



## SHARE Executive Council Meeting

Wednesday, August 5, 2020 at 2:30 p.m.  
Illinois Heartland Library System  
6725 Goshen Road, Edwardsville, Illinois 62025  
(618) 656-3216  
via [Zoom](#)

### Minutes

**Call Meeting to Order and Roll Call:** Called to order by Jenna Dauer at 2:38 p.m.

*In attendance*—Jenna Dauer, Esther Curry, Diana Donahoo, Gloria Hendrickson, Ryan Johnson, Jacob Pahde, and Carol Ziese.

*Absent*—Jim Bosomworth, Scott Drone-Silvers, Britni Hogg, and Jared Lofrano.

*IHLS Staff*—Cassandra Thompson, Ellen Popit, Dena Porter, and Shelley Stone.

**Approval of Minutes from the June 3, 2020 Meeting:** Ryan Johnson made a motion to approve the June 3, 2020 meeting minutes and the motion was seconded by Esther Curry. Motion passed.

#### Old Business:

- **President/Vice President:** Jacob Pahde made a motion for Jenna Dauer to serve as president and Ryan Johnson to serve as vice president in FY2021. It was seconded by Esther Curry. All in favor and the motion passed.
- **New Member:** The committee welcomed a new member, Carol Ziese from the Decatur Public Library.
- **COVID-19 Response:** The committee discussed recent conflicts regarding lost items, due to the pandemic closures. Jenna Dauer made a motion to offer a recommendation to member libraries regarding lost items. *While the SHARE Executive Council recognizes that members may need to bill other libraries for lost items, they also encourage members to work together. They recommend that if a borrowing library with extenuating circumstances receives a bill for lost items, the librarian should contact the owning library to discuss special arrangements if needed.* Ryan Johnson seconded the motion. All in favor; motion passed. Cassandra Thompson will also add language about communicating with the billing library on the SHARE bill form and will send the recommendation to members via the SHARE newsletter.
- **Other:** None.

#### New Business:

- **Other:** Gloria Hendrickson solicited advice for an upcoming moving project.

**Illinois Heartland Library System Report:** Ellen Popit reported that the Illinois Heartland Library System seated 4 new board members in July. She also shared the status of the L2 Reboot, which is anticipated to

launch in early September. There is also an upcoming census webinar with panelists including Joe Natale and Diana Donahoo. The Illinois Heartland Library System (virtual) Member Day is in the planning stages for November and the Association for Rural and Small Libraries (ARSL) has also moved to a virtual conference and is extremely affordable. She also reiterated that IHLS has been having extensive discussions about contingency plans regarding COVID-19, and our biggest lesson has been to be flexible.

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

- *SHARE Director*—Cassandra Thompson recommended that the group accept the invitation to join the Explore More cultural attraction program offered by RAILS. She also stated that there was an offer from Swank Movie Licensing to offer an additional six months of service on existing contracts and temporary permission to host a selection of movies outdoors on library property through 2020. She encouraged the committee to participate in an upcoming demo for Patron Point marketing automation software and she is working with Tumblebooks to get a quote for service for SHARE members.
- *Bibliographic Services*—Shelley Stone stated that catalogers were happy to be getting items through delivery again. While in-person training has not yet resumed, they have been working to offer updated digital options for barcoding, searching and matching, and many more. She stated that the OLAC virtual conference in October is now open for registration.
- *Administrative Services*—Dena Porter stated that she is working on updating the Polaris database to verify contact information and other details for our members. Schools are reaching out for assistance, especially to add new staff and new computers in Polaris. She has also been working on helping libraries transition to fine free.

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

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that at the last meeting the committee reviewed member comments regarding publication dates. They decided that there should not be a standard for all formats, but instead specific standards for each format. The standard that recently went through member comment will be best practices for books, and Edie Elliott will bring additional drafts for video and audio. The general material designation discussion has come back up and has been sent to the SHARE Circulation & Resource Sharing committee for further discussion. Other topics included the difference between subject headings and genre headings, and the need for a standard on self-published items that will be drafted and sent to member comment. Edie Elliott will present on that topic at the cataloging training session next Tuesday.
- *Circulation & Resource Sharing*—Esther Curry stated that the Circulation Committee also reviewed the COVID-19 response, delivery and holds. The committee also discussed digital only library cards and a poll to gauge interest was sent in the July SHARE newsletter.
- *Finance & Policy Committee*—The chair for the Finance & Policy Committee has not been determined yet. Cassandra Thompson reported that the committee reviewed a small change to

the CMC and SHARE budgets. The state library requested an updated CMC budget for travel after additional cancelations, so that affected the administrative fee paid to SHARE. The committee also discussed a request to help subsidize Patron Point implementation fees, but they determined that the service would not be used widely enough to justify the cost. At the end of June, there was enough operating cash to fund SHARE for 5.6 months, and since, invoices have been processed and payments have started to come in.

- *E-Resources Committee*—Ryan Johnson stated that the eResources Committee had not met. There are two new members and the next meeting will be in September.

**Public Comment:** None.

**Announcements:** None.

**Next meeting:** Wednesday, October 7, 2020 at 2:30 p.m. via Zoom.

**Adjournment:** Jenna Dauer made a motion to adjourn and was seconded by Ryan Johnson. The meeting adjourned at 3:37 p.m.