



SHARE Circulation and Resource Sharing Committee Minutes

Thursday, June 8, 2023

10:00 a.m.

Call Meeting to Order

Esther Curry called the meeting to order at 10:00 a.m.

Roll Call

Members present: *Esther Curry (Chair), Tammy Caputo, Janet Cler (joined at 10:02 a.m.), Mary Cordes, Sarah Isaacs, April Jensen, Susan McKinney, Jennifer Slack, Paula Tretter (joined at 10:03 a.m.), and Diane Yeoman (joined at 10:26 a.m.).*

Members absent: *Sandy West*

Others present: *Jennifer Baugh, Danielle Beasley, Jace Cook, Zach Henderson, Mary Ray from Sidell Public Library, Donald Pippin, and Cassandra Thompson.*

Approval of April 13, 2023, Minutes

A motion and second were made to approve the April 13, 2023, minutes. Esther Curry – yes, Tammy Caputo – abstain, Janet Cler – abstain, Mary Cordes – yes, Sarah Isaacs – yes, April Jensen – yes, Susan McKinney – yes, Jennifer Slack – yes, Paula Tretter – abstain. Motion carried.

SHARE Update

McNaughton Book Leasing for SHARE is open for enrollment for FY2024. Our Brodart representative gave a live demonstration of the program, and a recording is available on the SHARE website. The form to sign up is available as well.

The SHARE Finance and Policy Committee are still finalizing a fee scale for Aspen to provide pricing for future participants. Meetings with ByWater Solutions are being held, and a contract will be signed in July, signaling the beginning of the program.

Database cleanup is ongoing, with zip codes, lost items, and volume field errors being the current focus.

Scott Air Force Base Library has migrated to their new mandatory integrated library system (ILS). The SHARE Executive Council has allowed them to maintain their SHARE membership for interlibrary loan access for a trial period of one year.

Affiliate expansion is moving forward. Two libraries are already interested in the program and are in talks with the SHARE Director.

The SHARE Executive Council is looking for a small library representative for FY2024. If more than one person volunteers, there will be a vote on who is appointed to the council.

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The SHARE Circulation Specialist is working on a video for library staff to explain the four roles of SHARE. This will serve as a replacement to the Ten Commandments of Circulation.

cloudLibrary has a new feature in the cloudLibrary app called “Kids Mode” that allows kids to browse appropriate titles.

East St. Louis Public Library has recently had a leadership transition and has been closed during the process. Delivery has been suspended. SHARE and IHLS are in contact with city officials to monitor when the library can reopen and delivery can resume.

Barcode Refresher training is going well. For those who still need to complete the training, a reminder of the Dec. 31, 2023, deadline will be sent soon.

New Business

- **Committee Chair** – The current chair has met her term limit and must step down from the position. She will remain on the committee as a member. In addition to heading the SHARE Circulation and Resource Sharing Committee, the newly appointed chair would represent the SHARE Circulation and Resource Sharing Committee at the annual SHARE Members Meeting and would be a member of the SHARE Executive Council. **A motion and second were made to approve April Jensen as the chair of the SHARE Circulation and Resource Sharing Committee beginning July 2024. Motion carried unanimously by roll call vote.**
- **ILL Repeat Violations** – There have been a few repeat offenders for street date violations. SHARE has policies in place to address any interlibrary loan (ILL) conflicts. Depending on the violation, an appropriate SHARE staff member will contact the offending library to discuss the issue. If continued violations occur, there are procedures for remedial training, the submission of bills, and in the most serious of cases, warning letters will be sent to the library director, superintendent, or library board. In the future, SHARE will confirm receipt of any ILL violation forms that member libraries fill out to ensure members know that the issue will be addressed.
- **Other** – None

Old Business

- **Member Comment – Permissions** – We have received very few comments on the Permissions Policy for Polaris. The comments and policy will be reviewed at the next meeting of the SHARE Finance and Policy Committee.
- **Other** – None

Public Comment

None

Announcements

None

Next meeting

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Thursday, August 10, 2023, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:34 a.m.

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