



**SHARE Executive Council Meeting**  
**Wednesday, March 13, 2013 at 10:00am**  
**Decatur Public Library, 130 N. Water, Decatur, Illinois 62523**

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 – Joan Rhoades
  - b. SHARE Circulation & Resource Sharing Committee – Esther Curry
  - c. SHARE Policies & Finance/Fees Committee – Diane Yeoman
6. Old Business
  - a. Lincoln Library update
  - b. Follow Up Session with Dan Wiseman
  - c. Ebook meeting with RAILS
  - d. Problem Resolution Policy
  - e. Other
7. New Business
  - a. SHARE Bibliographic & Cataloging Standards Committee – new best practices
  - b. SHARE Circulation & Resource Sharing Committee – new best practices
  - c. Ebook records in the SHARE database
  - d. Other
8. Announcements
9. Next Meeting
10. Adjournment

**SHARE Executive Council Meeting Minutes**  
**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)

**Board Members present:** At Carterville: Esther Curry, Kim Keller, Sandy West  
At Champaign: Debra Sherrick, Sarah Isaac  
At Decatur: Diane Yeoman, Lee Ann Fisher  
At Edwardsville: Diane Steel, Alayna Davies-Smith

**Board Member Absent:** Joan Rhoades, Annette Mills

**Others Present:** At Carterville: Traci Edwards and Ellen Popit  
At Champaign: Michelle Ralston  
At Decatur: Joan Bauer, Amy Ihnen, Anita Walters and Janet McAllister  
At Edwardsville: Leslie Bednar

Meeting was called to order at 10:05am by Diane Steele.

**Minutes:** Page 2, typo The for They – Alayna moved to approve minutes with corrections, Sandy seconded, motion passed.

**IHLS Report:** Ellen Popit reported on the library certification process – over 400 certified, only 100 more to go. Also from the January board meeting, the nominating committee will be meeting soon. There will be a joint board meeting with RAILS in April at the State Library. The State Library will be revising the Interlibrary loan code, and are forming a committee now. Please fill out survey sent by State Library if you wish to be considered for the committee. IHLS has 2 new staff – Rose Mary Barczewski and Brant Wingerter. Decatur office declared surplus by the IHLS board.

**Administration Services:** Traci Edwards has been working on logins and library set up, updating calendars, getting ready to send out a profile review form for libraries to check set up in Polaris. Forms for the website for what to display on receipts and lots of other necessary information for Polaris are being gathered also.

**Bibliographic Services:** Joan Bauer indicated staff has been involved in training for Serials and Acquisitions, plus working on cataloging training materials. The last deduplication process allowed for tweaking of the items to be retained and looks okay – still bibs to clean up.

**Information Services:** Michelle Ralston is getting local and system level information set up in the PAC so you see own availability first. Latitude and Longitude quadrants are being inputting into the PAC for mapping. She has been working with committee members who have provided suggestions. Concerning

the SHARE Website – it now includes survey for user’s names and Help Desk links. Alayna asked if the PAC would be up before April 9. Michelle indicated that changes will be ongoing until then but YES APRIL 9<sup>th</sup> is when it will be truly functional.

**Staff Services:** Leslie Bednar gave the report since Chris Dawdy was training. Leslie provided some information that computers and supplies have been delivered and accounted for. T-Shirts have also been sorted and will be sent out. Operation staff will take over delivery. Ebook update – working on draft grant proposal with RAILS to share with State Library. More info to come.

**Bibliographic and Cataloging Standards Committee:** Joan Bauer indicated no new information since last meeting.

**Circulation and Resource Sharing Committee:** Esther Curry announced next meeting will be February 20 at Vandalia. Meeting will focus primarily on the four legacy policies and seeing what is in common and agree on those, and then look at the discrepancies.

**Policies and Finances/Fees Committee:** Diane Yeoman announced next meeting is February 19 in Effingham. On that agenda will be further input from Rose Mary Barczewski on how the budget is currently doing.

#### **Old Business:**

Lincoln Library in Springfield: Ellen Popit and Leslie Bednar had sent out memo explaining the two outstanding concerns. Lincoln Library determined not to go forward and as with any library’s withdraw from a consortium, there is confusion. What is fact, what isn’t. Amy Ihnen from the Chatham Public Library which many Springfield residents use, addressed the board with her concerns and what her library and several libraries around Springfield were concerned with. Also present were Janet McAllister from Rochester Public Library and Anita Walters from Sherman Public Library, two other libraries close to Springfield and impacted by Springfield’s decision.

Anita Walters from Sherman indicated her library has many of the older LL patrons. She has indicated that, “if on our shelves, you can have it.” It is lots of education for the patrons.

Question - Can you call Springfield Lincoln Library to check status of patron? LL said it was a breach of confidentiality to provide patron info over the phone. LL suggested form, Chatham says that is cumbersome. Collar libraries are working together so all are doing the same thing.

Does Springfield Lincoln Library call library to verify patron status? Actually steps that Lincoln Library is not known, but they do have to put in new patron record. All directors are encouraging library patrons to take current library card, picture id if you visit Lincoln Library.

Ellen Popit indicated that the current decisions made by Chatham and the other libraries are within the libraries’ rights. She questioned what needs to be policy for SHARE, what needs to be written down and what do you want now? Esther Curry indicated this will need to be addressed as we move forward.

Leslie Bednar reminded all that all system members receive delivery. ILL for reciprocal patron depends on library to library. Sarah Isaac indicated that many libraries need to understand that materials from

another library may be returned at any public library through delivery. Her library's materials are rejected at many libraries, even though she provides routing slips. Education is the key.

The collar libraries around Springfield indicated that patrons need to understand they might incur fines from LL materials if dropped at one of the collar libraries. Request to have a list of issues on listserv or possible form of communication? These issues need to be addressed:

1. May incur fines since Lincoln Library is not part of the database anymore. Returned to Chatham by this day – please take off fines.
2. You are responsible if you do the ILL for Lincoln Library patron now.
3. Change to reciprocal borrower patron
4. Patron will need to make new card in Lincoln Library
5. Most Lincoln Library patrons were not aware this was coming
6. Amy will send out a list of what they have been working on to Traci and coordinate to send out to the other libraries.
7. Only keep Lincoln Library patrons that have used 60 days out another library. Change to IHLS for now?

**New Business:** none

**Announcements:** none

**Next meeting:** March 13 at 10am at Decatur Public Library

**Adjournment** at 11:00am: Motion made and seconded by Alayna Davies-Smith and Sarah Isaac.