

SHARE Executive Council Meeting

Thursday, June 6, 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: Rick Meyer, Chair, Scott Drone-Silvers, Vice Chair, Esther Curry, Diana Donahoo, Gloria Hendrickson, Jared Lofrano, Susan McKinney, Jacob Pahde, and Jill Pifer.

Absent: Jim Bosomworth, Britni Hogg, and Ryan Johnson.

IHLS Staff: Cassandra Thompson, Ellen Popit, and Shelley Stone.

Other Attendees: Jenna Dauer, Smithton Public Library District.

Approval of Minutes from the March 7, 2019 Meeting and April 10, 2019 Special Meeting: Susan McKinney's name was left out of the listing of members in attendance in the April 10 minutes. Shelley Stone also made requests to make the wording more precise for both documents. Susan McKinney made a motion to approve the minutes of March 7 and April 10 with changes and the motion was seconded by Scott Drone-Silvers. Motion passed.

Cassandra Thompson took a moment to thank Susan McKinney for her time and contribution to the SHARE Executive Council, since this will be her last meeting.

Old Business:

- **Council Elections:** The committee discussed the upcoming election and the vote process.
- **Other:** None.

New Business:

- **IHLS Operational Plan:** The committee reviewed the IHLS Operational Plan and future initiatives. Rick Meyer asked about the process of the Financial Literacy Initiative. Ellen stated that the initiative is for the IHLS Finance Department to provide outreach efforts to SHARE members to share their expertise. He also asked how SHARE determined that 100 names would be submitted to Name Authority Cooperative Program (NACO). Cassandra Thompson explained that it is a mandated requirement of the NACO program. Jill Pifer suggested adding information about the NACO program as a topic to the next Catalogers' Training Session.

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- **Nomination Vice President:** At our August meeting, Scott Drone-Silvers will take over as president of this council. We need a nomination for FY20 Vice President, who will then take over as President in FY21. There were no nominees. Cassandra Thompson will reach out to council members that were not in attendance today. Susan McKinney made a motion to table the discussion until the next meeting, seconded by Esther Curry. Motion approved.
- **In-person Meeting:** The intention is for the council to meet annually. The group will have a brief business meeting in-person the morning of the IHLS Member Day on November 7 in Effingham.
- **Other:** None.

Illinois Heartland Library System Report: Ellen Popit submitted the IHLS report. Reaching Forward South at SIU Carbondale was very successful, and the plan is to continue rotating the event each year. Next year will likely be in the Champaign/Decatur/Bloomington area. Design Thinking is next week and has 120 participants registered. The next Members Matter is at the Morrison-Talbott Library in Waterloo on July 2. There will be a guest speaker to discuss strategic planning for small libraries. She also informed the group that paperback book donations are needed for Think Outside the Barn event in August. This is an opportunity for library volunteers to promote library service to attendees, and volunteers have found it a very rewarding experience. ILA's annual conference registration is now open for their event October 22-24 in Tinley Park. The new IHLS Board elections have wrapped up, and new trustees will be seated in July.

SHARE Staff Update:

- *SHARE Director*—Cassandra Thompson stated that the IHLS admin/tech team returned from IUG with new ideas and information about new products. The SHARE department recently held a very productive all staff meeting, with increased emphasis on “Empowering Libraries.” The book club kit resource sharing group recently met, with the intention of beta testing the program. She also announced staff changes at IHLS. The new SHARE logo will be announced this month, and the team is working to get changes made.
- *Administrative Services*—Joan Bauer was not in attendance. Cassandra Thompson reported that summer closure dates for schools have been entered and that the team will be working very hard on rebranding in June.
- *Bibliographic Services*—Shelley Stone stated that she was contacting catalogers for their required CE hours, with 25 catalogers still needing additional hours. The department is also focusing on database cleanup in preparation for TMQ retirement, by merging duplicate records and verifying that records have the correct coding. Scott Drone-Silvers asked if TMQ would be replaced by a different vendor. The plan is to send holdings directly to OCLC and SHARE is working on the process to do so. Susan McKinney asked if catalogers that do not meet requirements would lose cataloging privileges, and Shelley answered yes.

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SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the Bib Standards Committee met May 17, with Jacob Pahde starting his second term as Chair. Tammy Caputo is the newest committee member, replacing Dena Porter, as Dena is now an IHLS cataloger. The committee decided not to have a set policy on withdrawn status. The committee also revised the Playaway Views standard to include other viewers. A local subject heading for Go Chip Beam was created.
- *Circulation & Resource Sharing*—Esther Curry reported for the February 14 Circulation Committee meeting. The committee met on April 11, to discuss auto renewal, linking accounts, and common loan guidelines. The committee will continue to explore auto renewal and common loan guidelines but will not pursue making linked accounts mandatory. They also discussed the new Book Club kit resource sharing group. Bib standards also requested input about adding generic terms (like Fiction, Nonfiction) as subject headings. Jacob Pahde stated that the Bibliographic Services Committee added a limited amount of these generic subject headings.
- *Finance & Policy Committee*—Jill Pifer reported on the April 10 Finance & Policy Committee special meeting to discuss the change to the eResource fee scale. The proposed change was sent to members via the cloudLibrary renewal notices, and the committee would like to get feedback. The committee determined to table any changes to the SHARE fee scale, since the committee would like to review the impact of the census and changes to minimum wage.
- *eResource Committee*—The eResource Committee has not met. They will meet again September 23.

Public Comment: Rick Meyer again thanked Susan McKinney for her service to both SHARE and IHLS.

Announcements: None.

Next meeting: Next regularly scheduled meeting Thursday, August 1, 2019 at 2:30 p.m. via Zoom.

Adjournment: Scott Drone-Silvers made a motion to adjourn and was seconded by Susan McKinney. The meeting adjourned at 3:41 p.m.

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