
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, June 13, 2024

10:00 a.m.

Call Meeting to Order

Sandy West called the meeting to order at 10:00 a.m.

Roll Call

Members present via Zoom: Sandy West (Chair), Tammy Caputo, Mary Cordes (entered at 10:06 a.m.), Esther Curry (entered at 10:02 a.m.), Robert Edwards (left at 11:07 a.m.), Susan McKinney (Vice Chair), Joel Pikora, Jennifer Slack (entered at 10:03 a.m.), and Diane Yeoman.

Members absent: Paula Tretter and Sarah Isaacs

Others present via Zoom: Jennifer Baugh, John Kirchner, Laura Mitkos, Dena Porter, Mary Ray, Jacob Sedor, Andrea Sellars, and Cassandra Thompson.

Approval of April 11, 2024, Minutes

A motion and second were made to approve the April 11, 2024, minutes. Sandy West – yes, Tammy Caputo – yes, Esther Curry – yes, Robert Edwards – abstain, Susan McKinney – yes, Joel Pikora – yes, Jennifer Slack – yes, and Diane Yeoman – yes. Motion carried.

SHARE Update

Text Notifications: Verizon customers are not receiving text notifications. SHARE is investigating two possible replacements: LX Starter, which is developed by the same company as Polaris, and Message Bee. SHARE staff will post a notification message on Aspen for Verizon customers to contact their home libraries to change their notification preferences.

New Members: The St. Elmo CUSD 202, the Hillsboro Public Library District, and school's in the Iroquois Co CUSD 9, and Iroquois West CUSD 10 have all made the decision to join SHARE. The Cumberland High School Library has decided to join SHARE after participating in the TrySHARE program. Potomac Public Library District has completed the transition and gone live.

Aspen Update: The Aspen rollout continues for member libraries. Bywater is working on a solution for users experiencing issues with E-Pay.

New Business

Circulating Incomplete Materials Procedure: The SHARE Director reviewed the Incomplete Materials Procedure. A motion and second were made to update the Incomplete Materials Procedure. Sandy West – yes, Tammy Caputo – yes, Mary Cordes – abstain, Esther Curry – yes, Robert Edwards – yes, Susan McKinney – yes, Joel Pikora – yes, Jennifer Slack – yes, and Diane Yeoman – yes. Motion carried.

Multitype Borrowing Policy: The SHARE Director reviewed the policy on borrowing materials from libraries of different types. SHARE staff will be altering permissions so library staff cannot access patron records of

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a different library type. A clarification on this policy will be included in the next SHARE newsletter. Some wording of the policy was changed for clarification. **A motion and second were made to approve the updated Multitype Borrowing Policy. Motion carried by unanimous roll call vote.**

Processing Bills: The committee discussed issues with overdue and billing reports not being generated, causing owning libraries to wait for an extended time to bill lost items. The SHARE Administrative Services Manager noted that libraries only using electronic notifications automatically generate these reports. The Bill Processing Procedures was added to the agenda for the Aug. 8 meeting.

Old Business

None.

Public Comment

None.

Announcements

The Mascoutah Public Library has signed an intergovernmental agreement with the Mascoutah School District 19.

Next meeting

Thursday, Aug. 8, 2024, at 10:00 a.m.

Adjournment: **There being no further business to discuss, the chair adjourned the meeting at 11:21 a.m.**

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