



SHARE Executive Council Meeting

Wednesday, October 6, 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 Esther Curry at 2:31 p.m.

In attendance—Ryan Johnson, Vice President, Danielle Cornelius, Esther Curry, Gloria Hendrickson, Sarah Hill, Britni Hogg, Donna Schaal, Miranda Shake, and Carol Ziese.

Absent— Jenna Dauer, President

Other attendees—Hope Kasten, Salem Community High School

IHLS staff—Jennifer Baugh, Ellen Popit, Dena Porter, Jacob Sedor, Shelley Stone, and Cassandra Thompson.

Approval of Minutes from the August 4, 2021 and August 26, 2021 Meetings: Ryan Johnson made a motion to approve the August 4, 2021 and August 28, 2021 minutes and the motion was seconded by Donna Schaal. All approved and the motion passed.

Old Business:

- **New School Library Representative:** Hope Kasten has volunteered to join as a school library representative for the council. Esther Curry motioned to approve her addition to the council, seconded by Sarah Hill. All approved and the motion passed.
- **SHARE Voting Process:** A change in the member voting process has been discussed, including an extension of the voting period. The council has decided to observe the efficacy of these new voting processes in the next member vote.
- **SHARE Mobile Library Implementation:** The SHARE Mobile Library app is ready for a soft launch, and SOLUS will be reaching out to libraries for their branding and customized pages. Suggested changes to the app will be handled by the Circulation and Resource Sharing Committee going forward.
- **Meeting Times:** The council discussed an alternative meeting date and time, to better accommodate for member's schedules. The first Thursday of every even month was suggested. The time of the meeting was not decided, and a poll will be taken to determine the best time. The next meeting will be Thursday, December 2, 2021 time to be determined.
- **Other:** None

New Business:

- **SHARE Data Privacy and Security:** Cassandra Thompson proposed a policy to outline SHARE's data collection, storage, and usage. There was one proposed change to wording. This policy was reviewed by the SHARE Finance and Policy Committee and will be sent for member comment.
- **Common Loan Recommendations:** Dena Porter presented the recommendation of the common loan focus group. To standardize loan periods, the focus group recommends forming an optional group of loaning libraries. Libraries will be able to opt in or out entirely, or selectively by material type. Books, kits, periodicals, and audiobooks will have a 3-week loan period with 2 renewals, while DVDs, music CDs, and video games will have a 2-week loan period with 2 renewals. Dena hopes to roll out this loan group in January of 2022. No action from the council is required.
- **Aspen/Vega:** Cassandra Thompson asked the council for feedback on the Aspen and Vega discovery layers. Other committees have expressed concern about pursuing a new discovery layer at the same time as the SHARE Mobile Library app launch. The council expressed interest in moving forward with an exploratory phase, since the process will take some time. There was some concern about continuing add-ons raising the SHARE costs beyond what some small libraries could afford. The SHARE Circulation and Resource Sharing Committee will pursue these products further, in order to make a recommendation.
- **Other:** None

Illinois Heartland Library System Report:

- *Associate Director—Ellen Popit*
 - There are several conferences coming up in the next few months, and IHLS will be busy. IHLS has received the Pillar Award from AISLE, and Leslie Bednar will attend the upcoming conference to receive it. Registration for IHLS Member Day is ongoing.

SHARE Staff Update:

- *SHARE Director—Cassandra Thompson*
 - *SHARE Mobile Library:* The SHARE Mobile Library app is ready for a soft launch to member library staff.
 - *CARLI Project:* Three new catalogers have been hired for the CARLI project. The integration of data has begun, and the CMC catalogers are working quickly.
 - *RemoteApp Access:* With the end of support for Internet Explorer, many libraries have had to change their means of accessing Polaris.

- *Bibliographic Services—Shelley Stone*
 - Heidi Margold and Erin Rose will be presenting at ILA. Lesley Zavediuk will be a panelist at ILA as well. Shelley Stone and Jennifer Baugh will visit the newest SHARE member, Greenview Schools, to help get them set up for barcoding their collection.

- *Administrative Services—Dena Porter*
 - Administrative services have been double-checking the data in the SHARE Mobile Library app to ensure that everything is correct. Administrative services have been assisting libraries in the transition to the RemoteApp and LEAP, since the retirement of Internet Explorer. There will be a Polaris upgrade to version 7.0 on Saturday, October 9.

SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
 - Donna Schaal is the new chair for the Bibliographic Services & Cataloging committee. The committee has discussed the integration of e-resources in Polaris and the barcode placement requests from IHLS Delivery.

- *Circulation & Resource Sharing—Esther Curry, Chair*
 - The Circulation and Resource Sharing committee has discussed changes to Polaris as well as the Cards for Kids program.

- *Finance & Policy Committee—Miranda Shake, Chair*
 - Betsy Mahoney was the newest member of the committee. The committee will review FY2021 audited reports. The next meeting will be November 17, 2021.

- *E-Resources Committee—Ryan Johnson, Chair*
 - The committee discussed the e-books grant and the SHARE Mobile Library app, as well as the non-resident e-resources cards.

Public Comment: None.

Announcements: None.

Next meeting: Thursday, December 2 via Zoom. Time TBD.

Adjournment: There being no further business, Esther Curry adjourned the meeting at 3:41 p.m.