

**SHARE Executive Council Meeting**

April 14, 2014 at 10:00am

Helen Matthes Library, 100 East Market Avenue, Effingham, IL 62401 217.342.2464

1. Call meeting to order and roll call
2. Public Comment
3. Approval of Minutes
  - a. January 15, 2014 (Appendix A)
  - b. March 21, 2014 (Appendix B)
4. Illinois Heartland Library System Report--Ellen Popit
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
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 on E-Resources in Polaris – Robert Edwards
  - e. Ad Hoc Committee on Communications—Scott Drone Silvers
7. Old Business
  - a. Proposed Fees for FY 2015 – Investment Account
  - b. Other
8. New Business
  - a. Bibliographic Services: Policy question on use of dummy item records for local-request items
  - b. Bibliographic Services: Approval process for local subject headings in Polaris (690 field)
  - c. Overdrive in Polaris
  - d. Other
9. Public Comment
10. Announcements
11. Next Meeting
12. Adjournment

**Illinois Heartland Library System**

## SHARE Executive Council Meeting Minutes

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

**Board Members present:**

Esther Curry, Alayna Davies-Smith , Britta Krabill, Sarah Isaacs, Janet Cler, Bobbi Perryman, Robert Edwards, Diane Yeoman

**Board Member**

Leigh Ann Cloud, Scott Drone-Silvers

**Absent:**

**Others Present:**

Traci Edwards, Michelle Ralston, Joan Bauer, Leslie Bednar, Chris Dawdy, Lesley Zaveduik, Rose Mary Barczewski, Ellen Popit

1. Call meeting to order and roll call  
Meeting called to order at 10:02.
2. Public Comment - none
3. Approval of Minutes – Bobbi Perryman made the motion with Britta Krabill seconding the motion to approve minutes as presented. Motion passed.
4. Illinois Heartland Library System Report –Ellen Popit – Staff changes - Juliette Douglas has left. Human Resources Coordinator is Kathy Jackson. Operational Director is Susan Palmer. IHLS Ad Hoc Long Range Planning Committee met this last week. IHLS is beginning staff evaluations. Ryan Franklin and Ellen are revising and reviving the Advisory Council for IHLS.
5. SHARE Staff Update
  - a. Administrative Services--Traci Edwards – holds routing table has been changed. Information has been sent out on the SHARE. She will report back in three months. She will collect changes and make at one time. Instructions for dealing with Holds – request manager and has been sent to a few librarians to review. Then will be sent to Exec staff to review. Lincoln College is moving over to I-Share. Kim is still sending out to individual libraries what their current set up is and new forms to fill out in the website. Upgrade this weekend to Polaris. OPAC will have message that says down for maintenance.
  - b. Bibliographic Services--Joan Bauer – Cataloging Training Session in February will be on Reports. TMQ working on the OCLC Batchload files – hope to have this finalized before long.
  - c. Information Technology Services--Michelle Ralston – Upgrade on January 19. We will be back on line at 7am on January 21. Kids Pack – there is not an option to limit to just your library for your materials. Traci explained how Polaris Enhancements work. Custom programming and cost for have the Kids PAC worked on.
  - d. Staff Services--Chris Dawdy - Reports classes are filling up fast. Suggestions for 3<sup>rd</sup> party databases. SHARE Chat forum has been well received.

- e. eBook Grant—Lesley Zaveduik -- 117 libraries participating in 3M, any library can join in February. The collection now has over 3700 items. Working with the school libraries and 3M concerning limiting access to adult materials. Possible alternatives include changing the patron code juvenile to restricted or hide the erotica from the app. Scholastic is in negotiation with 3M. Bills should be coming out soon.

#### 6. SHARE Committee Updates

- a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman - committee met on last Friday. Best Policies Document in on the website. We still have a list of items to discuss.
- b. SHARE Circulation & Resource Sharing Committee--Esther Curry – hasn't met since the last meeting. Draft Resource Sharing policy – it too is a working document.
- c. SHARE Policies & Finance/Fees Committee--Diane Yeoman – met in December. Changes to the Governing Document, under new business. Fee Formula was reviewed and we will review that under new business.
- d. Ad-Hoc Committee for Communication—Scott Drone-Silvers – absent, no report. Haven't met.
- e. Ad-Hoc Committee for Electronic Resources in Polaris – Robert Edwards – has been reviewing and gathering information and guidelines. Operational guidelines and look further down the road for security and issues with cost. And who does the bulk of the work. Still gathering names and will have a meeting date before long.

