



SHARE Executive Council Minutes

Thursday, December 1, 2022

2:00 p.m.

Call Meeting to Order

SHARE Executive Council President Sarah Hill called the meeting to order at 2:06 p.m.

Roll Call

Members present: *Sarah Hill (President) (left at 2:56 p.m.), Ata Bird, Danielle Cornelius, Esther Curry (left at 3:04 p.m.), Jenna Dauer, Emily Enderle (joined at 2:12 p.m.), Hope Kasten (joined at 2:43 p.m.), Donna Schaal, and Miranda Shake.*

Members absent: *Kyla Waltermire and Carol Ziese.*

Others present: *Jennifer Baugh, Jace Cook, Shandi Greve-Penrod, Deana Hatfield, Rachel Kocis, Ellen Popit, Dena Porter, Dawn Taylor, and Cassandra Thompson.*

Public Comment – None

Approval of October 6, 2022, Minutes

A motion and second were made to approve the October 6, 2022, minutes. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Donna Schaal – yes, and Miranda Shake – yes. Motion carried.

New Business

- **School Library Representative – Dawn Taylor** – A motion and second were made to approve Dawn Taylor as a member of the SHARE Executive Council. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Donna Schaal – yes, and Miranda Shake – yes. Motion carried.
- **SHARE Definitions** – The SHARE definitions are currently being reviewed due to updates in ILLINET code and to standardize the language used in policies and procedures. After discussion amongst the council, some minor changes will be made to wording in the various sections of the document.
- **Proposal – SHARE Affiliate Expansion** – The SHARE Finance and Policy Committee is ready to move forward with a full proposal for expanding the SHARE Affiliate Program to allow a three-year trial run of use of the SHARE catalog for prospective members. This expansion would require such members to advocate for SHARE membership in their libraries amongst their administration. At the end of the three-year term, they can either join SHARE as a full member or be removed from the expansion with no opportunity to re-enroll in the affiliate program to dissuade people from abusing the trial period. Grants will be sought to help such affiliate

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members pay for implementation fees once the three-year term is up but will not be promised as grants are not a guaranteed source of funding.

The agreement is currently being drawn up and will ideally launch next year. Affiliate libraries, particularly school libraries, will likely need a lot of support in this process to help show their administration the need for SHARE membership.

- **Member Comment:**

- **Aspen** – Comments received on Aspen were split between members responding saying they were very interested in the discovery layer and would be willing to pay either the \$250.00 base price or the \$2,500.00 customizable price, or responding by saying they could not afford either option and would not like Aspen to be required for all members. Aspen needs to be sent out for member vote to move forward for those that want it. To develop final numbers for pricing, we also need to send out a reservation form to members, and then present a calculated price to the SHARE Finance and Policy Committee. We need to meet a threshold of 25 customizable templates or Aspen is not financially viable based on a lack of member interest. This vote would not mean that members are locked into Aspen but would serve more as an “RSVP” to the program. **A motion and second were made to send out a vote to gauge interest in Aspen and the different pricing levels to members. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Emily Enderle – yes, Donna Schaal – yes, Miranda Shake – yes. Motion carried.**
- **Collecting Fines at Fine-Free Libraries** – A recent proposal sent out for member comment discusses the issue of fine-free libraries waiving fines from other libraries in accordance with their own status as fine-free. This creates a loophole where patrons can incur fines at one library and visit another library that will waive said fines so they can continue to check out books. Some members commented they have a desire to waive fines for the customer service purpose of keeping all interactions with patrons the same, but others expressed frustration at the loophole deterring patrons from visiting their own libraries if they know they can have fines waived at another location. Committee members echoed these concerns during the meeting. Standardization via the policy proposal will address these concerns across membership. The proposal will be discussed again at the next SHARE Circulation and Resource Sharing Committee meeting. The existing proposal is a minor change, as it is in alignment with current policies held by SHARE. If more extensive changes are made, the proposal would need to go out for member vote.
- **Barcode Refresher Training** – The Barcode Refresher Training was put up for member comment. The new training would be required for barcoders every two years. Failure to complete the refresher training would result in the barcoding permissions being revoked until the training is complete. Catalogers do not have to do this training unless requested by the SHARE Bibliographic Services Manager due to repeated violations. Reports are being compiled on who will have to complete the refresher training so that each member library can prepare properly. The SHARE Bibliographic Services Manager will send out

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emails containing such reports. A motion and second were made to send out the barcoding refresher training for member vote. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer - yes, Emily Ederle – yes, Hope Kasten – abstain, Donna Schaal – yes, and Miranda Shake – yes. Motion carried.

