



SHARE Circulation and Resource Sharing Committee Meeting

Thursday, June 10, 2021 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, IL 62025

via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:10 a.m. by Janet Cler. *In Attendance—Esther Curry, Chair, Janet Cler, Mary Cordes, Maria Dent, Robert Edwards, Sarah Isaacs, Susan McKinney, Paula Tretter, and Diane Yeoman. Esther Curry and Robert Edwards arrived after roll call.*

Absent—Jennifer Slack and Sandy West.

IHLS Staff—Cassandra Thompson, Zach Henderson, Donald Pippin, Jacob Sedor, and Shelley Stone.

Approval of Minutes from the April 8, 2021 Meeting: Janet Cler made a motion to approve the minutes and was seconded by Susan McKinney. All approved and motion passed.

SHARE Update:

- **Universal Barcodes:** The IHLS Delivery Department has requested a universal placement of barcodes on the outside of items to ease check-ins for an automatic material handler. The committee asked if consideration had been taken on the wear that barcodes would take. SHARE will not mandate this change, but the delivery department has requested it.
- **New Discovery Layer:** A new discovery layer has been announced for Polaris, called Vega. There will be a demonstration on August 18 at 2:30 p.m. Another discovery layer, called Aspen, is open-source, and managed by ByWater Solutions. Cassandra is working to set up a demo for this as well.
- **Cataloger Retirement:** Robert Brady of Champaign will be retiring at the end of the month. SHARE is awaiting board approval to hire a replacement for his position.

Old Business:

- **Common Loan Program:** Following a poll to gauge member interest in a voluntary common loan program, the results are generally favorable. The ad-hoc committee will develop further recommendations.
- **Membership Vote Results:** All pending proposals were approved by membership votes.
- **Certification and Substitute program:** Cassandra Thompson gave an update on a member poll regarding a substitute program of SHARE certified workers to temporarily step in at libraries in need of extra help. The committee raised legal questions about complications within the program regarding IMRF, Worker's Comp, taxation, and more. Cassandra Thompson will continue to explore the feasibility of offering this type of program.
- **Other:** None.

New Business:

- **Lost Item Procedures: Special Library Exception:** Cassandra Thompson asked if the lost item procedures should be updated regarding special libraries and lost items to include that special libraries should be contacted first before any payment is sent. Susan McKinney motioned to update the procedures. Diane Yeoman seconded. All voted yes and the motion passed.
- **Other: Billing Procedures:** A committee member noted an increase in lost items and automatic bills being sent to libraries, sometimes before the items were returned. There was concern about this policy's impact on libraries with smaller budgets. SHARE policy allows 1 year for libraries to resolve lost items and bills. The committee asked if increasing this time to 18 months or 2 years would allow for better handling of the situation. The discussion has been tabled for the next meeting.
- **Other:**

Public Comment: None.

Announcements: Maria Dent announced her upcoming retirement at the end of August.

Next meeting: Thursday, August 12, 2021 at 10:00 a.m.

Adjournment: There being no further business, Esther Curry adjourned the meeting at 11:07 a.m.