



**SHARE**  
SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY



Illinois Heartland Library System

## SHARE Circulation and Resource Sharing Committee Meeting

Thursday, April 9, 2020 at 10:00 a.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, IL 62025  
(618) 656-3216  
via Zoom at <https://zoom.us/j/669733701>

### Minutes

**Call Meeting to Order and Roll Call:** The meeting was called to order at 10:05 a.m. by Esther Curry.

*In Attendance:* Esther Curry, Chair, Robert Edwards, Vice Chair, Janet Cler, Mary Cordes, Susan McKinney, and Sandy West.

*Absent:* Maria Dent, Sarah Isaacs, Jennifer Slack, Paula Tretter, and Diane Yeoman.

*Also In Attendance:* M. Aiyar, Saint Charles Public Library; Dawn Rutschke, Sherman Public Library District; Valerie Woodley, Warren Township Public Library; Kay Minniti, Woodridge Public Library

*IHLS Staff:* Cassandra Thompson, Sue Pearson, Dena Porter, and Shelley Stone.

**Approval of Minutes from the March 4, 2020 Meeting:** Susan McKinney made a motion to approve the minutes and was seconded by Sandy West. Motion carried.

**SHARE Update:** Cassandra Thompson gave the group an update about global changes to patron due dates and expiration dates during the stay at home order. The cloudLibrary is now open to all SHARE patrons and Lesley Zavediuk has increased purchasing, with an additional option to allocate funds to cloudLibrary, without having staff select titles. There are additional vendor demo opportunities, including RBdigital Unlimited Audio, PressReader, and Patron Point. Dena Porter has also been working to draft instructions for online patron registration. Annual agreements will be sent via both mail and email. Cassandra Thompson will send communications to members if the existing global changes dates of 5/7/2020 (due dates) and 5/31/2020 (expiration dates) change due to a new stay at home order.

### Old Business:

- **StackMaps Integration:** SHARE/IT staff are working with Polaris to incorporate the code as a permanent change. Right now, the coding is not static and would have to be updated each time there is a change to the PAC code.
- **SHARE Loan Recommendations:** This project will be tabled until we return to business as normal.
- **Committee Participation:** The Executive Council asked all committees to determine participation best practice. Susan McKinney made a motion that volunteers to the SHARE Circulation & Resource Sharing Committee need to commit to attending at least 75% of all regularly scheduled meetings, with understanding that sometimes unexpected situations may arise. In the event this threshold is not reached, the chair will reach out to the committee member. If they want to continue to participate, but participation does not improve, the committee may vote to have them removed. Janet Cler seconded the motion. Per a roll call vote, 6 yeases and 0 noes, and motion

passed. In the chat, it was suggested that Cassandra Thompson offer the opportunity to step down to existing volunteers.

- **Other:** None.

#### **New Business:**

- **COVID19 Response:** Cassandra Thompson stated that there will be some challenges when libraries begin to reopen and reiterated an earlier SHARE Executive Committee recommendation that libraries be flexible with patrons and each other. Susan McKinney made a motion to recommend to the SHARE Executive Council that if schools do not reopen, SHARE make a global change that all items out to students have an extended due date of August 31, 2020. Sandy West seconded the motion and motion passed with a voice vote. IHLS is developing materials to help libraries craft their reopening plans. Committee members shared some ideas and questions that they have in preparation of a reopening.
- **Other:** None.

**Public Comment:** Kay Minniti with the Woodridge Public Library asked if other libraries were keeping book drops open. Some are and some are not. It is very dependent on community and governing bodies. For those keeping the book drops open, the volume was higher at first, but has begun to taper off, but patrons are still returning items. Shelley Stone asked if libraries are worried about running out of shelf room with items returned and not circulating. The majority said that they will house items in temporary spaces.

Dena Porter reminded the committee that she can provide a list of patron emails if needed for library communications.

Janet Cler also reminded the group that there will be different reopening plans at each library, since each community has different needs.

**Announcements:** Susan McKinney stated that her Facebook Live story times are very well received and they are giving her library a larger profile than just her local community. Robert Edwards shared the link in the chat (<https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>) to a recent IMLS webinar about managing paper collections during the pandemic. Esther Curry concurred stating that it was an excellent resource. Several had staff watch this webinar as well.

**Next meeting:** Thursday, June 11, 2020 at 10:00 a.m.

**Adjournment:** The meeting adjourned at 10:58 a.m.