- **Problem Resolution for Bibliographic Services** – The Problem Resolution document had updates to language from the original document and was put out for member comment. The SHARE Bibliographic Services manager will send updates on CE hours to ensure all catalogers know their standing on remaining hours each year. The barcoding refresher training was added to the document as well. A motion and second were made to send out the Problem Resolution for Bibliographic Services document with new changes for member vote. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Emily Enderle – yes, Hope Kasten – yes, Donna Schaal – yes, and Miranda Shake – yes. Motion carried.
- **Other** – None

Old Business

- **Governance Review** – The governance documents for the SHARE Executive Council were under review to adjust the language in conjunction with the SHARE Definition updates and to remove any outdated information. The Members' Group was updated to reflect meeting annually instead of semi-annually. The Executive Council meeting schedule was updated to reflect the current bi-monthly schedule via electronic format. Mentions of a secretary for the Executive Council were removed, as there is not one. Other language in the documents were changed such as changing LLSAPs to automation consortium. A motion and second were made to accept the changes to the documents and send them out for member vote. Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Emily Enderle – yes, Hope Kasten – yes, Donna Schaal – yes, and Miranda Shake – yes.
- **Other** – None

Illinois Heartland Library System Report

- *Associate Director—Ellen Popit*
 - The new Delivery and Facilities Director, John Becker, started with IHLS on October 31. He is currently settling into his role and is shadowing different departments.
 - IHLS Member Day is over, and we received a record number of registrations for the event. For those that could not attend or those who wish to view the sessions offered, recordings are available online.
 - The next Members Matter is on December 15 and will feature Brian Smith with L2 to discuss tips and tricks for using the website.
 - The IHLS Membership Coordinator is currently working to create a trustee portal online. The new Project Director has started and will be working on this project.
 - A working group has been created to help system staff members with the new Automatic Material Handler that IHLS is considering.
 - On December 14, IHLS leadership is gathering in-person to discuss planning for FY2024.

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- January 3 marks the start of the annual certification process.

SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
 - Freeburg Community High School is the newest member of SHARE.
 - The SHARE Director presented for the Southern Illinois Librarians Together Networking Group on December 1 to highlight SHARE and what we do for school libraries. There were SHARE members in attendance and they voiced support for joining.
- *Bibliographic Services—Jennifer Baugh*
 - Barcoder Refresher Training is at the forefront of Bibliographic Services currently, but cleanup projects are also being done.
 - There is a training schedule in the works and the cataloger training session has been updated to last only an hour.
 - SHARE Your Cataloging Questions has recently started to give members support and refreshers on a regular basis outside of training.
- *Administrative Services—Dena Porter*
 - The SHARE Administrative Services Supervisor is working with the Abraham Lincoln Presidential Library and Museum to return their Lincoln's Legacy kits. The kits were reevaluated by the library and were pulled due to having out-of-date information.
 - End-of-year processing for Polaris is being done. There will be a Polaris upgrade on December 10 and a PowerPoint will be made featuring the most prominent changes.

SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
 - No further updates were given, as the material was covered in earlier discussion.
- *Circulation & Resource Sharing—Esther Curry, Chair*
 - No further updates were given, as the material was covered in earlier discussion.
- *Finance & Policy Committee—Miranda Shake, Chair*
 - Most update material was covered in earlier discussion. A demonstration of Aspen was given at the last meeting.
 - A review of the SHARE financial statements was also given at the last meeting.
 - The committee discussed briefly whether board members, volunteers, and students working should be given Polaris logins. Further discussion will be held after a policy is created by the SHARE Administrative Services Supervisor.
- *E-Resources Committee—Kyla Waltermire, Chair*
 - The committee did not meet.

Public Comment – None

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Announcements – At the next meeting, the date of the April meeting will be discussed to help coincide with the SHARE financial review and planning for FY2024.

Next meeting

Member's Group Annual Meeting Thursday, January 12, 2023, at 2:00 p.m. Regularly scheduled meeting Thursday, February 2, 2023, at 2:00 p.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 3:17 p.m.

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