



## SHARE Executive Council Meeting Minutes

Wednesday, July 17, 2013 at 10:00 a.m.

Helen Matthes Library, Effingham, Illinois

or Via Videoconference at:

Office Location: Carterville Office 607 S. Greenbriar Road, Carterville, IL 62918 (618) 985-3711

Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Office Location: Decatur Office 345 W. Eldorado Street, Decatur, IL 62522 (217) 429-2586

Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

**Board Members** At Effingham: Esther Curry, Scott Drone-Silvers, Janet Cler, Diane Yeoman, Leigh Ann Cloud, Bobbi Perryman, Valerie Brunner, Britta Krabill

**present:** At Carterville:  
At Champaign: Sarah Isaacs  
At Decatur:  
At Edwardsville:

**Board Member** Alayna Davies-Smith, Lee Ann Fisher  
**Absent:**

**Others Present:** At Effingham: Joan Bauer, Leslie Bednar, Chris Dawdy, Traci Edwards, Edie Elliott, Ellen Popit  
At Carterville:  
At Champaign: Michelle Ralston  
At Decatur: Lacey Wright  
At Edwardsville:

1. Call meeting to order and roll call: Meeting was called by Diane Yeoman at 10:04. Roll call was taken.
2. Public Comment - no public comment
3. Approval of Minutes:
  - a. Motion to approve minutes by Esther seconded by Leigh Ann Cloud. Motion passed.
4. Election of Officers: No vacancies, only 1 seat had 2.
  - a. Lee Ann Fisher will move to the presidency.
  - b. Vice president nominations: Britta Krabill nominated herself. No other nominations. Scott Drone-Silvers moved to close nominations and elected by declaration.
  - c. Secretary nominations: Bobbi Perryman nominated herself. Motion made to close nomination and elect by declaration.

Britta Krabill, as the vice-president, took over running the meeting.

5. Illinois Heartland Library System Report: Ellen Popit – IHLS has begun site visits, as part of Area Per Capita grant goal to visit 15% of membership. Ellen is currently targeting visits to nonLLSAP public who didn't attend the meetings in May to visit.

Moving of the IHLS offices: Delivery moved from Carterville to DuQuoin office last weekend in June. Rest of staff from Carterville will move later this month. The property at 385 W. Eldorado St. in Decatur has sold. IHLS staff members have already begun moving to the Champaign office. The buyers and IHLS will close on the property on August 30<sup>th</sup>. All delivery that would go through the Decatur office will begin going through the Champaign office before the beginning of the school year.

#### 6. SHARE Staff Update

- a. Administrative Services--Traci Edwards: AS is assisting member libraries with IPLAR and pulling settings from Polaris to send to members. Billing for FY2014 will go out soon. Sue Byers is currently resetting school libraries in Polaris after the summer break. Terry Moreland is continuing to work with members on reporting. Volume information that is being corrected is causing some hold issues that Traci is working on.
- b. Bibliographic Services--Joan Bauer: Training BS is revamping cataloging training to include RDA and Polaris. There are now places on the SHARE website to report continuing cataloging education. Will be working with new libraries as they join SHARE.
- c. Information Technology Services--Michelle Ralston: phone lines for telephony installed, but unsure when will be working. Working with PAC customization and helping with help desk tickets.
- d. Staff Services--Chris Dawdy – handed out staff projects for FY14. Going out and talking with libraries about becoming SHARE members. 12 new members are joining SHARE. Barcode ordering from ID Label (handout). Restructuring circ classes so that there is a basic circ, advance circ and a reporting class. 33 libraries have joined Zinio consortium and can add libraries any time during the year and prorate their fees. 3M grant – there will be 4 advisory members from IHLS, 4 from RAILS, Anne Craig – beta testing for every library in SHARE can try it for a month. Platform and implementation fees will be covered by grant. This is a significant grant for the state library.

#### 7. SHARE Committee Updates

- a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman: Bobbi Perryman had missed the last committee meeting, so Edie Elliot reported on her behalf. The committee has posted several draft policies on the SHARE website for member comment. No date is set for the next meeting.
- b. SHARE Circulation & Resource Sharing Committee--Esther Curry: The committee has posted several draft policies on the SHARE website for member comment. The committee is waiting for ILLNET revisions before discussing inter-library loan periods. The committee did discuss the idea of universal loan periods – decision to wait.

- c. SHARE Policies & Finance/Fees Committee--Diane Yeoman – There were be no change to the fee structure for the current fiscal year. The committee will possibly meet next in September. Leslie Bednar explained the support received from IHLS.

8. Old Business

- a. EBook Update: Already covered as part of Chris Dawdy’s report
- b. Other: none

9. New Business

- a. Procedure for member voting on proposed policies: Diane Yeoman brought up the concern that member libraries' votes on policies follow the SHARE governance document and Illinois State Library rules. She questioned whether all policies will have to be vetted by the IHLS Governing Board before going before the SHARE membership for a vote. The question was also raised as to whether or not electronic voting violated the Open Meetings Act.

At this time, all voting will be placed on hold until a voting mechanism is in place. In the meantime, member libraries may still vet draft policies which will become “best practices.”

Electronic voting and open meetings act: IHLS will check into test email information for voting. It was asked to have legal counsel look at both documents (SHARE and IHLS document – Resource Sharing Policy) side by side to see if voting mechanism meets criteria, taking both organizations into account. Legal counsel will also look into the quorum question.

Policy states that the actual chair position is determined by committee members but this time was done with electronic vote. Concern expressed and commented that needs to change in document if not elected by committee.

The document also needs to have wording to ensure that members understand it is their responsibility to keep IHLS and staff up-to-date. Encourage members to inform IHLS staff if they know new librarian.

Question asked: What should be committees be doing about policies until voted on? Answer: continue with drafting, putting out for comment, then meet again for best practices until ready for a vote.

- b. Other: none

10. Public Comment: Leigh Ann Cloud asked for an explanation of the standing committee structure.

Lacey Wright asked if books collected as part of the “Think Outside the Barn” project can still be housed at the Decatur office. Leslie Bednar replied that since the project will be complete before the August 30<sup>th</sup> closing, the books could still be housed there.

Britta Krabill asked that the spelling of her last name be corrected on the SHARE document.

11. Announcements: none

12. Next Meeting will be August 28 at 10am by Vtel from Marion, Springfield, Champaign, Edwardsville, and Effingham.

13. Meeting adjourned 11:55 am.