#### 7. Old Business

- a. SHARE Membership meeting – February 4, 2014 at the Knights of Columbus in Effingham, IL – lunches - agenda
- b. Other

#### 8. New Business

- a. Proposed Fees for FY 2015 – Rose Mary Barczewski presented proposed fees for FY 15 and FY15. The fees did not cover expenses, short about \$200,000. Does not include the contribution that the system contributes to SHARE. Included the charge for 3<sup>rd</sup> party databases. Proposed a flat fee of \$40 for each individual database package. This information will be presented at the Membership meeting.
  - i. Diane Yeoman made motion to present information as stated to the Membership for their approval. Britta Krabill seconded. Motion passed.
- b. Proposed Changes to the Governing Document (document) – Diane Yeoman reviewed the proposed changes --- Alayna Davies-Smith voiced her concern with eliminating one of the school representatives. She indicated that she is willing to be the recruiter for the school representatives.
  - i. Motion was made by Diane Yeoman and seconded by Bobbi Perryman to accept the changes on page 3 of the governing document on page 3. Motion approved.
  - ii. Motion was made by Diane Yeoman and seconded by Britta Krabill to accept the proposed grammatical changes from page 4 to the end of the governing document. Motion approved.
  - iii. Motion was made by Diane Yeoman and seconded by Britta Krabill to change the number of school representatives from three to two and add member at large. Motion failed. Document will be presented to the membership for vote.

- c. Proposed Circulation Policies Document – Motion was made by Esther Curry and seconded by Bobbi Perryman to submit the circulation policy document as proposed, with the caveat that it will be modified and added to as needed, to the membership for vote. Motion passed.
  - d. Proposed Bibliographic and Cataloging Standards Policies Document – Motion was made by Bobbi Perryman and seconded by Britta Krabill to submit the bibliographic and cataloging standards policies document as proposed, with the caveat that it will be modified and added to as needed, to the membership for vote. Motion passed.
  - e. Proposed Problem Resolution Policy for Bibliographic and Cataloging Standards (document) – this is what to do if rules are not followed. Motion was made by Bobbi Perryman and seconded by Robert Edwards to submit the problem resolution policy as proposed, with the caveat that it will be modified and added to as needed, to the membership for vote. Motion passed.
  - f. Delivery (transit slips, packaging, labeling) – Chris Dawdy discussed issues with labeling, packaging, and transit slips. It was asked that delivery send out statement indicating what is acceptable labeling. Traci Edwards explained that procedure manual needs to be developed. See IHLS website under delivery, for guidelines – Chris will send out link to libraries.
  - g. Other - none
9. Public Comment - none
10. Announcements - none
11. Next Meeting - after the Membership meeting, date will be determined
12. Adjournment

## SHARE Executive Council Meeting Minutes

Friday, March 21, 2014 at 3:00 p.m.

Via Adobe Connect

**Board Members present:**

Esther Curry, Alayna Davies-Smith, Sarah Isaacs, Janet Cler, Bobbi Perryman, Robert Edwards, , Scott Drone-Silvers

**Board Member**

Leigh Ann Cloud, Diane Yeoman, Britta Krabill

**Absent:**

**Others Present:**

Traci Edwards, Joan Bauer, Chris Dawdy

1. Call meeting to order and roll call

Meeting called to order at 3:22pm. Roll call was taken. Sarah Isaacs joined at later time.

2. No Public Comment

3. Old Business

- a. Proposed Fees for FY 2015 – Traci Edwards explained the basic fee structure and the proposed changes, which included adding a base fee of \$100.00 for members and eliminating the Database Maintenance Fee. Motion to accept the Proposed Fees was made by Bobbi Perryman and seconded by Scott Drone-Silvers. Motion passed.
- b. Traci explained the need to change the administration fee for 3<sup>rd</sup> Party Databases from a 1% to a flat fee of \$40 per platform in order to recoup time and cost for billing the libraries. Scott Drone-Silvers made the motion to accept this change and Bobbi Perryman seconded. Motion passed.
- c. Traci explained the change to the SHARE investment account, which included lowering the amount set aside each year from \$230,000 to \$142,000, which will still allow us to have a healthy balance in 10 years. Discussion followed. It was decided more information is needed, and decision is postponed to the next meeting.

4. New Business

- a. Voting Results – Chris Dawdy shared the results from the Membership Vote in February. All of the items were overwhelmingly voted in.
- b. LEAP – Chris Dawdy explained that Polaris does have a new platform – LEAP – which is the “Library Everywhere, Anywhere Platform” is a web application which brings the power and functionality of the Polaris ILS to the user through a browser. Motion was made to purchase the new product for SHARE – motion passed.

5. Announcements – Sarah Isaacs new email is [Isaacs@illinois.edu](mailto:Isaacs@illinois.edu)

6. Next Meeting – Monday, April 14 at 10:00 at the Helen Matthes Library in Effingham, Illinois.
7. Meeting adjourned at 4:15pm