



SHARE Executive Council Meeting
Friday, September 7, 2012 at Noon
Illinois Heartland Library System - Edwardsville Office

1. Roll call
2. Approval of minutes (attachment A)
3. Illinois Heartland Library System Report
4. SHARE Update
 - a. Administration – Traci
 - b. Bibliographic Services – Joan
 - c. Staff Services – Chris
5. Old Business
 - a. Governance Document Changes / LLSAP Policy – Diane Yeoman (attachment will be sent prior to meeting by J. Bauer)
 - b. Membership Tier (handout will be provided at meeting)
 - c. Attendance and Report at the IHLS Board Meetings
6. New Business
 - a. Adoption/Acceptance : (attachments will be sent prior to meeting by T. Edwards)
 - i. Collection Codes
 - ii. Shelf Location
 - iii. Item Statistical Codes
 - iv. Material Type Codes
 - b. Adoption/Acceptance of Items from the August 30 SHARE Circulation Meeting (Attachment will be sent prior to meeting by T. Edwards)



SHARE Interim Executive Council
July 18, 2012
10:00am at Knights of Columbus in Effingham, IL

Meeting was brought to order by Diane Yeoman and Esther Curry at 10:10am. Introductions were made. Those present include: Diane Yeoman, Sandy West, Diane Steele, Joan Rhoades, Michelle Ralston, Ellen Popit, Laura Naugle, Kim Keller, Sarah Isaacs, Sue Hucke, Marilyn Gagliolo, Lee Ann Fisher, Traci Edwards, Chris Dawdy, Alayna Davis-Smith, Esther Curry, Leslie Bednar, Libby Letterly and Joan Bauer.

First order of business was election of officers. Diane Steele volunteered for president, and Joan Rhoades nominated Lee Ann Fisher for president. Alayna Davis-Smith volunteered to be Secretary. Following discussion, motion and seconded to elect Diane as president, Lee Ann as vice president, and Alayna as secretary. Roll call vote and motion passed.

Diane Steele took over chairing the meeting.

Governance document was introduced to the council, with Esther providing how the document was written by a committee comprising of members from the four legacy LLSAPs and is still a work in progress, with the executive council's job to provide a finished document. She explained the recommendation not to call the document Bylaws yet, but rather a governing document. Motion was made and passed to refer to the document as Governance Document.

Diane Yeoman further explained the need to have the wording in the governance document to mirror the wording in the IHLS LLSAP Policy that is in the process of being revised by the IHLS Policy Committee. Discussion followed. Diane Yeoman will report back to the executive council at the next meeting, providing the proposed changes in the governance document, based on the accepted and approved IHLS LLSAP Policy.

Meeting Schedule was discussed. Motion was made to change the wording in the governance document under meetings (p. 5) "The Executive Council meetings are held quarterly, with **at least one** meeting designated as a "face-to-face" meeting." Motion carried. Executive Council will meet every other month, with the several meetings being as followed:

- Friday September 21 at 12:00 – 3pm (lunch to be provided), location: Mattoon Public Library.
- Wednesday, November 14 at 10:00am, location: C.E. Brehm Library in Mount Vernon
- Wednesday, January 9 at 10:00am, location: IHLS Edwardsville Office
- Wednesday, March 13 at 10:00am, location: Decatur Public Library

Chris explained the idea of the SHARE local meetings and provided the dates – September 7 in Edwardsville, September 21 in Mattoon, and September 28 in Mount Vernon. Sign up in L2.

A sheet providing the names and emails of the council will be asked for.

Leslie explained the offer of providing a consultant to help with the development of policies. Dan Wiseman is available to work with the executive council to review the policy documents and to help develop the mission statement. Discussion followed, with suggestion that the three

committee chairs and the three officers first work with Dan, meeting electronically if possible. Leslie will arrange.

Associate member requirements – Traci provided a handout of the history and explanation of an associate member, discussing the proposed costs for associate member fees. Leslie provided explanation of the State Library's concerns with the term associate and the concern with charging a fee. Need to provide exactly what is received if an associate member. Discussion followed. Recommendation to have:

1. Affiliate member to libraries that currently have no integrated library system (ISL) – these libraries would be allowed to place holds and partake in vendor discounts. No fee would be charged.
2. Member in Training to libraries that would like to join the LLSAP but may be under contract with another ISL. The library would be required to provide a commitment, and would be charged the amount of joining. Member in Training libraries have a maximum of 4 years at this status and would be required to provide a yearly update to ensure progress is being made to achieve full member status.
3. Prison and Special libraries would be reviewed on a case by case basis.

Timeline of policies – mentioned that Dan Wiseman may help with a timeline, also. The executive council will review the Cataloging Policies to date at the September meeting.

Committee Development – Chris will send out to the SHARE directors a note to indicate that there are a few openings on the committees and to please check the website to see where help is needed and think about helping out. Cataloging committee will be meeting in August. Circulation committee will be meeting soon. Alayna indicated Jennifer Slack will be added to the committee. On the Fee/Policy committee, Kim Keller was added and Michelle and Chris will double check to ensure the other members are still interested.

Concerning the number of members from each legacy LLSAP on the committees – there seems to be an equal amount of representation. It was recommended that for this year only, each legacy LLSAP will receive one vote when deciding policies to ensure that equal representation.

Motion was made and seconded to adopt the three documents presented (the SHARE Membership Agreement, SHARE LLSAP Member's Group Designated Voting Representative Form, and the Bibliographic Services for IHLS SHARE. Discussion followed. Diane Steele made note to review the Bibliographic Services agreement in the next year. Motioned passed by roll call vote.

Committees and subcommittees will follow Robert's Rules of Order, as stated in the governance document, page 5.

Chris reported that Mary Wood from Polaris is the Project Manager and a tentative timeline has been agreed on, but some of those dates may change if data load and other projects don't take as long as anticipated. IHLS LLSAP staff will be meeting with Mary next week for profiling.

Chris also provided a handout with continuing education classes for IHLS currently in L2. January and February of 2013 are the anticipated training months for Polaris Circulation, PAC and barcoding. Cataloging, Acquisitions and Serials training will take place in March of 2013. She also hopes to have several short videos to help with training.

Chris sent out a letter from the IHLS to large business and corporations within the IHLS area describing the SHARE, the move to Polaris and requesting money for t-shirts for the go live date. To date, \$1050 has been received and the Decatur Public Friends of the Library has agreed to purchase t-shirts for Decatur Public Library staff. Chris is working on finding economically affordable prices to purchase the t-shirts (now as low as \$1.88) and working with Danville prison for the printing.

Leslie indicated the first year of IHLS is over; preparations are being made for the audit. The WebJunction of Illinois Grant has been extended at full level funding for the next year, and the Cataloging Maintenance Center grant has been extended with a partial amount, with IHLS only having to apply for the remainder. Board meeting is July 24 at the Helen Mathes Library in Effingham at 6pm, or you may attend via v-tel at any of the four offices or State Library.

Ellen Popit is the member representative to the executive council in order to bring the affiliate/associate member concerns before the board.

The State Library recommended that the IHLS Bylaws recognize the LLSAP within the Bylaws. Communication between the LLSAP and board - the president of the executive council or another designated member would attend the IHLS board meetings, either in person or via v-tel. The President will also communicate with the LLSAP managers, IHLS staff and the IHLS board concerning the LLSAP report for the IHLS monthly board meetings.

Meeting was adjourned.

Submitted by: Joan Bauer, with Ellen Popit