



SHARE Executive Council Meeting

Thursday, December 2, 2021, at 2:00 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 2:03 p.m.

In attendance—Jenna Dauer, President, Ryan Johnson, Vice President, Danielle Cornelius, Gloria Hendrickson, Sarah Hill, Donna Schaal, Miranda Shake, and Carol Ziese. Esther Curry, Britni Hogg, and Hope Kasten arrived after roll call.

Absent— Jim Bosomworth

IHLS staff—Cassandra Thompson, Jennifer Baugh, Ellen Popit, and Jacob Sedor.

Approval of Minutes from the October 6, 2021, Meeting: Ryan Johnson made a motion to approve the October 6, 2021 minutes and the motion was seconded by Carol Ziese. All approved and the motion passed.

Old Business:

- **President/Vice President:** Ryan Johnson, Vice President of this council, will be replacing Jenna Dauer as President. Sarah Hill has been nominated for Vice President by Gloria Hendrickson, seconded by Ryan Johnson. All approved and the motion passed.
- **Meeting Date and Time:** The schedule of the meetings of this council has been adjusted slightly. The meetings will be on the first Thursday of every even month at 2:00 p.m. Ryan Johnson motioned to approve the new meeting time, seconded by Miranda Shake. All approved and the motion passed.
- **SHARE Data Privacy and Protection Policy:** The SHARE Data Privacy and Protection policy has been reviewed by the Finance and Policy committee and sent for member comment. The proposed policy received no comments and was sent back to the Executive Council to review and submit for a member vote. A few adjustments were made to clarify wording in the policy. Sarah Hill motioned to move forward with the adjusted policy, seconded by Carol Ziese. All approved per a roll call vote and the motion carried. The policy will be submitted to members for voting.
- **Other:** None.

New Business:

- **Annual Meeting:** Cassandra Thompson suggested holding the annual membership meeting in January, in order to review 2021. The suggested time is January 13, 2022 at 3:00 p.m.
- **Other:** None.

Illinois Heartland Library System Report:

- *Associate Director—Ellen Popit*
 - Ellen remarked on the success of IHLS virtual Member Day and noted that Member Day will likely remain a virtual event, rather than in-person. The process of hiring a school library coordinator is underway. Library certification will be available from January to March.

SHARE Staff Update:

- *SHARE Director—Cassandra Thompson*
 - Cassandra gave an update on the CARLI project. The catalogers have merged and de-duplicated around 3 million items out of a total of around 10 million. SHARE is exploring the possibility of purchasing collectionHQ's DEI Analysis Tool from Baker & Taylor, a collection analysis tool that will evaluate the collection's diversity, utilizing data from subject headings and reviews. SHARE will set up demos for members to review.
- *Bibliographic Services—Jennifer Baugh*
 - The CMC will continue training programs throughout the month of December, and there will be a cataloger training session on January 11, 2021. A set of outdated NetLibrary books will be weeded from the system in February, and letters have been sent to all libraries with holdings.
- *Administrative Services—Dena Porter*
 - Cassandra Thompson delivered the update for Dena Porter today, as she had the day off. The recommendations from the common loan working group will go into effect in January. SHARE Administrative Services will be reaching out for closing dates in 2022.

SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*

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- The SHARE Bibliographic & Cataloging Standards Committee received a suggestion to compile all cataloging documentation on the SHARE website. No policy changes have been made.
- *Circulation & Resource Sharing—Esther Curry, Chair*
 - The SHARE Circulation & Resource Sharing Committee will review the Aspen/Vega discovery layer at their next meeting. They also discussed the SHARE Mobile Library app and the collectionHQ DEI Analysis Tool.
- *Finance & Policy Committee—Miranda Shake, Chair*
 - The SHARE Finance & Policy Committee received the end-of-year financial report, which Miranda provided to the council.
- *E-Resources Committee—Ryan Johnson, Chair*
 - The SHARE E-Resources Committee has not met since September and has no updates.

Public Comment: None.

Announcements: None.

Annual meeting: Thursday, January 13, 2022, at 2:00 p.m.

Next regular meeting: Thursday, February 3, 2022, at 2:00 p.m.

Adjournment: There being no further business, Ryan Johnson adjourned the meeting at 2:46 p.m.

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