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## SHARE Circulation and Resource Sharing Committee Minutes

Thursday, Aug. 10, 2023

10:00 a.m.

### Call Meeting to Order

Esther Curry called the meeting to order at 10:01 a.m.

### Roll Call

Members present via Zoom: *Open (Chair), Tammy Caputo, Janet Cler, Mary Cordes at 10:43 a.m., Esther Curry, Susan McKinney, Jennifer Slack, Paula Tretter at 10:04 a.m., Sandy West, and Diane Yeoman.*

Members absent: *Sarah Isaacs.*

Others present via Zoom: *Jennifer Baugh, Jace Cook, Donald Pippin with Philo Public Library, Dena Porter, and Cassandra Thompson.*

### Approval of June 8, 2023, Minutes

A motion and second were made to approve the June 8, 2023, minutes. Tammy Caputo – yes, Janet Cler – yes, Esther Curry – yes, Susan McKinney – abstain, Jennifer Slack – yes, Sandy West – yes, Diane Yeoman – abstain. Motion carried.

### SHARE Update

The contract for Aspen with ByWater Solutions has been signed, and implementation can now move forward. Lesley Zavediuk will act as a consultant on the project. Libraries who signed up during the reservation period will begin to transition in December, and staff will have the opportunity to test the system before going live.

The SHARE Finance and Policy Committee has been meeting to review the membership fee scale for FY2025. Two proposals have been selected for further analysis, one being based on our current model and another that is inclusive of modules, cloudLibrary, and Aspen. They have also finalized the FY2025 Aspen fee scale. The committee meets again on Aug. 23, 2023.

The affiliate expansion program is still in the works, and more promotion will be done when school is back in session.

Freeburg Community High School, Giant City Schools, and Greenview Schools have all gone live as SHARE members. SHARE Administrative Services are focused on the back-to-school season.

SHARE Bibliographic Services are focused on database cleanup to prepare for Aspen. When school is back in session, communications and instruction will be sent to those who reserved Aspen.

SHARE is evaluating the potential of group travel solutions for conferences. More information will be available in the coming months.

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## New Business

- **Chair** – A motion and second were made to appoint Sandy West as the chair and Susan McKinney as the vice chair of the SHARE Circulation and Resource Sharing Committee. Tammy Caputo – yes, Janet Cler – yes, Esther Curry – yes, Susan McKinney – yes, Jennifer Slack – yes, Paula Tretter – yes, Sandy West – yes, and Diane Yeoman – yes. Motion carried unanimously by roll call vote.
- **New Volunteer** – Four volunteers have offered to join the committee. The SHARE Director will present information about the volunteers to the newly appointed chair to review with the committee members.
- **SHARE Mobile Library – Age Ratings and External Browser** – Solus has a solution to allow the SHARE Mobile Library app to no longer have an age rating of 17+. The functions that were making the app age-restricted can be moved to work in an external browser rather than an unfiltered, embedded web browser in the app. A motion and second were made to allow Solus to change the browser in the SHARE Mobile Library app to an external browser. Tammy Caputo – yes, Janet Cler – yes, Esther Curry – yes, Susan McKinney – yes, Jennifer Slack – yes, Paula Tretter – yes, Sandy West – yes, and Diane Yeoman – yes. Motion carried unanimously by roll call vote.
- **Gender Field Options** – Discussion in the IHLS Director's Chat has shown the desire for more inclusive gender options in Polaris and Leap. Currently, the gender options available are male, female, and N/A. Other options like non-binary can be added. Pronouns can also be added in the "others" field to allow staff to properly address patrons more easily. A motion and second were made to expand the available gender options in Polaris and Leap to include non-binary. Tammy Caputo – yes, Janet Cler – yes, Esther Curry – yes, Susan McKinney – yes, Jennifer Slack – yes, Paula Tretter – yes, Sandy West – yes, and Diane Yeoman – yes. Motion carried unanimously by roll call vote.
- **Billing Lost/Damaged Items to Students on Free or Reduced Lunch** – Under Illinois law, school districts are not allowed to bill students for textbooks and other fees if they are eligible for free or reduced lunch. A question has come up on whether or not this applies to library materials that are lost or damaged by the student. Currently, it seems that individual school districts are setting policies on how to handle this, and some are opting to allow students to submit requests to not be billed. The issue will be monitored, as some materials checked out by students are fulfilled through SHARE, and a patron's library is responsible for paying for any lost or billed material if the patron does not do so.
- **Other** – A SHARE member library recently reached out with an issue regarding the need to issue physical cards, because a neighboring library will only scan a card and not look up an account. Contact will be made with the neighboring library, and possible solutions, including the use of the SHARE Mobile Library app, are being discussed.

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### **Old Business**

- **Other** – None

### **Public Comment**

None

### **Announcements**

Library Crawl registration is open, and libraries are encouraged to sign up. For more information, contact the Bethalto Public Library.

### **Next meeting**

Thursday, Oct. 12, 2023, at 10:00 a.m.

### **Adjournment**

There being no further business to discuss, the meeting adjourned at 10:54 a.m.

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