012	Logan College of Chiropractic
Gail Staines, President/ 2011-2012	St. Louis University

1. Welcome and call to order - Valerie Darst called the meeting to order at 10:06
2. Adoption of the agenda –Sharon Upchurch moved to approve the agenda, Stephanie DeClue seconded. Approved unanimously.
3. Approval of the minutes of the October 28, 2011 meeting - Sharon moved to approve, Kathy Schlump seconded. Approved unanimously.
4. Treasurer's Report – Corrie Hutchinson
 - Investment report – Corrie stated that the accounts are now fully invested and are moving forward. Corrie asked about investing of the operating budget. The investment account manager has recommended leaving our operating budget alone for the time being. In order to keep the operating budget under FDIC

insurance, Corrie recommends the following change to the investment policy: Bullet 1 under "objectives: should be amended to "At least three months of operating expenses, at an amount to be determined by the Executive Director, must be held liquid in an account easily and quickly accessible. This amount is not to exceed the Federal Deposit Insurance Corporation (FDIC) limit." Sharon moved to amend the policy as suggested, Stephanie seconded. Approved Unanimously.

- Corrie suggested the following change to the Financial Policy - Change "Interest" to "Loss" under both Reserves and Contingency funds. Sharon moved to approve the change as suggested, Susan Morrisroe seconded.
- Corrie presented the Year to date budget and a schedule of net assets.

5. Unfinished Business

- a. Finance Committee Update – Corrie Hutchinson
 - i. Credit Card Policy - How do we want to define the use of credit cards for MOBIUS staff? The Finance committee has been looking at example policies in preparation for including a policy in our financial documents. The Board agreed that credit cards should be used only for business related expenses. The committee will write a policy and bring it to the next meeting.
 - ii. Travel Policy - Finance committee is working on a travel policy, which can be completed pending the approval of the credit card policy
- b. Depreciation and Capitalization Policy (Property and Equipment) - The Finance Committee presented the policy. Corrie asked the Board to look at the Disposition of Property and Equipment. The word "recycled" will be added, as will an allowance for MOBIUS staff and Board members to purchase surplus material as long as there is some oversight. Kathy suggested some wording changes. The Finance Committee will bring the amended policy to the next Board Meeting.
- c. Amending the Financial Policy - The Finance Committee has added language to the policy to outline the procedures for reimbursements. Changes to the policy are approved. The Committee also looked at the Human Resources Policy. Currently, MOBIUS employees are covered under the MU policies. This issue will be revisited when applicable.
- d. Board Manual - Shirley will present information on the manual at the next meeting. The suggestion of including a Board code of Ethics document will be passed to Gail.
- e. Purchasing Policy - Donna was asked by the state auditors to include a purchasing policy, when the conference grant was audited last year. Donna stated that there are some libraries that have trouble purchasing electronic resources through MOBIUS because they are not routinely sent out for bid.

- f. Budget - Corrie shared a preliminary FY13 budget. There are many unknowns at this point, so there are lines that have not been filled in. The committee will bring back a more complete budget for approval during the next board meeting.
 - g. Strategic Planning Task Force Update – Valerie presented the draft of the strategic plan. The plan is based around Goals, Key Results, and Milestones. Susan asked who is the proposed audience for the strategic plan? Donna stated that the plan involves everyone; MOBIUS Staff, Membership, library staff. Valerie hopes to bring a plan to the membership meeting in the spring. Susan is concerned that the organization should make sure that everything that needs to be done can be covered before we add more priorities to staff and board members. Donna states a full inventory of the office and a reorganization of job duties took place when she became the interim director. She feels comfortable with the goals as they relate to the office. Jim Cogswell recommended that the vision statement wording of "partners with information agencies" needs to be addressed somewhere in the strategic plan.
 - h. Ill's Sierra Product Update – Donna shared that the contract was signed and first payment has been made towards Sierra. Springfield Greene County Library will go live as a beta tester in January. They will share their experiences at the MOBIUS conference.
 - i. Server Housing – Donna and Justin Hopkins continue to pursue options for housing servers. They have investigated options with a company in Columbia called ISG. There are two scenarios open to MOBIUS: We can keep the current physical servers, pay for space, internet service, etc. Or, we can pay ISG for virtual server space, managing the services remotely. This would allow more flexibility in our systems and would be cheaper. The board is in favor of this option. Jim asked about the possibility of leaving the MERLIN server at the UM Data Center, allowing MERLIN to keep the existing URLs. Donna investigated referring URLs with Betty Chancellor from IT at MU, but was told no. Donna will continue to pursue options for the moving to ISG and utilizing virtualization.
 - j. MOBIUS Communications Plan Update – Susan moved to reconstitute the Website Taskforce to look at communication issues that have arisen. The taskforce would have the following charge: to oversee and update the website to improve communications. Valerie stated that this is included in the Strategic plan in Year two and will be revisited, so the motion was tabled.
6. New Business
- a. Vote on recommendations from MACPAC for conference keynote speaker – Some recommendations from this year's list and last year's list were made. Donna will contact the top choices to check availability, travel costs, honorarium, etc.
7. Report of the Executive Director - Donna Bacon

- a. Public Library Consortium- Donna met with Carl Wingo and Margaret Conroy. Margaret has committed to paying for migration costs for these libraries. The Consortium has decided to choose an Evergreen system, which MOBIUS will manage. Two staff would be required, hired as MOBIUS employees, to help with implementation, migration, and training. 17 directors stated they want to move forward, 13 want to be part of the pilot project. The State Library only has money to fund one staff person until Sept. 30th, and then a second employee could be added. Implementation would begin in March. Margaret has committed to 5 years of funding to implement the Public Library Consortium. Margaret is also investigating paying for the two staff after the grant cycle is concluded. There is another meeting on January 18th to sort out details, circulation rules, implementation order, etc. The goal is eventually to connect the Consortium to Inn-Reach. Valerie asked how the office can deal with this task without the staff in place. Donna has requested that as much as possible be outsourced to Equinox. Marshall Public Library and Poplar Bluff Public Library will be the first migrated, since they are already using Evergreen systems. Donna is hopeful that a network will build up to offer help as other libraries join the consortium.
 - b. Donna and Justin visited the Capitol Plaza Hotel in Jefferson City as a possible conference location for 2013. The Consortial Services position has been reposted. The first 990 has been filed. Gail signed a letter in response to MALA's letter regarding the courier service. Donna has received no response since. Christian County and Camden County libraries are up and running and are enthusiastic about the services. Donna has spoken with Sharla Lair, Continuing Education Consultant at the State Library, about partnering to present a series of e-book workshops, culminating in a preconference at MLA. MOBIUS will contact vendors to present and the State Library will do the preconference part. Concordia Seminary has asked Donna for a quote for membership. The office is looking at Vidyo for web conferencing and virtual training. The state library is willing to pay half of the implementation costs for this service. Donna must complete the grant in January. Stephanie moved that Donna pursue the grant to fund Vidyo, Cynthia Dudenhoffer seconded. The motion was approved unanimously.
8. Other Reports
 - a. Missouri State Library – Margaret Conroy
 - b. Other Guests
 9. Announcements
 10. Adjournment - Sharon moved to adjourn, Chabha Hocine-Tepe seconded. Meeting adjourned at 3:11pm.



Minutes of the
MOBIUS Board of Directors Meeting
December 16th 2011 10:00 a.m. – 3:00 p.m.
MOBIUS Headquarters, Columbia, MO

Next Board meeting: Feb. 24th 2012 at the MOBIUS Office.

Submitted by Cynthia Dudenhoffer
Secretary, MOBIUS Board of Directors
1/25/12