

## **SHARE Executive Council Meeting**

Thursday, November 1, 2018 at 2:30 p.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
(618) 656-3216  
via Zoom at <https://zoom.us/j/724769668>

### **Minutes**

**Call Meeting to Order and Roll Call:** Called to order by Rick Meyer at 2:30 p.m.

In attendance: Esther Curry, Diana Donahoo, Scott Drone-Silvers, Gloria Hendrickson, Ryan Johnson, Jared Lofrano, Rick Meyer, Jacob Pahde, and Jill Pifer. Jim Bosomworth arrived after roll call.

Absent: Britni Hogg and Susan McKinney.

IHLS staff present: Cassandra Thompson, Ellen Popit, Joan Bauer, and Shelley Stone.

**Approval of Minutes from the September 26, 2018 Meeting:** Jacob Pahde made a motion to approve the minutes. The motion was seconded by Diane Donahoo. Motion passed.

#### **Old Business:**

- **Review of Membership Vote:** All six proposed policies, procedures, or standards were approved by the membership.
- **Other:** None.

#### **New Business:**

- **PrairieCat Cataloging:** Cassandra explained that PrairieCat has expressed interest in partnering with both the Cataloging Maintenance Center (CMC) and SHARE for cataloging service. Cassandra explained that the request for original cataloging is outside the scope of the CMC grant, unless it is for special collections or local authors. Additional services were for database cleanup and training, which the CMC already provides. For original cataloging, PrairieCat has requested a proposal from SHARE. Cassandra stated that SHARE will have to consider the additional workflow and staffing needs. This will be discussed further with the finance committee and internally with IHLS. Jill expressed surprise that RAILS is no longer supporting PrairieCat cataloging. Cassandra did confirm that PrairieCat will not have the same rate as members.
- **Bootleg DVDs:** There have been an increased number of bootleg DVDs showing up in circulation. Cassandra will add information to the newsletter to be on the lookout, and it will be discussed further at the next Bibliographic and Cataloging Standards meeting. Rick stated that the MPAA would not hesitate to sue if we are not abiding by their street dates. Jacob mentioned that it

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seems to be mostly Netflix and Hulu series. In one instance of an Amazon purchase, the library was able to get the money refunded.

- **Other:** Scott stated that the membership voting policy should be reviewed. Jacob agreed, and suggested approval come from a majority of votes cast versus a majority of quorum. Jill and Esther both had schools that did not have up-to-date information, and never received information to vote, due to staff turnover. Cassandra has received some feedback about how better to encourage participation. Scott agreed, and suggested that we work with our colleagues to explore how to make the process work better. The topic will be discussed further in the Finance and Policy Committee meeting.

**Illinois Heartland Library System Report:** Cassandra submitted the IHLS report on behalf of Ellen Popit. The next Members Matter meeting is next Tuesday, and she encouraged everyone to attend. She also shared that ILA is working on focus groups for their next strategic plan.

#### **SHARE Staff Update:**

- **SHARE Director—Cassandra Thompson:** Cassandra introduced Shelley Stone, the new SHARE Manager for Bibliographic Services. Recent updates include SHARE staff working to clean up duplicate ILL patron records. RBDigital has changed their URL, and Cassandra is working with HeinOnline and New York Times to discuss potential eResources. She also explained the new tool to find service providers, in order to send text alerts to patrons. A new webpage is being tested for low-cost or free resources for libraries.
- **Bibliographic Services—Shelley Stone:** Shelley has been with library systems for thirty-six years, because she loves cataloging. The SHARE program has included more training, and she is planning on getting a cataloging position filled in Carbondale to improve workflow.

#### **SHARE Committee Updates:**

- **Bibliographic Services & Cataloging Standards—**Jacob stated the last meeting was September 21. The committee updated language to address errors in cataloging Blu-ray/DVD combos. They are also planning on discussing the requirement to make on-order records holdable. The next meeting is November 16, 2018.
- **Circulation & Resource Sharing—**Esther stated that the last meeting was October 11. The committee recommended that the policy should not require libraries to make on-order records holdable, since there was a consensus that patrons would rather know if they cannot get items right away. She also brought an issue to the committee via a listserv discussion regarding alternative pickup locations. There was concern about what library would be responsible if items were damaged or missing, due to the definition of the “requesting” library in the ILLINET code. Cassandra contacted the Illinois State Library for clarification. This actually falls under reciprocal borrowing, since the patron is going elsewhere to get items. IHLS already has a policy in place that the home library, as the library issuing the card, will be ultimately responsible, not the

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pickup library. Cassandra will communicate that via the next newsletter. Lastly, the committee also discussed hold limits, since some libraries receive more hold requests than they will fill, due to their local policy. The next meeting is December 13, 2018.

- Finance & Policy Committee—Jill stated the September meeting was canceled due to the Association of Rural and Small Libraries conference. The next meeting is November 8, 2018.
- eResource Committee—Ryan stated the last meeting was October 23. The committee reviewed member comments regarding a new eResources fee schedule. Jill commented that the comments seemed not to indicate a clear preference, and Ryan agreed. They will submit a recommendation to move forward with Option 1.

**Public Comment:** None.

**Announcements:** Jacob announced the Rochester Public Library expansion is up for referendum on election day next Tuesday. The referendum, if passed, will allow a tax increase and expansion of the library.

**Next meeting:** Thursday, January 03, 2019 at 2:30 p.m. via Zoom.

**Adjournment:** Esther Curry made a motion to adjourn. It was seconded by Ryan Johnson. The meeting adjourned at 3:37 p.m.

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