



## SHARE Executive Council Meeting

Thursday, August 1, 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 Scott Drone-Silvers at 2:37 p.m.

*In attendance:* Scott Drone-Silvers, Chair, Jenna Dauer, Vice Chair, Esther Curry, Diana Donahoo, Gloria Hendrickson, Ryan Johnson, Jacob Pahde, and Jill Pifer.

*Absent:* Jim Bosomworth, Britni Hogg, Jared Lofrano, and Rick Meyer.

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

**Approval of Minutes from the June 6, 2019 Meeting:** Esther Curry made a motion to approve the minutes of June 6 and the motion was seconded by Jacob Pahde. Motion passed.

#### Old Business:

- **Council Election Results:** The committee reviewed the election results, with 201 votes for Jenna Dauer as a small library representative.
- **Approve New Council Member and Vice President:** Jill Pifer made a motion to certify the election results and seat Jenna Dauer. The motion was seconded by Esther Curry. All yeases and the motion was approved. Jacob Pahde made a motion to appoint Scott Drone-Silvers as president and Jenna Dauer as vice president. Esther Curry seconded the motion, with all in favor.
- **Meeting Dates—Survey Results:** The committee reviewed the survey results. The meeting time will be changed to the first Wednesday of the month, pending responses from other committee members.
- **Voting Process Review:** The committee discussed the results of the previous election and reaching quorum. The Finance & Policy Committee did not recommend changing the current system. The Executive Council brainstormed additional methods to reach quorum. A tiered system was considered. Cassandra Thompson will add that idea to the next Finance Committee meeting agenda. Another suggestion was to reach out to members to discuss the issue and solicit feedback. This will be done via newsletter and at the upcoming Membership Meeting.
- **Patron Confidentiality—Holds Slips:** Cassandra Thompson reminded the group of the recent concern regarding confidentiality on the holds shelf. Joan Bauer stated that the Illinois Library Association (ILA) will be presenting best practices in the near future. The group agreed that having full names listed on a publicly accessible holds shelf should be changed. Others with a behind-the-desk holds shelf are also considering alternative options to make sure patron data is not accidentally exposed.
- **Other:** None.

#### New Business:

- **Membership Meeting:** The group discussed the best time for the in-person meeting during IHLS Member Day November 7 in Effingham. Cassandra Thompson will consider either a morning breakout session or a lunch meeting.
- **eResources Fee Scale:** The council reviewed the new eResources Fee Scale, recommended by the SHARE Finance & Policy Committee, after it was also reviewed by the SHARE eResources Committee. Members were sent an estimate of their FY21 fees, and no additional comments were received. Jill Pifer made a motion to accept the revised eResources Fee Scale and to send the new scale to membership for a final vote. Ryan Johnson seconded the motion. Per a roll call vote, all voted yes and the motion passed.
- **Other:** None.

**Illinois Heartland Library System Report:** Ellen Popit reported that new IHLS trustees were seated at the July meeting, and new officers were selected. She also described how IHLS' staff are working to develop departmental and individual staff goals, based on the operational plan. IHLS has also been working to provide continuing education, aimed specifically at library trustees. She is encouraging library directors to provide trustee information in L2, as well as encourage attendance at trustee networking and training events. A question was raised regarding trustee email usage. Personal email use is discouraged; alternative options included using a centralized trustee email or trustee emails through the library's email system.

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

- *SHARE Director*—Cassandra Thompson announced several upcoming events, including a SHARE town hall, a security webinar, and several product demos. She was excited to announce two new transitional members, Potomac Public Library District and Gillespie School District. The SHARE rebranding has begun with a new SHARE newsletter and email communications. Additionally, there is a planned upgrade this weekend, but should not affect service.
- *Administrative Services*—Joan Bauer described several new features with the 6.3 upgrade, including the option to undelete record sets and bulk change templates. These features will be rolled out, with upcoming demos. The first priority will be JetPay. It is also back to school time, and she asked that if you know of a staff change to your local school media center, please let her know.
- *Bibliographic Services*—Shelley Stone stated that she has been working on revising a few training classes. The department is also gearing up for additional barcoding classes in August and September to reach incoming school staff. Online with the CMC also has two new classes in August and September as well.

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

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the Bib Standards Committee did not meet in July. A member made a recent inquiry with a complaint regarding cataloging fees. Shelley Stone reached out to explain the process to change to a cataloging library. After discussion, there may be some libraries that do not realize it is possible to switch. Cassandra Thompson will add a feature in a later newsletter.
- *Circulation & Resource Sharing*—Esther Curry reported on the June Circulation Committee meeting, which had a lengthy discussion on the auto-renewal feature. A SHARE town hall will be

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held immediately following the upcoming SHARE Circulation Committee meeting on Thursday, August 8 at 11:00 a.m.

- *Finance & Policy Committee*—Jill Pifer reported on the July Finance & Policy Committee. In addition to the recommendation for change to the eResource Fee Scale, the new eResource opt-in program had 5 libraries participate. Other topics included the SHARE fee scale, which was tabled until additional data is available. The committee also reviewed the annual Reserve Fund transfer amount, in the case of future needs. The conversation will be ongoing.
- *eResource Committee*—Ryan Johnson reported that the eResource Committee has not met. They will meet again September 23.

**Public Comment:** Scott Drone-Silvers announced his retirement within the next two years.

**Announcements:** Cassandra Thompson explained that there were questions about CARLI libraries using the SHARE system, though only a few take advantage.

**Next meeting:** Next regularly scheduled meeting Wednesday, October 2, 2019 at 2:30 p.m. via Zoom.

**Adjournment:** Jacob Pahde made a motion to adjourn and was seconded by Ryan Johnson. The meeting adjourned at 4:00 p.m.

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