



## SHARE Executive Council Meeting

Thursday, June 2, 2022, 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 Ryan Johnson at 2:13 p.m.

*In attendance—Ryan Johnson, President, Danielle Cornelius, Esther Curry, Jenna Dauer, Britni Hogg, Donna Schaal, and Carol Ziese.*

*Absent— Sarah Hill, Vice President, Jim Bosomworth, Gloria Hendrickson, Hope Kasten, and Miranda Shake.*

*Other attendees—None.*

*IHLS staff—Cassandra Thompson, Jennifer Baugh, Danielle Beasley, Ellen Popit, Dena Porter, Jacob Sedor, and Lesley Zavediuk.*

**Approval of Minutes from the February 3, 2022, Meeting and April 21, 2022, Budget Review Meeting:** Ryan Johnson made a motion to approve the minutes and the motion was seconded by Esther Curry. All approved by roll call vote and the motion passed.

#### Old Business:

- **Other:** None.

#### New Business:

- **cloudLibrary Collection Development Policy/Reconsideration Procedures:** The SHARE E-Resources Committee reviewed the cloudLibrary collection development policy and a new reconsideration procedure. The changes to the policy only include a statement on funding, and are considered a minor change, so they do not need to be sent to the membership for approval. Ryan Johnson made a motion to approve the policy as amended, seconded by Esther Curry. All approved by roll call vote and the motion carried.
- **Other:** None.

### **Illinois Heartland Library System Report:**

- *Associate Director—Ellen Popit*
  - *IHLS held elections recently to re-elect three board members and elect two new members.*
  - *IHLS needs information from libraries on their non-resident cards for this year.*

### **SHARE Staff Update:**

- *SHARE Director—Cassandra Thompson*
  - Several members of this council are approaching the end of their term and SHARE is looking for representatives to join. Cassandra Thompson has identified school librarians as the area of greatest need.
  - New hires: Edie Elliott has retired, and SHARE has changed the structure of the catalogers. SHARE has hired Joshua Zink as Cataloger III and Anna Wiegand as Cataloger I.
  - RAILS/LLSAPs Sustainability Working Group: the conversation to expand membership to LLSAPs within RAILS has been put on hold for the time being.
  - CARLI Project: the CARLI project will continue through FY2023 with funding from the Illinois State Library.
  - New Members: Northeastern Elementary School and Melvin Public Library are now live.
  - McNaughton Book Leasing Program: Participation in the program was surprisingly low and SHARE is looking for feedback.
  - Hold Update Text Messages: SHARE has been facing an issue in which carriers are sending text reminders to patrons in the middle of the night. SHARE is working on a solution to the problem.
- *Bibliographic Services—Jennifer Baugh*
  - *Maternity Leave: Jennifer will be going on maternity leave soon. Joshua Zink will be covering her time out of the office.*
- *Administrative Services—Dena Porter*
  - *Circulation Training Review: Dena has begun the process of reviewing the training that SHARE provides to member libraries.*
  - *End-of-year changes: Dena has been working on closing Polaris for schools during the summer.*

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- Kit & Kaboodle: Several kit donations have been coming in while SHARE gets the Kit & Kaboodle program up and running.
- Remote Desktop Protocol: Libraries that are accessing Polaris using Internet Explorer will lose access to Polaris on June 14. John Knirr from IHLS IT Department will reach out to members who have not set up the new Remote Desktop Protocol.

**SHARE Committee Updates:**

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
  - SHARE Bibliographic Services & Cataloging Standards Committee discussed barcoder refresher training, as well as other language subject headings in OCLC.
- *Circulation & Resource Sharing—Esther Curry, Chair*
  - SHARE Circulation & Resource Sharing Committee has not met since the last meeting of this council. The next meeting will be held on June 9.
- *Finance & Policy Committee—Miranda Shake, Chair*
  - SHARE Finance & Policy Committee discussed adding additional languages in the Online Public Access Catalog (OPAC). They also discussed an expansion of the affiliate program to better facilitate interlibrary loan and promote SHARE membership.
- *E-Resources Committee—Ryan Johnson, Chair*
  - SHARE E-Resources Committee discussed updating policies and procedures, including the updated policy discussed above.

**Public Comment:** Cassandra Thompson thanked outgoing committee members for volunteering their time on the SHARE Executive Council.

**Announcements:** None.

**Next meeting:** Thursday, August 4, 2022, at 2:00 p.m.

**Adjournment:** There being no further business, Ryan Johnson adjourned the meeting at 2:59 p.m.

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