



SHARE Executive Council Meeting

Wednesday, February 3, 2021 at 2:30 p.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: Called to order by Jenna Dauer at 2:31 p.m.

In attendance—Jenna Dauer, President, Esther Curry, Diana Donahoo, Gloria Hendrickson, Sarah Hill, Britni Hogg, Jacob Pahde, Miranda Shake, and Carol Ziese.

Absent—Jim Bosomworth, Ryan Johnson, and Jared Lofrano.

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

Approval of Minutes from the December 2, 2020 Meeting: Jacob Pahde made a motion to approve the December 2, 2020 meeting minutes and the motion was seconded by Esther Curry. All in favor and motion passed.

Old Business:

- **COVID-19 Response:** The committee discussed recent developments in the COVID-19 pandemic. There were no further recommendations to change SHARE practices at this time.
- **Membership Vote:** The proposed policies presented at the December 9, 2020 SHARE Membership Meeting were approved by majority vote by a quorum of member libraries.
- **E-Books Grant:** Cassandra Thompson reported that we have added and trained six member library selectors to assist with purchasing for the e-books grant. In January, SHARE purchased 394 additional titles, totaling \$11,642.51.
- **Mobile App:** The SHARE E-Resources Committee recommends that SHARE move forward with Solus as a vendor. The SHARE Finance & Policy Committee made a motion to send a proposal to member comment. The proposal suggests utilizing the SHARE Reserve Fund for three years to purchase base mobile app for all SHARE members. Additional templates and features will be an optional expense for each member library. At the end of three years, the SHARE Finance & Policy Committee will review member fees to include a fee for the mobile app, not to exceed \$100 per agency. As part of the member comment period, Cassandra Thompson will prepare an informational campaign about the app, including a demo on February 24, 2021.

- **Other:** None.

New Business:

- **FY2022 Elections:** Cassandra Thompson will put out a request for a medium library representative in the next SHARE newsletter.
- **Budget Special Meeting:** In April, the committee meets jointly with the SHARE Finance & Policy Committee to review the proposed budget. The SHARE Executive Council will meet on April 21, 2021 to review the proposed budget before it goes to the IHLS Board of Trustees for review.
- **Other:**

Illinois Heartland Library System Report: Ellen Popit updated the group on some upcoming events, including certification which will open on February 15, 2021, which will include the ILLINET Traffic Survey and non-resident cards questions. She announced that the ILA template for COVID-19 vaccines has been very successful getting library staff in early tiers. There are also several ILA legislative meetups, including Southern Illinois February 5, Metro East on February 22, and Central Illinois on February 26. There are also upcoming system programs, including a first-ever Zoom Director's Chat on Thursday, an AISLE CE Event on e-resources on March 4, Member's Matter on Professional Ethics on March 4, a Summer Reading Kick Off program on March 11, and Bystander Intervention training on March 23.

SHARE Staff Update:

- *SHARE Director*—Cassandra Thompson reviewed the RBdigital User Group meeting. There is an additional cloudLibrary User Group Meeting scheduled for March 18, 2021 at 2:30 p.m. which will include a proposal for increased fees to add magazines.
- *Bibliographic Services*—Shelley Stone reported that there are several training opportunities, including the monthly catalogers training session (also via Zoom due to issues with Adobe Connect), Barcoding on February 17, Online with the CMC on February 18, and a first-ever Dewey training on February 23. She also announced that the ILA Tech Services Forum is looking for panelists for a program on collection development and weeding.
- *Administrative Services*—Dena Porter stated that she has posted the Administrative Services Specialist position, with already 142 candidates! She recently attended a webinar on the new features in Polaris 6.7. She also made a suggestion to bulk change

due dates to Polaris that they included in the next upgrade. She is also coordinating a common loan user group to build (opt-in) common loan borrowing guidelines, and will continue to work with the SHARE Circulation & Resource Sharing Committee to implement this project. She has also been reviewing the 101 libraries that have still suspended interlibrary loan, but more are added back every day.

SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the committee discussed genre terms, including the Library of Congress Genre Forms (LCGF) inclusion of “Christian Fiction.”
- *Circulation & Resource Sharing*—Esther Curry stated the committee had not met since the last meeting, but will meet again on February 11.
- *Finance & Policy Committee*—Miranda Shake reported that in addition to discussion of the mobile app and e-books grant, the committee also reviewed the SHARE financials. As of 12/31/2020, SHARE has an operating balance of \$1,307,306.32 in unrestricted cash. If anyone would like additional details, please contact her.
- *E-Resources Committee*—Ryan Johnson was unavailable, but Cassandra Thompson reported that the committee discussion also centered around the e-books grant and the mobile app.

Public Comment: None.

Announcements: None.

Next meeting: Wednesday, April 7, 2021 at 2:30 p.m. via Zoom. The SHARE Executive Council will also have a special budget review meeting Wednesday, April 21, 2021 at 2:30 p.m.

Adjournment: There being no further business, Jenna Dauer adjourned the meeting at 3:12 p.m.