

## **SHARE Executive Council Meeting**

Thursday, May 3, 2018 at 2:30 p.m.

Illinois Heartland Library System

Rochester Public Library

1 Community Drive, Rochester, Illinois 62563

(217) 498-8454

and via Zoom at <https://zoom.us/j/724769668>

### **Minutes**

**Call Meeting to Order and Roll Call:** Called to order by April Becker at 2:35pm. In attendance: April Becker, Scott Drone-Silvers, Ryan Johnson, Sonya Johnson, Susan McKinney, Rick Meyer, Annette Mills, Jacob Pahde, Jill Pifer, and Shelly Varvil. Absent: Diana Donahoo and Paula Tretter. IHLS staff present: Cassandra Thompson, Traci Edwards, and Ellen Popit.

**Approval of Minutes from the March 1, 2018 Meeting:** Susan McKinney made a motion to approve minutes of March 1, 2018 as written. Jacob Pahde seconded. All ayes; no nays; motion passed.

#### **Old Business**

- **Potential School Library Committee Members**—James Bosomworth and Britni Hogg would like to be considered for the two open seats for school library representatives. We will confirm them at the next meeting.
- **Other:** Susan mentioned that there is another school librarian that may be interested in an open seat. Shelly Varvil reminded the committee that she was also retiring. We will need an additional school library representative, so Susan will reach out.

#### **New Business:**

- **Vice Chair Selection**—The Council requests volunteers for the Vice Chair position, to be voted in at the next meeting in July.
- **Appeals Process**—Cassandra explained the need for an appeals process for both the Circulation Committee, to handle ILL Violation disputes, as well as for the Finance Committee, to handle appeals for large fee increases. Susan suggested that appeals will review and follow the ILLINET Interlibrary Loan Code, and the appeal process is a protection for both member libraries and IHLS staff.
- **SHARE Directors Listserv**—Cassandra let the council know that the listserv will be changing from SHARE Directors to all IHLS Directors, due to it's robust nature inclusive of all director concerns.

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This was based on a suggestion by Ellen. There will still be an announce (not discussion) listserv for SHARE Directors to receive important notifications by SHARE.

- **Annual Meeting**—Cassandra asked the committee to plan the next annual meeting, potentially to coincide with the next annual members meeting on Thursday, September 27, 2018. She asked for more information about how previous membership meetings proceeded. The Council agreed, with an in-person meeting at Member Day with participation also through Zoom. Traci confirmed that SHARE staff and the Council will contact members until we reach a membership voting quorum.
- **Bi-annual Review of Governance**—Cassandra reminded the group that the governance needs to be reviewed. She will send out the governance document for review and comment before the next meeting.
- **Plan of Service Review**—The committee discussed the IHLS Plan of Service for FY19. Scott questioned the website redesign, and thought money would be better spent in membership training. Cassandra explained that redesign would likely be internal to IHLS/SHARE staff.
- **Budget Review and Process for Next Year**—Cassandra reviewed the SHARE budget for FY19 and answered questions. She explained that we anticipated a deficit in FY19, since member fees were not increased, and the finance committee will have to consider that for next year. Susan expressed concern about SHARE staff benefits paid at 100% by SHARE membership, since many libraries do not even have benefits. Cassandra explained that IHLS does provide a portion of the SHARE budget, and SHARE staff receive the same benefit package as other IHLS staff. Jill stated that she does not have the same concern, since it was a perk due to an uncertain fiscal landscape, and is often a benefit to help recruit IHLS staff to help offset lower salaries. Jacob asked why there is a line item for metadata cataloging, and Cassandra explained that is specifically through the CMC grant for projects like the Illinois Digital Archives. Susan asked about the change in personnel, and Cassandra explained that it will be due to internal staff changes. The only new hire will be to replace an open Circulation Specialist position. Cassandra also asked the Council about their expectations on reviewing the SHARE budget before it is submitted to the IHLS Board, and asked for their input on how to integrate meetings to make the meeting schedule more streamlined for FY20. Susan and Scott both suggested a change to the May meeting schedule next year to make sure Finance Committee has an opportunity to review the budget to make recommendations to the Executive Council before the budget is finalized by the IHLS Board.
- **Other:** Drafts of changes to the Patron Registration Policy and a Lost Items Procedure will be reviewed at the next meeting.

