



## **SHARE Executive Council Meeting Agenda**

Wednesday, January 15, 2014 at 10:00 a.m.

Via Videoconference at:

Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Office Location: DuQuoin Office 500 S Madison, Du Quoin, IL 62832 (618)985-3711

Decatur Public Library, 130 North Franklin, Decatur, IL 62523 (217)424-2900

Illinois State Library, 300 South Second Street, Springfield, IL 62701 (217)782-2994

1. Call meeting to order and roll call
2. Public Comment
3. Approval of Minutes
4. Illinois Heartland Library System Report –Ellen Poppit
5. SHARE Staff Update
  - a. Administrative Services--Traci Edwards
  - b. Bibliographic Services--Joan Bauer
  - c. Information Technology Services--Michelle Ralston
  - d. Staff Services--Chris Dawdy
  - e. eBook Grant—Lesley Zaveduik
6. SHARE Committee Updates
  - a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman
  - b. SHARE Circulation & Resource Sharing Committee--Esther Curry
  - c. SHARE Policies & Finance/Fees Committee--Diane Yeoman
  - d. Ad-Hoc Committee for Communication—Scott Drone-Silvers
  - e. Ad-Hoc Committee for Electronic Resources in Polaris – Robert Edwards
7. Old Business
  - a. SHARE Membership meeting – February 4, 2014 at the Knights of Columbus in Effingham, IL
  - b. Other
8. New Business
  - a. Proposed Fees for FY 2015
  - b. Proposed Changes to the Governing Document (document)
  - c. Proposed Circulation Policies (document)
  - d. Proposed Bibliographic and Cataloging Standards Policies (document)
  - e. Proposed Problem Resolution Policy for Bibliographic and Cataloging Standards (document)
  - f. Delivery (transit slips, packaging, labeling)
  - g. Other
9. Public Comment
10. Announcements
11. Next Meeting

## 12. Adjournment



## SHARE Executive Council Meeting Minutes

Wednesday, December 4, 2013

Via Videoconference at:

Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Office Location: DuQuoin Office 500 S Madison, Du Quoin, IL 62832 (618)985-3711

### Board Members present:

Esther Curry, Britta Krabill, Sarah Isaacs, Janet Cler, Bobbi Perryman, Robert Edwards, Diane Yeoman, Scott Drone-Silvers

### Board Member

Leigh Ann Cloud, Alayna Davies-Smith

### Absent:

### Others Present:

Traci Edwards, Michelle Ralston, Joan Bauer, Leslie Bednar, Chris Dawdy, Lesley Zaveduik

1. Call meeting to order at 10:07am by Esther Curry
2. Public Comment - none
3. Approval of Minutes –Scott Drone-Silvers made the motion to approve the minutes as written and Robert Edwards seconded. Motion passed.
4. Illinois Heartland Library System Report—Leslie Bednar indicated the IHLS Board met December 3, due to scheduling issues. The Board appointed a committee for a long-range planning committee – George Trammell, Nancy Huntley, Jim Fenton, Eric Steinsultz, and Nina Wunderlich are committee members. Looking at a 3-5 year plan. Two lots in Edwardsville have been sold. Small Public Library Institute will be hosted again by the Illinois State Library in June. State Delivery Committee met yesterday and there will be changes and improvements over the next two years. Goal is to increase resource sharing. ILL Code Revision Committee – Bev Obert discussed the state’s presentation of one due date for book, one due for AV. This is the state’s goal, but will probably be FY15 or 16 before it even starts. New nominating committee for the IHLS Board positions was announced. Staff evaluation process will start at IHLS within the next months. Juliette Douglas is resigning. HR person will report to Leslie. Operations Director will also report to Leslie. Accounts Receivable will be moved to Edwardsville. A new position of SHARE Director will be forthcoming, whose main job will be growing SHARE.
5. SHARE Staff Update
  - a. Administrative Services--Traci Edwards: Bills have been sent out. Finalizing instructions for placing holds, this will first be sent out to this committee. Michelle Ralston is working on a spreadsheet for schools on how they track overdues. Then system can run bills if they do not. Terry Moreland is working on a mass hold reports. Item specific holds are working correctly – writing specific instructions will be forthcoming.
  - b. Bibliographic Services--Joan Bauer: individual, classes and Cataloging Training Sessions are available. The adobe connect meetings have been well-received. Staff is working on clean up. Vanessa Whippo, cataloger at Champaign office will be retiring at the end of the month.

