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## SHARE Executive Council Minutes

Thursday, February 2, 2023

2:00 p.m.

### Call Meeting to Order

Sarah Hill called the meeting to order at 2:02 p.m.

### Roll Call

Members present: *Sarah Hill (President), Ata Bird (left at 2:50 p.m.), Danielle Cornelius, Esther Curry (joined at 2:03 p.m.), Jenna Dauer, Emily Enderle, Donna Schaal, Miranda Shake, and Kyla Waltermire.*

Members absent: *Hope Kasten, Dawn Taylor, and Carol Ziese.*

Others present: *Jennifer Baugh, Jace Cook, Ellen Popit, Dena Porter, and Cassandra Thompson.*

### Approval of December 1, 2022, Minutes

A motion and second were made to approve the Dec. 1, 2022, minutes. Motion carried unanimously by roll call vote.

### Approval of January 12, 2023, Members' Group Meeting Minutes

Tabled until next meeting.

### New Business

- **Financial Approval Procedures** – During the review of SHARE Governance documents, our attorney recommended outlining the current procedure for the financial approval process for the SHARE budget. The SHARE Finance and Policy Committee reviewed the proposal and voted to send the document to the SHARE Executive Council for final approval. A motion and second were made to approve the Financial Approval Procedures policy. Motion carried unanimously by roll call vote.
- **Members' Group Vote Results** – Quorum was reached for the SHARE Members' Group vote. After reviewing the results, all initiatives were approved by a majority vote by members. A motion and second were made to accept the results of the membership vote. Motion carried unanimously by roll call vote.
- **Scott AFB Membership** – Scott Air Force Base (AFB) will migrate to a newly created military Integrated Library System (ILS). Scott AFB Library would like to remain a SHARE member and is asking to maintain SHARE membership at the minimum special library rate for interlibrary loan and database access. Scott AFB would allow their materials to be requested by other SHARE members. Patrons of Scott AFB would retain their current library cards and user logins but would not be able to check out materials at other SHARE libraries. The SHARE Finance and Policy Committee voted to send their recommendation to the SHARE Executive Council to allow Scott

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AFB to maintain SHARE membership on a trial basis. A motion and second were made to allow Scott AFB a year-long trial membership at the minimum special library rate. Sarah Hill – yes, Ata Bird – yes, Danielle Cornelius – yes, Esther Curry – yes, Jenna Dauer – yes, Emily Enderle – abstain, Donna Schaal – yes, Miranda Shake – yes, Kyla Waltermire – yes. Motion carried.

- **April Budget Review Meeting** – The proposed dates for the April Budget Review meeting are April 12, 2023, at 2 p.m. or April 20, 2023, at 2 p.m. The Executive Council members prefer April 20. The regularly scheduled April 6, 2023, meeting will be cancelled. The next regularly scheduled Executive Council meeting will be July 1, 2023.
- **Other** – None

### Old Business

- **Affiliate Expansion** – School libraries in Illinois often experience budgetary barriers when trying to join a consortium. SHARE reviewed possible options for libraries in such positions to solve this issue and created an affiliate expansion program. The affiliate expansion would allow affiliate members a three-year trial to access the SHARE database for interlibrary loan and require such members to present monthly reports to their school administration to show the need for full SHARE membership. Affiliate members would receive first preference for any grant funds to aid in implementation fees but would still be responsible for annual membership fees once fully instated. An application for the program was created for review by the council, and minor suggestions were made to clarify that all SHARE policies and procedures are to be followed. Reimbursement for lost materials would be the responsibility of the affiliate member per ILLINET code. A motion and second were made to approve the Affiliate Expansion program and to move forward with a pilot of the program. Motion carried unanimously by roll call vote.
- **Other** – None

