
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, June 12, 2025

10:00 a.m.

Call Meeting to Order

Sandy West 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, and Jennifer Slack. Sarah Isaacs arrived after roll call.

Members absent

Mary Cordes, Paula Tretter, and Diane Yeoman

Others present via Zoom

Jennifer Baugh, Jace Cook, Emily Evans, John Kirchner, Dena Porter, Jacob Sedor, Andrea Sellars, and Cassandra Thompson

Approval of April 10, 2025, Minutes

Susan McKinney moved to update specific wording within the minutes, seconded by Robert Edwards.

Motion carried unanimously by roll call vote.

SHARE Update

Annual Agreements will be sent out via DocuSign in July.

For security purposes, SHARE will be resetting all Polaris passwords later this year.

SHARE is starting a new bimonthly CMC newsletter containing cataloging tips, upcoming training sessions, and development opportunities. The first issue will be released on July 23.

Bywater has rolled out a new feature for Aspen—Events. This will allow libraries to advertise their upcoming events on their Aspen catalog.

SHARE has hired a new cataloger—Emily Evans.

Beginning in the last week of June, SHARE will issue new green transit slips for SHARE cataloging items. These transit slips will help IHLS delivery staff route items to cataloging correctly.

New Business

Libraries That Allow Longer Loan Periods

SHARE recently held a poll of member libraries that allow longer loan periods to ask if libraries would allow an additional renewal if there are additional copies available for the identified special exceptions. Ninety-seven percent of respondents indicated that they would agree to this change.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Susan McKinney moved to accept the changed wording for this program, seconded by Joel Pikora.
Motion carried unanimously by roll call vote.

Member Request—Cards for Kids Patron Type

Member libraries have requested a new patron type be added to ease the process of IPLAR reporting. The IHLS Data Analyst has been working closely with SHARE staff to develop this.

Susan McKinney moved to table the discussion for the next meeting, seconded by Robert Edwards.
Motion carried unanimously by roll call vote.

Unfinished Business

Patron Registration Policy

SHARE has received member comments on the proposed changes to this policy. Member comments included clarification of expiration dates and the language for reciprocal borrowers.

Sandy West moved to send the amended policy to the SHARE Executive Council, seconded by Susan McKinney. Motion carried unanimously by roll call vote.

Damaged and Incomplete Procedure

Many of the proposed changes to this procedure were discussed alongside the Payment and Billing Policy below.

Sandy West moved to accept the changes and send the procedure to the SHARE Executive Council, seconded by Joel Pikora. Motion carried unanimously by roll call vote.

Payment and Billing Policy

Member libraries have expressed concerns about the frequency of billing notices as well as the notification options for patrons. The proposed changes included requiring libraries to run overdue notices once per week minimum, instead of daily. This policy also clarifies the process for billing items and establishes ownership of an item once a replacement has been paid for. Special libraries may encounter different situations and have exceptions

Sandy West moved to send the updated policy to the SHARE Executive Council, seconded by Susan McKinney. Motion carried unanimously by roll call vote.

Public Comment

None.

Announcements

None.

Next meeting

Thursday, August 14, 2025, at 10:00 a.m.

Adjournment

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

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711
1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047
6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216
www.share.illinoisheartland.org ■ 618.656.9401 Fax