SHARE Circulation and Resource Sharing Committee Minutes
Thursday, December 8, 2022
10:00 a.m.

Call Meeting to Order
Esther Curry called the meeting to order at 10:02 a.m.

Roll Call
Members present: Janet Cler, Mary Cordes, Esther Curry, April Jensen, Susan McKinney, Jennifer Slack (joined at 10:25 a.m.), Sandy West, and Diane Yeoman.
Members absent: Theresa Beck, Sarah Isaacs, and Paula Tretter.

Approval of October 13, 2022, Minutes
A motion and second were made to approve the October 13, 2022, minutes. Esther Curry – yes, Janet Cler – yes, Mary Cordes – yes, April Jensen – yes, Susan McKinney – yes, Sandy West – yes, and Diane Yeoman – yes. Motion carried.

SHARE Update
Freeburg Community High School is the newest member of SHARE.

The Affiliate Program Expansion has been reviewed by the SHARE Finance and Policy Committee as well as the SHARE Executive Council. This expansion aims to provide access to the SHARE collection via interlibrary loan with the goal of the new affiliate members joining SHARE after three years.

The SHARE Director presented for the Southern Illinois Librarians Together networking group (chapter of Association of Illinois School Library Educators (AISLE)) on December 1 to highlight the benefits of SHARE.

Aspen Discovery is being sent out for member vote to allow members to designate if they would like to move forward with the product so pricing can be evaluated further. This initial vote will allow SHARE to decide if Aspen is financially viable and where the pricing will fall within the range of $250.00 to $2,500.00.

IHLS is creating an ad hoc working group to discuss the Automatic Material Handler (AMH) that is being considered. This working group will evaluate the effectiveness of the machine and overall benefit to the system in terms of financial savings for IHLS and system members.
The Polaris 7.3 upgrade will be rolled out on December 10. The SHARE Administrative Services Manager will be putting together a guide to highlight key changes such as the label manager update for Leap. Reports for Leap are still in progress with no date of launch set.

Barcoder Refresher Training will be up for vote at the SHARE Annual Members’ Group Meeting on January 12, 2023. If approved, the training will launch in February.

Bibliographic Services is preparing for updates to validation tables and ensuring MARC records are in order for those updates.

**New Business**

- **Circulation Chair** – In June, the committee chair will reach the end of their second term and a new one will need to be instituted. Current committee members are asked to begin thinking about if they would like to chair the committee. This position holds a seat on the SHARE Executive Council and has a limit of two terms.

- **Polaris Logins** – Recently, SHARE Finance & Policy Committee discussed whether board members and student workers should have Polaris logins. There are major concerns over confidentiality, responsibility, database integrity, and account maintenance if they continue to have access to the Polaris database, even if appropriate restrictions are placed on accounts. Leap is accessible off-site and could be abused. In terms of maintenance, allowing access means more accounts need to be deactivated when their term is up or when the student leaves the library. The SHARE Mobile Library app does allow self-check and was a recommended solution, but currently is age-restricted in most schools due to the app’s rating of 17+; however, this may change in the future. The SHARE Administrative Services Manager is still testing all available restrictions to access and will prepare a proposal for the SHARE Finance & Policy Committee at the next meeting.

- **Payments for Lost Items** – A committee member recently had issues with receiving payment from other libraries for lost items. The owing library never remitted payment for the lost item and when questioned, told the receiving library that they would need an invoice drafted before they would remit payment. This is not standard practice for lost items. After discussion, the committee concluded that this discrepancy may come from a lack of awareness on how to run the report that shows lost items. Communication will be sent out to remind members how to run this report and other important reports that might help their library’s operations.

- **Other** – None
Old Business

- **Waiving/Collecting Fines at Fine-Free Libraries** – The issue of waiving fines at fine-free libraries was put out for member comment. The received comments were similar to those already heard by the committee with split opinion. The committee felt the current proposal was respectful of current SHARE policies while maintaining library autonomy. A motion and second were made to accept the proposal for clarification on collecting fines stating that waiving fines is the responsibility of the patron’s home library. Esther Curry – yes, Janet Cler – yes, Mary Cordes – yes, April Jensen – yes, Susan McKinney – yes, Jennifer Slack – yes, Sandy West – yes, and Diane Yeoman – yes. Motion carried.

- **Other** – None

Public Comment

None

Announcements

The SHARE Annual Members’ Group Meeting is on January 12, 2023. The vote will include SHARE Executive Council governance changes and the barcoder refresher training and certification.

**Next meeting**
Thursday, February 9, 2023, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:52 a.m.