**Illinois Heartland Library System Report:** Ellen provided the IHLS System Report. She explained that IHLS is conducting a survey of members to inform future initiatives. This is an effort to revisit the strategic plan developed in 2015 that had to be shelved due to budget constraints. She shared some of

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the constructive feedback that IHLS staff has been receiving, and that IHLS is developing a survey to continue to garner input. Upcoming events include Reaching Forward South, Targeting Autism, and Directors U. She also moderated the Elevate event, and thought it was very successful. Ryan agreed, and encouraged the Council to both attend and to send staff to the next event. There are two new IHLS members. Morthland College was suspended from IHLS membership. A new membership coordinator Anna Yackle has been hired.

**SHARE Staff Update:** Cassandra Thompson announced that the annual agreements had been mailed and reviewed. She also recapped her attendance at the IUG conference, where she received several ideas related to training, since that has been a consistent request from member libraries. Traci stated that she is working on a password cleanup project and IPLAR Reports.

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

- **Bibliographic Services & Cataloging Standards:** The committee last met on March 16, 2018. There was a draft policy about the MARC tag 526 for A/R and other reading programs. They also reviewed member comments and is now a best practice until the next Member Meeting. Another draft policy regarding Playaway Locks has been submitted for review. The next committee meeting is Friday, May 18, 2018 at 10:00 a.m.
- **Circulation & Resource Sharing:** Paula Tretter was not able to attend. Susan McKinney recapped the last meeting. The April meeting was postponed due to lack of quorum. The committee met on May 2, 2018. ILL Violations and disciplinary action was reviewed. She also recapped the need for drafts of the patron registration policy. The next committee meeting is Thursday, June 14, 2018 at 10:00 a.m.
- **Finance & Policy Committee:** The last meeting was on March 8, 2018. IT gave an update on cloud vs. hardware solutions. Cloud storage is more cost-prohibitive at this time, but IT will continue to monitor the landscape. IT also discussed security vulnerabilities. Cassandra updated the council that the IT servers have been bought, and under budget. Jill explained that Troy had expressed his gratitude that a former Financial Committee had the foresight to plan for equipment upgrades so that he system runs smoothly. Cassandra also explained that during the IUG conference, Troy found that the average data lose for an independent Polaris customer was four hours. If SHARE goes down, the data loss is 15 minutes, which is a testament to our excellent IT staff and system. During the budget update, Adrienne confirmed that SHARE finances are stable. Cassandra confirmed that a draft to allow referral bonuses will be reviewed and brought to the Council at the next meeting. The next committee meeting is Thursday, May 10, 2018 at 10:00 a.m.
- **eResource Committee:** The last meeting was March 26, 2018. The committee approved Kyla Whitmire as a new committee member. The meeting schedule has changed to twice a year in March and September, and as needed. An as needed special meeting has been called on

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Monday, May 7, 2018. Jill mentioned that the Cloud pay-per-use program has been very successful during the beta program. Cassandra agreed and explained that much of the initial expenditure was due to many people downloading holds on titles they had recommended that then became available through the PPU program. The next month will likely determine the anticipated cost. Susan asked if patrons would be responsible for paying the fee, and Cassandra stated no. All PPU fees will be paid through a percentage set aside from the Cloud collection budget. The next regular committee meeting is Monday, September 24, 2018 at 3:00 p.m.

**Public Comment:** None

**Announcements:** None

**Next meeting:** Thursday, July 5, 2018 at 2:30 p.m. via Zoom.

**Adjournment:** Susan McKinney made a motion to adjourn the meeting, with Jacob Pahde seconding the motion. Meeting adjourned at 3:30 p.m.

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