

## **SHARE Executive Council Meeting**

Thursday, March 7, 2019 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:** Jim Bosomworth, Esther Curry, Diana Donahoo, Gloria Hendrickson, Britni Hogg, Ryan Johnson, Jared Lofrano, Rick Meyer, Jacob Pahde, and Jill Pifer. Susan McKinney arrived at 3:30 p.m.

**Absent:** Scott Drone-Silvers

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

**Approval of Minutes from the January 3, 2019 Meeting:** Jacob Pahde made a motion to approve the minutes and seconded by Esther Curry. Motion passed.

#### **Old Business:**

- **New Logo:** Both IHLS staff and members submitted ratings for a new SHARE logo. The Executive Council reviewed the input. The group asked for a run-off between the two most popular logos. Ryan Johnson made a motion to send two finalists back out to members. It was seconded by Jill Pifer. All approved and motion passed. Jacob Pahde made a motion to authorize Cassandra Thompson to select the final logo, based on the favorite by member vote. Motion was seconded by Esther Curry. All approved and motion passed.
- **On-order Hold Requests:** The Bibliographic Standards Committee determined not to move forward with changing the procedure for the On-order Hold Requests based on member comment.
- **Membership Meeting (Electronic) and Vote – March 21, 2019:** The only item up for review is a potential change to eResources Fee Schedule, which still needs to be reviewed by the SHARE Finance and Policy Committee.
- **Other:** None.

#### **New Business:**

- **Resource Sharing Opportunities:** Cassandra Thompson notified the Executive Council of eResource opportunities for IHLS members.
- **Meeting Schedule:** Due to the current schedule, the SHARE Executive Council meets the week before the SHARE Finance and Policy Committee, which makes completing business difficult.

#### *Illinois Heartland Library System*

Jacob Pahde made a motion to move the SHARE Executive Council Meeting to the second Thursday of the month at 2:30 p.m. Gloria Hendrickson seconded. All approved and motion passed.

- **Special Meeting—eResources Fee Schedule:** The eResources Fee Scale has to be approved by the SHARE Finance and Policy Committee, then the SHARE Executive Council, before it can be submitted for member vote. Cassandra Thompson recommended moving back the Membership Meeting to later in April. Jacob Pahde made a motion to move the meeting to April. Esther Curry seconded the motion. All approved; motion passed.
- **Budget Review Meeting:** In previous years, it has been difficult for the Executive Council and the SHARE Finance and Policy Committee review the SHARE budget before it goes to IHLS Board of Trustees for approval. Cassandra Thompson recommended a special meeting in conjunction with the SHARE Finance and Policy Committee in April. The special meeting will be held on Wednesday, April 10, 2019 at 2:30 via Zoom.
- **Other:** None.

**Illinois Heartland Library System Report:** Ellen Popit submitted the IHLS report.

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

- *SHARE Director*—Cassandra Thompson stated that the upgrade went very well over the weekend. We have two new staff members starting in March. Zach Henderson, formerly an IT Specialist, is now our Circulation and Resource Sharing Specialist. We also have a cataloger/trainer starting in Carbondale later this month, as well as interviews progressing for a new CMC metadata cataloger. The annual agreements are expected to go out this month. The SHARE Finance and Policy Committee will be meeting in person in EDW next week. She also mentioned two member libraries are expecting changes in status.
- *Administrative Services*—Joan Bauer was not in attendance. Cassandra Thompson asked for reports of any issues resulting from the recent upgrade.
- *Bibliographic Services*—Shelley Stone stated it was business as usual in the Bibliographic Services Department, with anticipation of the new cataloger in the Carbondale office.

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

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the Bib Standards Committee was on January 19. They called a special meeting to discuss on-order holds procedure. They also requested assistance from the Circulation and Resource Sharing Committee to determine if adding generic subject headings should be allowed. The committee determined that they should not and are revising the procedures to make that clear. They also discussed adding exclusive editions of Blu-Ray DVDs. The committee also called a special meeting on February 25 to discuss on-order holds procedure. Due to the overwhelmingly

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negative response from members, the change to policy will not move forward. The committee has taken the comments and will consider changing the policy to allow dummy records so patrons can place holds on bib records that only have local only restricted items.

- *Circulation & Resource Sharing*—Cassandra Thompson reported for the February 14 Circulation Committee meeting. The Circulation Committee is considering a measure for minor changes to existing policy. After review, this policy will go to the Finance and Policy Committee for all SHARE committees, rather than each committee individually. The newly formed Book Club Kit Resource Sharing Group was discussed, as well as member concerns about damaged items moving through transit and libraries not using external property stamps on their items. The committee asked that SHARE review with individual libraries as needed, versus policy.
- *Finance & Policy Committee*—Jill Pifer reported on the January 10 Finance & Policy Committee meeting. The committee reviewed the results of waiving fees for Barcoding B libraries that received the Back to Books grant. There were 40 items cataloged, with a total of \$300 in cataloging fees waived. The committee also discussed the eResources Fee Scale and will meet in person on March 14 to discuss this and the SHARE fee scale more in depth.
- *eResource Committee*—Ryan Johnson stated that the eResource Committee has not met. They will meet again March 25.

**Public Comment:** None.

**Announcements:** None.

**Next meeting:** Special Meeting Wednesday, April 10, 2019 at 2:30 p.m. via Zoom. Next regularly scheduled meeting Thursday, July 11, 2019 at 2:30 p.m.

**Adjournment:** Jacob Pahde made a motion to adjourn and was seconded by Susan McKinney. The meeting adjourned at 3:34 p.m.

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