



## SHARE Executive Council Meeting

Wednesday, April 1, 2020 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 2:32 p.m.

*In attendance:* Scott Drone-Silvers, Chair, Jenna Dauer, Vice Chair, Jim Bosomworth, Esther Curry, Diana Donahoo, Gloria Hendrickson, Britni Hogg, Ryan Johnson, Jared Lofrano, Rick Meyer, Jacob Pahde, and Jill Pifer.

*Absent:* None.

*IHL Staff:* Cassandra Thompson, Ellen Popit, Dena Porter, and Shelley Stone.

**Approval of Minutes from the December 4, 2019 Meeting:** Rick Meyer made a motion to approve the December 4, 2019 meeting minutes and the motion was seconded by Ryan Johnson. Motion passed.

**Approval of Minutes from the March 16, 2020 Emergency Meeting:** Jacob Pahde made a motion to approve the March 16, 2020 emergency meeting minutes and the motion was seconded by Esther Curry. Motion passed.

#### Old Business:

- **COVID19 Pandemic Response:** The committee discussed SHARE response to the closures due to COVID19.
  - *Existing Due Dates*—Cassandra Thompson asked the committee to consider extending all existing item due dates to coincide with the governor's stay-at-home order, since this is no longer up to individual libraries. Rick Meyer made a motion to extend all due dates to one week after the stay-at-home order is lifted. Esther Curry seconded. Per a roll call vote, all yeses and motion passed.
  - *Existing Expiration Dates*—The committee also reviewed extending all patron expiration dates that are set to expire in March and April. Rick Meyer made a motion to extend all upcoming expiration dates one month after the stay-at-home order is lifted. Esther Curry seconded. Per a roll call vote, all yeses and motion passed.
  - *Schools: End of Year Procedures*—With the closures, schools may not have the capacity to submit end of year dates. The committee discussed following the lead of delivery dates, with schools still able to submit custom closing requests as needed. Jared Lofrano stated that they would also find it helpful to have the request manager turned off for schools until after summer. Other suggestions included an additional Zoom Town Hall to discuss these procedures with school library staff. Jacob Pahde made a motion to follow delivery guidelines summer closings and turn off the request manager for schools until after summer, with schools able to submit custom requests. Esther Curry seconded. Per

a roll call vote, all yeases and motion passed. Cassandra will get additional Zoom meetings scheduled.

- *Opening Procedures*—Cassandra Thompson asked the committee to brainstorm what they will need from SHARE/Delivery & IHLS to prepare for reopening. Suggestions included staggered openings, cleaning procedures, and other preparations for reopening. One suggestion was to work with Polaris for reopening automatically in book drop mode or with free days from March 16, 2020. The committee reiterated previous recommendations for leniency for patrons and colleagues in the next few months as things return to normal.
- **Mobile App:** The SHARE Finance & Policy Committee recommends that the eResource Committee form a working group to evaluate Mobile App options and to make a recommendation to the SHARE Executive Committee. The March meeting was canceled due to lack of quorum, but will be rescheduled as soon as possible.
- **Other:** None.

#### **New Business:**

- **Other:** None.

**Illinois Heartland Library System Report:** Ellen Popit reminded everyone of resources available during the closures, including Directors' Chats, email communications, and the IHLS COVID19 webpage. IHLS is also working on budget, system area and per capita grant, and continuity of service. Ellen Popit also stated that the Directors' Chat transcripts are on the IHLS COVID19 webpage. Jill Pifer asked what other libraries are doing for summer reading. IHLS might consider a special meeting for member libraries' programming and youth services staff to discuss.

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

- *SHARE Director*—Cassandra Thompson shared that annual agreements were not sent at the end of March as anticipated, with a test email accidentally sent today. She is planning to send them via both email and mail. She also announced that the cloudLibrary service will now be available to all SHARE members on a temporary basis. There are other vendors offering temporary demos to member library staff as well, including PressReader, and RBDigital. She is also working with both Explore More Illinois (via RAILS) and StackMaps to offer additional services to SHARE members.
- *Administrative Services*—Cassandra Thompson welcomed Dena Porter, the new SHARE Administrative Services Supervisor. Dena Porter started at the same time we shifted to working remotely and has been very busy learning administrative services. She has been working on reviewing what other innovative customers are doing regarding reopening procedures, opening up cloudLibrary to all SHARE members, and providing information on how patrons can register via the PAC. She reiterated that SHARE staff are hard at work, even if not in the office, and available for help.
- *Bibliographic Services*—Shelley Stone shared that CMC cataloger Vince Andrzejewski retired this week. In addition, CMC has hired a new cataloger Heidi Margold, and she started on Monday. She stated that the cataloging department is keeping busy. They still have 150-200 items for cataloging, database cleanup, authority control work, \$3 Bibs, and preparations for the TMQ retirement, in order to set OCLC holdings correctly. She also reiterated that bib services staff are

available for questions and to provide assistance. She also clarified that the online Tuesday training has not been canceled and will be recorded for catalogers to watch later, if needed.

**SHARE Committee Updates:**

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the committee met in January and will meet now quarterly. April meeting is uncertain. ISBD punctuation was sent out for member comment and will be reviewed at their next meeting. The DVD multi-set policy has been revised to clear up language so that items do not have one barcode for several separate cases.
- *Circulation & Resource Sharing*—Esther Curry stated Circulation items have already been discussed. The April meeting is uncertain. Interlibrary loan periods were discussed at the last meeting.
- *Finance & Policy Committee*—Jill Pifer stated Finance committee items were already discussed. ChiliFresh is still under review. There was also a discussion about importing OCLC records for Children's Plus. She also recommended that the committee review savings on things like fuel and travel that will impact the SHARE budget at the next meeting.
- *eResource Committee*—Ryan Johnson stated that the March eResource Committee was canceled due to lack of quorum.

**Public Comment:** Jacob Pahde wanted to confirm global changes for Polaris. Jared Lofrano wanted to confirm schools will have suspended hold requests through the summer.

**Announcements:** None.

**Next meeting:** The SHARE budget review meeting will be Wednesday, April 22, 2020 at 10:00 a.m. via Zoom. The next regularly scheduled meeting will be Wednesday, June 3, 2020 at 2:30 p.m. via Zoom.

**Adjournment:** Esther Curry made a motion to adjourn and was seconded by Jacob Pahde. The meeting adjourned at 3:58 p.m.