

## SHARE Executive Council Meeting

Thursday, March 1, 2018 at 2:30 p.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
(618) 656-3216  
via Zoom at <https://zoom.us/j/724769668>

### Minutes

**Call Meeting to Order and Roll Call:** Called to order by Susan McKinney at 2:39pm.

In attendance: Diana Donahoo, Scott Drone-Silvers, Sonya Johnson, Susan McKinney, Annette Mills, Jacob Pahde, and Jill Pifer.

Absent: April Becker, Ryan Johnson, Rick Meyer, Paula Tretter, and Shelly Varvil.

Also in attendance: Cassandra Thompson, Traci Edwards, and Ellen Popit.

**Public Comment:** None.

**Approval of Minutes for November 2, 2017:** Jill Pifer indicated that under announcements an acronym was incorrect. It is ARSL, not ARSC. Susan McKinney made a motion to approve minutes of March 1, 2018 with the correction. Scott Drone-Silvers seconded. Motion passed.

#### New Business:

- **Introduction of Cassandra Thompson, SHARE Director:** Cassandra introduced herself to members of the council. She explained her goals for the coming months, including meeting with SHARE member libraries and learning about the program. She indicated that she would like to meet with council members at their libraries, and asked that they send her dates and times that would fit their schedule. She also suggested that the council have an in-person meeting in May. Jacob Pahde volunteered to host the in-person meeting at Rochester. Susan reminded the group that the governance requires one in-person meeting per year, and that it was overdue.
- **New logo:** Cassandra notified the group that a new SHARE logo is in development, in line with efforts to re-brand IHLS. The IHLS IT staff is working on potential designs. Susan suggested that if a new logo required money, the cost may be better spent elsewhere. Jacob suggested a student may be available. Copyright issues were also discussed.
- **New naming convention for membership:** Cassandra explained that there is some confusion from libraries about their membership in IHLS if they are not SHARE members. Changing the word "membership" has been suggested, and she suggested SHARE "subscribers" instead. There was concern about all the documents that would need to be revised, and the potential waste of resources. Annette Mills suggested that if a change is made, it should be undertaken at the

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same time as a new logo and rebranding effort. There was discussion that this should be resolved with better member communication. Scott Drone-Silvers stated that he did not like the term “subscriber” because it implied a passive relationship. Other options discussed included SHARE Members/System Members and Consortial Members/Standalone Members. Jill Pifer thought SHARE membership had been recently defined, but SHARE members only would have viewed those changes. The topic of communication about membership will continue at IHLS, and Cassandra will provide any updates.

- **School library council member:** Annette announced that she will retire at the end of this school year, and the council will need to replace her. Sonya Johnson announced that she will be moving out-of-state at the end of this school year as well, so two seats will need to be filled. The process of filling the positions was discussed. It was clarified that the seats do not need to be filled by school library directors, but instead school library representatives. The council requested a list of when terms will expire, and Cassandra will review and report at next meeting. The members will reach out within their networks to gauge interest from potential candidates.
- **Other:** None.

#### **Old Business**

- **Other:** Jill asked about the new Content Carousel software. Traci explained that the new software integrates with Polaris to create a script that can be placed on a member library’s website, to advertise new items. Instructions to use this feature will be provided in the next SHARE newsletter. Jacob reported that he has noticed “on order” records showing up because barcoding libraries are incorrectly circulating on “on order” records, rather than the merged Bib records. He will continue to send reports to Joan Bauer for additional clean-up of the SHARE database.

**Illinois Heartland Library System Report:** Cassandra explained that unfortunately Leslie Bednar was not able to attend, but provided an IHLS report on her behalf. The IHLS Board is anticipating several openings, and is especially in need of school representatives. She asked the council members to share the opportunity. She also stated that the delivery survey was in process of review, with over 390 responses, and all extremely positive. The large amount of responses was likely due to opening the survey to front-line staff, in addition to administrators. Cassandra explained that two new State Library grants had been announced. They are a digitization grant and a back to books grant.

Ellen Popit asked members to share information about the upcoming Elevate leadership training, because there are not many participants from IHLS. She would like to see the system better represented. The Directors U program is upcoming, along with Reaching Forward South and ARSL. Upcoming IHLS events include Members Matter and an IHLS Board Meet and Greet at Decatur Public

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Library. She would be grateful if the committee helps spread the word about these initiatives. She is also meeting with Dominican for a possible cohort.

**SHARE Staff Update:** Cassandra shared that she had been attending networking opportunities and many SHARE staff had taken advantage of the recent ILA legislative events. Golconda Public Library, Carrolton Public Library, Oakland Schools, and Clay City Schools have all gone live. Results of the recent CMC survey were being analyzed and will lead to further discussion with the State Library and RAILS. Updating marketing materials for the SHARE program is underway. She also announced that Zinio will change to RB Digital as of April 3, 2018.

#### **SHARE Committee Updates:**

- **Bibliographic Services & Cataloging Standards:** Jacob Pahde reported that the committee has updated the cataloging standard for large print, to reflect OCLC policy. The next meeting will be Friday, March 16, 2018 at 10:00 a.m.
- **Circulation & Resource Sharing:** Paula Tretter sent a written report about meetings on December 19, 2017 and February 8, 2018. Circulation training was discussed at both meetings, with Cassandra to provide a training plan at the next meeting and remind members to review the “10 Commandments of Circulation” video in the next newsletter. In addition, a policy for lost items and a procedure for children of divorced parents are both under review. The “You Saved” portion on receipts will no longer calculate renewals. ILL violations and penalties are also under review, with data analysis for the next six months. Please direct any questions to Paula. The next meeting is Thursday, April 12, 2018 at 10:00 a.m.
- **Finance & Policy Committee:** Jill Pifer reported on the January 2018 meeting. Only .09% SHARE fees are unpaid. The SHARE operating cash balance will fund the SHARE program for 8 months. At that meeting, Troy Brown presented IT equipment upgrade recommendations for the next three years. Fees will remain the same for FY19, and Jill requested for membership to be notified. It will be placed in the newsletter. Scott also recommended sending an announcement to the directors list-serv. The next meeting is Thursday, March 8, 2018 at 10:00 a.m.
- **eResource Committee:** Ryan Johnson absent. Scott is also on the committee and reported that they have not met recently. The next meeting is Monday, March 26, 2017 at 3:00 p.m.

**Announcements:** Reminder that next meeting may be in person at the Rochester Public Library. Cassandra suggested using Zoom as a supplement for those that cannot travel. Susan questioned if the meeting would count as the annual in-person meeting if the council did not meet a quorum of in-person members. Traci thinks it would be fine, as long as a quorum was met with both in-person and zoom attendance. Cassandra will review the governance and report electronically.

**Next meeting:** Thursday, May 3, 2018 at 2:30 p.m., possibly in person or via Zoom (to be decided).

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**Adjournment:** Susan McKinney made a motion to adjourn the meeting, with Annette Mills seconding the motion. Meeting adjourned at 3:39 p.m.

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