



SHARE Executive Council Meeting
Monday, February 11, 2013 at 10:00 a.m.
Illinois Heartland Library System Edwardsville Office
6725 Goshen Road, Edwardsville, IL 62025 618-656-3216

You may also attend via videoconference at the following locations:

IHLS—Carterville Office (607 S. Greenbriar Rd., Carterville, IL 62918 618-985-3711)
IHLS—Champaign Office (1704 W. Interstate Dr., Champaign, IL 61822 217-352-0047)
IHLS—Decatur Office (345 W. Eldorado St., Decatur, IL 62522 217-429-2586)

1. Call meeting to order and roll call
2. Approval of minutes (Appendix A)
3. Illinois Heartland Library System Report – Ellen Popit
4. SHARE Staff Update
 - a. Administrative Services – Traci Edwards
 - b. Bibliographic Services – Joan Bauer
 - c. Information Technology Services – Michelle Ralston
 - d. Staff Services – Chris Dawdy
5. SHARE Committee Updates
 - a. SHARE Bibliographic & Cataloging Standards Committee
 - b. SHARE Circulation & Resource Sharing Committee
 - c. SHARE Policies & Finance/Fees Committee
6. Old Business
 - a. Lincoln Library (Springfield)
7. New Business
8. Announcements
9. Next Meeting is scheduled for March 13, 2013, 10:00 am at Decatur Public Library, Decatur Illinois
10. Adjournment

**SHARE Executive Council Meeting
January 9, 2013 at 10:00am
Illinois Heartland Library System, Edwardsville, IL**

Board Members present: Esther Curry, Lee Ann Fisher, Annette Mills, Joan Rhoades, Debra Sherrick, Diane Steele, Sandy West, Diane Yeoman, Alayna Davies-Smith

Board Member Absent: Kim Keller, Sarah Isaac

Others Present: Leslie Bednar, Michelle Ralston, Traci Edwards, Chris Dawdy, Ellen Popit, Joan Bauer, Edie Elliott, Tina Hubert

Meeting was called to order by Diane Steele at 10:00am.

Minutes: Motion to approve minutes as written was Esther Curry with Sandy West seconding the motion – motion approved.

IHLS Report: Ellen Popit stated that REQUIRED Annual Library Certification has started. 158 have certified so far. Questions that she has been asked relate to the ELI and Duns numbers and difference between Intra and inter library loan. She is involved in a weekly phone call with ISL to work through any problems. This has also helped with clean up in L2. Only 4 libraries have been red flagged by Ellen, who then follows up with the library to resolve any issues. Deadline for certification is March 31, 2013. Board committees have been hard at work – watch board minutes for development. A new IT staff person, Brant Wingerter, has been hired. ISL has indicated that in the future all grant documentation will be submitted electronically.

Leslie Bednar discussed the SHARE grant for \$266,000, which covers LTI authority control, site license for MARC Report, data loads, ZMARC, and database synchronization. Chris will administer the grant.

Administrative Services: Traci Edwards indicated that permissions and defaults are being set up. While we already did initial mapping, changes and tweaks are ongoing. Bib Services will work on Course Reserve while Administrative Services will do Homebound. Of all the financial summaries sent out in October, 7 libraries are left that have not responded. Actual bills are now actually going out. Equipment has been ordered. Meetings for finance and circulation will be coming.

Bibliographic Services: Joan Bauer announced that the SHARE Bibliographic month newsletter was sent out. Bibliographic and Cataloging Standards Committee has been meeting and have some policies to present for adoption. We will have training for cataloging in Polaris in March. Another de-duplication of the SHARE database will be ran to see how our tweaks to the process worked out.

Information Technology: Michelle Ralston discussed decisions made by the OPAC committee at the December meeting, including the Portal page (keyword search) like Google and not wanting the display too cluttered. The carousels are done automatically. Libraries can create own banner – but Michelle will have 3 generic banners to use in case. Address to view the OPAC is ihlstrain.illinoisheartland.org/Polaris

Michelle also discussed logging on to Polaris. It will only be through Internet Explorer and have to have Active X enabled. Questions were asked about linking website to the new OPAC, especially for Plinkit libraries.

Staff Services: Chris announced that 5 QuickStart and Offline Circ classes have been completed with only 95 to go. Intermediate and Advanced Circulation and Barcoding and Cataloging, then Serials and Acquisitions are to follow. March 25 is Go Live with Offline Circ, and April 9 is GO LIVE ON POLARIS. Every library will receive marketing materials at training. Video presentations are being developed. There are more School libraries in SHARE than public libraries. SHARE Truth – we don't know the answers to all the questions, but keep asking because sometime soon, we will.

SHARE Bibliographic & Cataloging Standards Committee: Edie Elliott and Joan Rhoades indicated the next meeting for the group is Tuesday. Policies are attached and will review under new business. Question was asked about Larger Print – paperbacks but not true LARGE PRINT according to standards.

SHARE Circulation & Resource Sharing Committee: Esther Curry has developed a side by side comparison of the four legacies circulation policies, with the biggest area of inconsistency: what are required fields for patron identification and what is valid identification when applying for a library card. The committee will be meeting soon. Questions were asked about the libraries that used to be IPAC in SilNet, since some already have stand alone ILSs. The currently do not qualify for any membership category in SHARE.

Policy and Fees Committee: Diane Yeoman hopes to have fee schedule out soon with possible 2 year schedule. She said the committee will also work on policy about what happens to all the SHARE Resources if another merger or closure ever happens in the future.

OLD Business

SHARE Circulation vote: Response was received from Metranet stating that they are not avenue to proceed through. It was indicated that the need to bring conversation forward with the state library is necessary. Question still remains - how do we proceed. Esther indicated that she has fielded many questions to this nature. Discussion followed. Tina Hubert indicated that maybe ISLAC should look at this also. Karen Bounds will be asked to bring up at the ISLAC meeting. SHARE may need to start discussion of SHARE universal loan rules.

NEW Business

- a. **SHARE Bibliographic & Cataloging Standards new Policies:** Diane Yeoman made the motion to approve the Bibliographic and Cataloging Policies with clarifications concerning on the fly in house records that is different from ILL and paperback on a hardback record. Annette Mills seconded the motion and it passed.
- b. **Problem Resolution Policy:** Joan Rhoades indicated that RPLS's old policy is a starting point for what happens when not following rules. Please send questions or suggestions to her.
- c. **Follow up with Dan Wiseman:** Diane Steele announced we can meet with Dan by v-tel. All board members should be involved and meeting will be about 2-3 hours. Date will be in February.
- d. **Lincoln Library in Springfield:** Copy of a fax from Lincoln Library to Leslie Bednar was provided stating that the library will not be migrating to Polaris. Leslie sent a reply letter.

- e. **EBook meeting with RAILS:** Troy Brown and Chris Dawdy attended very productive meeting in Burr Oak concerning a joint venture for eBook repository. 2 committees have been formed and will meeting in Peoria next week. One group is a multi state committee and the other is called the Illinois Model. The Illinois State Library has indicated that they would like the state LLSAPS would coordinate on joint eBook repository. Chris Dawdy was question about when this will be in place – before renewal time with Overdrive? She responded that libraries might want to hold off dropping Overdrive until program is developed and built up a collection. The need to address schools and public differences was mentioned.
- f. **SHARE Website:** Michelle Ralston demonstrated the new SHARE website at share.illinoisheartland.org
- g. **Other:** there was no other business.

Announcements: none

Next meeting: is scheduled for March 13 – 2013 at 10am at the Decatur Public Library in Decatur, IL

Meeting adjourned at 12:15pm