### Illinois Heartland Library System Report

- *Associate Director—Ellen Popit*
  - ILA Legislative Meetup on Feb. 22: An online event is being held to train librarians to meet local legislators and advocate for their libraries.
  - ILA Legislative Meetup on Feb. 27: This online event will help librarians reach newly elected legislators and provide those legislators with “Library 101” information to further advocate for library services.
  - Illinois Youth Services Institute Conference on March 16 and 17: This in-person conference is being held in Bloomington and will cover youth services and training topics.
  - Reaching Forward South (RFS) on April 14: RFS is being held at The Regency O’Fallon in O’Fallon, Ill.
  - The consolidated election will be held on April 4, and all are encouraged to vote.
  - Annual Certification and the ILLINET Interlibrary Loan Traffic Survey are open until March 31. This process is a requirement for all libraries to complete.
  - The Trustee Training Grant project is progressing.
  - Several staff going on field trips to look at Automated Material Handlers (AMH).
  - The FY2024 operational plan and system budget are in production.

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## SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
  - Per the results of the member vote, Aspen has been approved. 35 libraries have submitted responses indicating they are interested in Aspen and the price point they are able to pay. Reservations are open until Feb. 28, and all member libraries are encouraged to respond. Communications about Aspen will continue to be sent out, and the SHARE Director has presented information to the following networking groups: MEPL, Medium Pubs, and Small Pubs.
  - The Kit and Kaboodle program has new offerings through the McNaughton Book Leasing program. The kits created have ten copies of a chosen title to encourage book clubs to check out kits. McNaughton will open up again in July 2023; further information is available on the SHARE website.
  
- *Bibliographic Services—Jennifer Baugh*
  - The final results of the membership vote showed that all bibliographic measures were approved. The Barcoder Refresher Training will be finalized for implementation, and directors will be contacted to clean up any outdated records of barcoding staff and to inform them of training processes for staff that will be taking the training.
  - SHARE Reports on Feb. 23: SHARE Reports training will be held online and will include training for SimplyReports.
  - Accelerated Barcoding on Feb. 28: Accelerated Barcoding Training will be held in person at the Chatham Area Public Library District at 10:30 a.m.
  - Barcoding I and II Training: Barcoding I will be held online on March 8. Barcoding II will be held online on March 15.
  
- *Administrative Services—Dena Porter*
  - Polaris can limit the permissions of school library staff and volunteers from accessing the Polaris database records of public libraries. School staff accounts and volunteer accounts have been switched to this setting to enable data privacy and protection. A proposal is being written to further address privacy issues in public libraries regarding volunteers and board members requesting Polaris logins. The proposal aims to limit the permissions given to volunteers, give SHARE staff more control of database access, and restrict logins for library trustees unless they are regular volunteers.
  - Members should receive a reworked flip chart for basic circulation. The reference guide will provide library staff with quick tutorials on basic tasks in Leap and the staff client.

## SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
  - The Bibliographic Services update covered the topics discussed by the SHARE Bibliographic and Cataloging Standards Committee.
  
- *Circulation & Resource Sharing—Esther Curry, Chair*

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- The Administrative Services update covered many of the topics discussed by the SHARE Circulation and Resource Sharing Committee. A reminder was sent to membership regarding the procedures for remitting payment for lost items.
- *Finance & Policy Committee—Miranda Shake, Chair*
  - The topics discussed in the meeting covered many of the discussions from the SHARE Finance and Policy Committee. At the last meeting, the financial statement review revealed that \$1,394,267 has been billed, which accounts for 92% of the total budgeted revenues. Of the amount billed, 99% has been collected. Illinois Funds continues to perform well, and the interest income earned for our reserve account was \$7,611 in December, with \$26,087 as the total for FY2023. This far surpasses the budgeted amount of \$675.00. Fee scales are under review, but no decisions have been made yet.
- *E-Resources Committee—Kyla Waltermire, Chair*
  - The committee did not meet. The next meeting is on March 27, 2023, at 3:00 p.m.

#### **Public Comment**

None

#### **Announcements**

The Innovative Users Group (IUG) Conference is coming up in May, and a discussion will be held on Acquisitions for Leap.

#### **Next meeting**

Budget Review: Thursday, April 20, 2023, at 2:00 p.m.

Regularly scheduled meeting: Thursday, June 1, 2023, at 2 p.m.

#### **Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 3:01 p.m.

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