- c. Information Technology Services--Michelle Ralston: still working on PAC personalization.
  - d. Staff Services—Chris Dawdy: working to update the website. Staff is cleaning up patron records. Reports training will begin in January.
  - e. eBook Grant – Lesley Zaveduik: welcome packets have been sent out – 35 already have been returned. 100-120 definitely will participate. 2 virtual training sessions set for December. Newsletter coming out tomorrow. Questions for Lesley included: Kindle does it work? 3M says not compatible. Sometimes will side load, but KindleFire works fine. Has there been school interest in 3M? 3 already returned, 3 have said yes, 3 answering questions for. Concern is with adult content availability. Are shelves a possibility – something to make it more user friendly for the young users? She is working on this. Just a note that Scholastic will not lend/sell eBooks to libraries. How are academics responding to it? 5 for sure, but. How about specials? Would have to check. Can you restrict access? No – just point users to, but since it is a consortium, we cannot limit access to particular books.
6. SHARE Committee Updates
- a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman: a joint meeting was held with the Circulation committee on November 22, to discuss issues that affect all. New policies will go out to website for comments.
  - b. SHARE Circulation & Resource Sharing Committee--Esther Curry: very helpful to discuss issues with another group to understand their viewpoint. Serials vs. monograph was discussed, with emphasis on what is the easiest for the patron to find.
  - c. SHARE Policies & Finance/Fees Committee--Diane Yeoman: Committee meet before Thanksgiving. Will meet on December 11 to take action on some issues. There will be some cleanup work on governing document – will bring to the next SHARE Executive Committee. Concerns were noted with number of school representatives since we have a hard time getting representatives.
7. Old Business
- a. SHARE Membership Meeting – Joan Bauer will contact the Knights of Columbus to check dates of February 5 (with snow date of 12) at 10:00am. Scott made motion for dates, Bobbi seconded. Passed. Meeting will begin at 10, with the first session lasting till 11:30. Second session will be 1-2:3- pm, with lunch on your own. Great opportunity to coordinate meeting with other librarians. IHLS will organize option for a box lunch to order to purchase.
  - b. Ad-Hoc Committee for communication –Scott Drone-Silvers: committee will meet in January.
  - c. Other - none
8. New Business
- a. Hold Sequence Routing Table
    - i. Traci Edwards discussed the table that she had previously sent out. Scott Drone-Silvers recommended giving this a try. Very logical. IDLS Libraries – put at 3 day a week delivery. Esther Curry made motion to accept changes to the Holds Routing as presented. Sarah Isaacs seconded with the amendment to review after 3 months. Motion passed.
  - b. Electronic Resources in SHARE Polaris database – Joan Bauer asked the board to consider an ad hoc committee to discuss electronic resources in Polaris – what should be included, who inputs and maintains, what type of bibs, and other policies and

procedures. Scott Drone-Silvers volunteered, as did Robert Edwards who agreed to chair the committee. IHLS staff to be included will be representatives from the IT department, and the SHARE Bibliographic Services Manager and the SHARE Administrative Services Manager. Other members will be asked from the Circulation and the Bibliographic Standards Committees, as well as those who have made inquiries.

- c. Polaris Users Group Proposed Enhancements – Traci Edwards presented the possible enhancements that need to be voted on (all 60 plus pages). With the short time frame for review before voting is necessary, she will make a Google document so to allow for comments and board members' picks. Traci will then review and make SHARE's votes on Monday.
  - d. Other - none
- 9. Public Comment - none
  - 10. Announcements - none
  - 11. Next Meeting – January 15, 2014 at 10 am in morning by V-tel from three offices and Decatur Public Library.
  - 12. Adjournment – motion to adjourn at 12:15pm.