SHARE Circulation and Resource Sharing Committee Meeting
Thursday, June 9, 2022, at 10:00 a.m.
Illinois Heartland Library System
6725 Goshen Road, Edwardsville, IL 62025
via Zoom

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:04 a.m. by Esther Curry.

In Attendance—Esther Curry, Chair, Mary Cordes, Sarah Isaacs, April Jensen, Susan McKinney, and Sandy West. Jennifer Slack arrived after roll call.

Absent—Janet Cler, Paula Tretter, and Diane Yeoman.

Other Attendees—Theresa Beck, Mississippi Valley Library District, Tammy Caputo and John Howard, Mahomet Public Library District.

IHLS Staff—Cassandra Thompson, Jennifer Baugh, Zach Henderson, Dena Porter, and Jacob Sedor.

Approval of Minutes from the February 10, 2022, Meeting: Sandy West made a motion to approve the minutes and was seconded by Susan McKinney. All approved by roll call vote and motion passed.

SHARE Update:

- The McNaughton Book Leasing Program has gone live for members that opted in.
- SHARE has decided not to use the collectionHQ software; individual members may work directly with Baker & Taylor.
- SHARE is working to resolve an issue of hold reminder texts being sent out in the middle of the night.
- The SHARE Finance and Policy Committee is working on expanding the SHARE Affiliate program.
- Staffing changes: Edie Elliott has retired, Joshua Zink is the new Cataloger 3, Anna Wiegand has been hired as a Cataloger 1. Jennifer Baugh will be on maternity leave as early as June 15. Please refer any questions to Joshua Zink.
- Libraries will not be able to access Polaris using web browsers soon. John Knirr from IT has been reaching out to libraries that connect to Polaris this way to update to Remote Desktop.
Old Business:

- **Committee Member**: Theresa Beck will fill the open seat on this committee. Susan McKinney motioned to approve the new member, seconded by Esther Curry. **All approved by roll call vote and the motion carried.**

- **Aspen/Vega**: This committee has been exploring options for a new discovery layer. Some committee members expressed interest in the improved compatibility offered by the new technology. Other members expressed concern about the costs of such an acquisition and noted the rising costs would make it difficult to afford. Susan McKinney motioned to move forward with Aspen from Bywater Solutions as the preferred vendor, seconded by Sarah Isaacs. By roll call vote: Esther Curry, yes; Mary Cordes, yes; April Jensen, yes; Susan McKinney, yes; Jennifer Slack, abstain; Sandy West, yes; Sarah Isaacs, yes; Theresa Beck, abstain. **Majority approved with 2 abstentions, so the motion carried, and the proposal will be sent to the SHARE Finance and Policy Committee, which will next meet on July 20, 2022, at 10:00 a.m.**

- **McNaughton Book Leasing for SHARE – Processing**: The McNaughton Book Leasing program has gone live, and the materials processing has begun. The new items do not have permanent property stamps or barcodes, so items will have an inserted label that indicates where to return the item to. The committee determined that the text will read: SHARE + Your Local Library, Return to your local library, IHLS Edwardsville (ZED).

- **Barcode Placement**: SHARE is trying to standardize the location of barcodes for the use of an automatic material handler. The committee discussed the potential wear-and-tear on barcodes when placed on the outside of items. The committee also discussed the process of changing barcode locations on items. At this time, SHARE will make a recommendation to place barcodes on the outside of the item, avoiding necessary cataloging information (i.e., ISBN). Esther Curry motioned to make the recommendation, seconded by Sarah Isaacs. By roll call vote: Esther Curry, yes; Mary Cordes, yes; April Jensen, yes; Susan McKinney, yes; Jennifer Slack, yes; Sandy West, yes; Sarah Isaacs, yes; Theresa Beck, abstain. **Majority approved, with one abstention, and the motion carried.**

- **Other**: None.

New Business:

- **Optional Non-Resident Waiver**: The committee briefly discussed the new law offering a non-resident waiver for all students under the age of 18. No changes at this time.

- **Special Libraries – Non-Circulating Collections**: The committee discussed a special library that does not circulate their collection and only requests items through OCLC. There is an existing SHARE rule that requires libraries to allow circulation of items in order to request them. No changes at this time.

- **Teenagers and Library Cards – April Jensen**: The committee discussed allowing teenagers to get library cards without a parent’s signature. Many members of the committee had their own solutions at their library and provided suggestions to the member who raised the question.

- **Fine Free Libraries – Accepting Fines/Waiving Fines**: A question was raised about fine free libraries and waived fines. The topic will be tabled awaiting further information.
• **Fines Following Patrons or Items – Susan McKinney:** The committee discussed the difference in fines between neighboring libraries causing patrons to be fined at different amounts. Polaris has options for fines to follow the items, rather than the patrons, but this change would have to be made consortium wide. No change at this time.

• **Other:** None.

**Public Comment:** Tammy Caputo asked a question about if RFID tags will be read by automatic material handlers. IHLS Delivery is currently waiting for more information from potential vendors on this issue.

**Announcements:** None.

**Next meeting:** Thursday, August 11, 2022, at 10:00 a.m.

**Adjournment:** There being no further business, Esther Curry adjourned the meeting at 12:04 p.m.