



**SHARE Executive Council Meeting
Wednesday, May 8, 2013 at 10:00am
Illinois Heartland Library System, Edwardsville Office
6725 Goshen Rd, Edwardsville, IL 62025**

Or Via Videoconference at:

**Office Location: Carterville Office 607 S. Greenbriar Road, Carterville, IL 62918 (618) 985-3711
Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047
Office Location: Decatur Office 345 W. Eldorado Street, Decatur, IL 62522 (217) 429-2586
Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216**

1. Call meeting to order and roll call
2. Approval of minutes (Appendix A, B and C)
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. Nominating Committee –Diane Yeoman
 - b. Ebook Update
 - c. Other
7. New Business
 - a. SHARE Membership Meeting
 - b. Nonmember Access to SHARE Database
 - c. Other
8. Announcements
9. Next Meeting
10. Adjournment

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

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

Board Member Absent: Sarah Isaacs, Kim Keller, Debra Sherrick

Others Present: At Carterville: Traci Edwards
Joan Bauer, Leslie Bednar, Troy Brown, Chris Dawdy, Ellen Popit, Brant Wingerter

Meeting was called to order at 10:02am by Diane Steele.

Minutes: Sandy West moved to approve minutes from the February 11, 2013 meeting. Diane Yeoman seconded. Motion passed.

IHLS Report: Ellen Popit indicated almost all libraries have certified. There were 16 unexpected results, many pertaining to staffing and financial support. IHLS Facilities – area realtors have contacted and working on finding location in Carterville area and selling building in Decatur. The first “Connect with Leslie” adobe meeting was held and attended by about 5 people. Next “Connect with Leslie” is April 2. The Illinois State Library ILL Committee will include Pat Burg, Susan McKinney, Bev Obert, Jacob Roskovensky, Diane Steel, Amanda Standerfer, and Ellen Popit. The Illinois State Library’s LLSAP Committee met on Friday.

Since there was a glitch in posting the agenda for this. Ellen suggested we meet for discussion and post another meeting to conduct the business of approving any motions. This meeting will be via Adobe Connect.

Administration Services: Traci Edwards – working on Polaris – next week holds routing, everything set in Polaris by March 21. Basic default setup, working on default loan period for offline. Adding dates to be closed. Printer instructions and offline instructions. Multiple logins are being set up. Reports – Terry is working on folders. Everyone should have access to general reports now.

Bibliographic Services: Joan Bauer reported that training was being done for cataloging and barcoding. Questions answered by Z39.50 would not be available come live. It was also stressed that one should be looking at the full MARC record before importing records.

Information Services: Troy Brown and Brant Wingerter discussed security, servers, and remote access. Website information has been updated – lots of good information. Working on the OPAC. Demonstrated www.illshareit.com – a portal to find library’s catalog – by zip code – 5 mile radius default. Questions on OPAC were answered, as were questions on Holds.

Staff Services: Chris – Advanced Circ is being done now. Check out the one minute lessons which include two different ways to print a hold/request list. There is a video class quick start. No classes during the first two weeks of April.

Bibliographic and Cataloging Standards Committee: Joan Rhoades discussed proposed policies.

Circulation and Resource Sharing Committee: Esther Curry presented overall policy almost complete. OCLC/ILL—out of system – wait till until later to determine since it is not a “go live” issue.

Discussion for when to adopt – Council opted to wait until both the Circulation and Cataloging Standards were complete before approving the policies, instead of doing piece meal. Both will be presented on the website for feedback, and then presented to the Executive Board for “best practice”.

All policies will be presented and approved by the SHARE group. Discussion was had on when to have a meeting of the membership.

Esther presented the issue of the circulation vote which indicated “transacting” library’s loan period would be default loan period when items circulate. The Circulation committee recommends that the owning library’s loan rule dominate since that follows the ILL/Illinet Code. Esther asked Executive council to weigh in on this. Joan Rhoades moved to maintain the outcome of the membership vote of transacting library as the circulation policy. Motion will be discussed and voted on in the Adobe meeting.

Policies and Finances/Fees Committee: Diane Yeoman and the Fees Committee recommend that fees be kept the same for next fiscal year. Costs for add on modules handed out. Fees will need to be discussed in the Adobe meeting.

Discussion was had concerning “sale” to encourage libraries to join SHARE. (\$2000 implementation fee would be the normal price, while the “sale” price would be half.) New transitional libraries will be charge ½ of fees for the years that they are transitional members. It was suggested this be submitted to the members for discussion.

