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## SHARE Circulation and Resource Sharing Committee Minutes

Thursday, April 10, 2025

10:00 a.m.

### Call Meeting to Order

Jennifer Slack called the meeting to order at 10:01 a.m.

### Roll Call

*Members present via Zoom*

Sandy West (Chair), Tammy Caputo, Esther Curry, Robert Edwards, Susan McKinney, Joel Pikora, Jennifer Slack, Paula Tretter, and Diane Yeoman

*Members absent*

Mary Cordes, Sarah Isaacs

*Others present via Zoom*

Jennifer Baugh, Elizabeth Fischer, John Kirchner, Dena Porter, Jacob Sedor, Andrea Sellars, and Cassandra Thompson

### Approval of February 13, 2025, Minutes

Action taken: Joel Pikora moved to approve the February 13, 2025, minutes, seconded by Esther Curry.

Motion carried unanimously by a roll call vote.

### SHARE Update

*Group Purchase Renewal*

Several group purchases are up for renewal and new participants, including McNaughton Book Leasing for SHARE, LibraryIQ, and Swank movie licensing.

*SHARE Vote Results and Membership Fees*

The SHARE member votes have been completed, with all proposals accepted.

*SHARE Annual Agreements*

Annual agreements will be sent out soon via DocuSign.

### New Business

*Transaction History*

Item transaction history is kept for three years, but a member library has requested SHARE to keep it indefinitely; however, this data would take up significant storage space and potentially cost more in hardware. The committee discussed this, but no action was taken.

*Material Type—Professional*

A new material type has been proposed for professional development materials. This type would be available only to faculty and staff. The committee discussed how restricted-use items work in Aspen, and how to keep patrons from requesting these items. Even with a new material type, item notes and blocks

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can be overridden. A physical note on the item is harder to miss. Instead of a new material type, SHARE will explore adding new bib records for these specific materials, ungrouped from other records, with a note added to the description "For Member Library Use Only."

#### *Other: Renewal Policy*

A member expressed concerns regarding the recent change to the Renewal Policy regarding recurring checkouts. The committee discussed better ways to communicate approvals and create a paper trail so future issues are easier to resolve. SHARE will also get feedback about adding a renewal option to the Libraries that Allow Longer Loan Periods page.

### **Unfinished Business**

#### *Patron Registration Policy*

The committee reviewed the Patron Registration Policy, specifically regarding the restrictions on student cards and intergovernmental agreements between libraries and public schools. The committee discussed these agreements and restrictions at length before making a suggested amendment to the policy. Susan McKinney moved to send the amended policy for member comment, seconded by Esther Curry. Motion passed unanimously by a roll call vote.

#### *Damaged Items - Payment and Billing Policy, Damaged Item Procedure*

The committee reviewed the Payment and Billing Policy and amended the wording to clarify the options for resolving lost or damaged items and the responsibility of the borrowing library versus the owning library in these disputes. Susan McKinney moved to send the amended policy for member comment, seconded by Joel Pikora. The motion passed unanimously by a roll call vote.

The committee also reviewed the Damaged Item Procedure, specifically to clarify which library should add charges to the patron account. The owning library should contact the requesting library, so that they can add relevant charges to their patron's account. In the event that an item arrives damaged, requesting libraries should send items back to the owning libraries so that they can make note of the damage. Diane Yeoman moved to send the amended procedure for member comment, seconded by Susan McKinney. The motion passed unanimously by a roll call vote.

### **Public Comment**

None.

### **Announcements**

None.

### **Next meeting**

Thursday, June 12, 2025, at 10:00 a.m.

### **Adjournment**

There being no further business to discuss, Jennifer Slack adjourned the meeting at 12:55 p.m.

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