

SHARE Executive Council Meeting

Thursday, September 6, 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 Rick Meyer at 2:31 pm. In attendance: Diana Donahoo, Scott Drone-Silvers, Gloria Hendrickson, Britni Hogg, Ryan Johnson, Jared Lofrano, Susan McKinney, Rick Meyer, Jacob Pahde, Jill Pifer, and. Absent: Jim Bosomworth. IHLS staff present: Joan Bauer, Leslie Bednar, Traci Edwards, Adrienne Elam, and Ellen Popit.

Approval of Minutes from the July 20, 2018 Meeting: Susan McKinney made a motion to approve minutes from the July 20 meeting. Motion seconded by Diane Donahoo. Motion passed.

Old Business:

- **Circ Committee Chair**—The Circulation Committee named Esther Curry as the new chair, after the resignation of Paula Tretter. Executive Committee welcomed Esther.
- **SHARE Member Meeting**—The meeting will be September 27, 2018. L2 indicates that there will be an electronic option. Time was changed slightly to 3:30 to account for the end of IHLS Member Day.
- **Review of Proposed Policies and Procedures**—Esther presented the Circulation proposed policies and procedure. Jacob presented the Bibliographic and Cataloging Standards proposed policies, and Jill presented the referral proposal. Susan made motion to accept and present the proposed policies and procedures to the SHARE membership on September 27, 2018 for member approval. Esther seconded motion. Motion passed.
- **Membership Meeting and Voting Process**—Joan presented the established policy for voting.
 - [Establishing SHARE Policies and Best Practices](#)
- **Other:** None.

New Business:

- **Auto-Renewal in Polaris**—Traci Edwards explained auto-renewal function in Polaris. When the function was first offered, the Circulation committee did not think it was effective in a consortial setting and decided not to implement at that time.
- **Special Library Concerns:**

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- **Patron records**—Gloria explained that some special library patron records have been merged in past and caused issues. Traci indicated that there is a way through permissions to only have access to certain libraries' patron records, but it is a big project to change the permissions and it will take time.
- **Special libraries that do not circulate through Polaris**—Gloria explained that some libraries do not circulate items through Polaris, only using OCLC and it causes issues when a borrowing library checks in the special library's material through Polaris.
- **Other:** None.

Illinois Heartland Library System Report: Ellen discussed the upcoming conferences that IHLS will be attending. Explanation and invitation to attend Roadside Training presentations. The first will be the Librarian's Guide to Homelessness, hosted by Six Mile Regional Library. Other topics will follow. Leslie and Adrienne discussed the IHLS annual report and presented the SHARE financial reports.

SHARE Staff Update:

- **Administrative Services**—Traci Edwards stated the schools were back in session and busy. She has noticed a higher turnover rate, based on the number of new logins needed for school staff. Signal Hill and Odin Schools both went live.
- **Bibliographic Services**—Joan Bauer shared that staff is busy training. Barcoding 1 and 2 are required classes and being offered several times in August and September.

SHARE Committee Updates:

- **Bibliographic Services & Cataloging Standards**—Jacob Pahde indicated no new report.
- **Circulation & Resource Sharing**—Esther Curry indicated that at the last meeting, a new chair was elected and the policies presented were reviewed.
- **Finance & Policy Committee**—Jill Pifer indicated no new report.
- **eResource Committee**—Ryan Johnson indicated no new report.

Public Comment: None.

Announcements: None.

Next meeting: Thursday, November 1, 2018 at 2:30 p.m. via Zoom.

Adjournment: Motion to adjourn the meeting was made by Jacob Pahde and seconded by Susan McKinney. Meeting adjourned at 3:31 p.m.

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