Diane also indicated that the Nomination Committee is this committee. She will be sending out a survey monkey to determine who would like to continue this year. This would determine which positions would need to be filled before seeking input from the entire membership. The committee will follow the Governance document guidelines. Discussion was had on the date to have elected council -- hope July 1, 2013.

Old Business:

1. Lincoln Library – no update.
2. Dan Wiseman follow-up – no comments.
3. Ebook meetings with RAILS – Chris Dawdy gave a report on the statewide grant for an e-book consortium with RAILS, with a projected \$40,000 the first year platform and implementation. She indicated any library in SHARE can join and she is working on purchasing information. Overdrive would be separate. Another meeting will be held March 25 concerning this grant.
4. Problem Resolution Policy – no update.

New Business:

1. Policies and Best practices – already discussed
2. Troy Brown demonstrated the 3M Cloud at the Baltimore County Public Library, an e-book initiative
3. Discussion concerning keeping MyMedia Mall records in the database – concerns with patron authentication within MyMedia Mall – no decision made.

Announcements: none

Next meeting: May 8, 2013 at 10:00am – Edwardsville Office or by v-tel

Vote March 19, 2013 at 3:30 via adobe connect

Adjournment at 11:00am: Motion made and seconded

SHARE Executive Council Meeting Minutes

Wednesday, April 3, 2013 at 10:00 a.m.

Via Videoconference at:

Office Location: Carterville Office 607 S. Greenbriar Road, Carterville, IL 62918 (618) 985-3711

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

Office Location: Decatur Office 345 W. Eldorado Street, Decatur, IL 62522 (217) 429-2586

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

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

Board Member Absent:

Others Present: At Carterville: Traci Edwards and Ellen Popit
 At Champaign: Michelle Ralston, Lynn Schmit, Janet Cler
 At Decatur: Joan Bauer, Libby Letterly
 At Edwardsville: Leslie Bednar and Chris Dawdy
 On Phone: Joshua Mikeworth

1. Call meeting to order and roll call – 10:04am
2. Public Comment - none
3. Old Business
 - a. ILL Circulation Rule – Diane Steele gave a summary of the IHLS Board meeting. Direct resolution: Board resolves to reinforce as it now standsto reconsider the issue at hand. Board vote was:: (get from Peggy)
 Deb Sherrick addressed the need to adhere to the current laws and rules.
 Diane Steele indicated that she will not vote on this issue in SHARE since she is a member of the IHLS Board.
 Lee Ann Fisher asked where the Illinois Heartland staff stand on this issue. Leslie Bednar indicated IHLS staff believes this is a member issue and hoped the members would collectively come to a conclusion. She indicated an agreement to similar loan periods would help. Ellen Popit provided a copy of “Best Practices Loan Rules”, a document from SWAN (a RAILS LLSAP).
 Lee Ann Fisher clarified her question, emphasizing the need to comply with request from the IHLS board. Leslie Bednar indicated it is in everyone’s best interest to comply with the resolution.
 Lee Ann Fisher moved to accept the IHLS board recommendation to follow the state’s ILLs rules and regulations. Seconded by Deb Sherrick. Discussion followed.
 Voted roll – 5 yes, 3 nos, 3 abstains – motion carried.

4. New Business

- a. Membership Communication-- Diane Steel will draft a letter and send to board and staff for changes. Letter will be sent out to the SHARE membership via the Sharedirector's listserv. There will be a link for members to ask questions and write concerns. These will be compiled and forwarded to the State Library's ILL Revision Committee.
- b. Moving Forward --Loan rule best practices document -- Esther Curry indicated this won't be an easy sell, but will present the information to the Circulation Committee for recommendations.

Sarah Isaac asked it is appropriate to state: This is what we now we will be doing (going with lending library's loan rules) and in the future, we may change and go with loan rules of the transacting library, if in compliance with the ILL Revision Committee's document.

Joan Rhoades indicated her library will loan to anyone, but will only borrow from those with same loaning rules.

5. Other - none

6. Public Comment – Joshua Mikeworth introduced himself at one of the IHLS Board members. He appreciates the hard work that the SHARE Committees have done and the work accomplished thus far. His hope is that the code language is changed for less confusion. Decision made today by the SHARE Council is the correct one. He stressed that the sole impetus was based on how the State has interpreted the code and we needed to follow that.
7. Announcements – Chris Dawdy indicated off line circ is going fabulous. Over 400 connections yesterday with no major issues.
8. Next Meeting May 8, 2013 at 10am. Location: IHLS Edwardsville office and v-tel.
9. Adjournment Motion to Lee Ann Fisher with second by Joan Rhoades. Meeting adjourned at 10:55am