



SHARE Executive Council Minutes

Thursday, August 3, 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 via Zoom: *Sarah Hill (President), Danielle Cornelius, Emily Enderle, Hope Kasten, Miranda Shake, Kyla Waltermire, and Carol Ziese.*

Members absent: *Ata Bird, Donna Schaal, and Dawn Taylor.*

Others present via Zoom: *Jennifer Baugh, Jace Cook, Dena Porter, Debra Sherrick with Greenup Township Public Library, and Cassandra Thompson.*

Approval of February 2, 2023, Minutes

A motion and second were made to approve the Feb. 2, 2023, minutes. Motion carried unanimously by roll call vote.

Approval of April 20, 2023, Budget Review Meeting Minutes

A motion and second were made to approve the April 20, 2023, minutes. Motion carried unanimously by roll call vote.

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

A motion and second were made to approve the Jan. 12, 2023, minutes. Motion carried unanimously by roll call vote.

New Business

- **President/Vice President** – A motion and second were made to elect Donna Schaal as the Executive Council president and Carol Ziese as the vice president. Motion carried unanimously by roll call vote.
- **New Member** – A motion and second were made to approve Deb Sherrick as the new small library representative. Motion carried unanimously by roll call vote.
- **Special Libraries Update** – Two special libraries are in suspension for failing to certify as a member of IHLS. This also suspends their SHARE membership. Their status is in review with their respective administrations, but we worry they will drop membership.
- **SHARE Membership Fees** – SHARE Membership fees are under review with the SHARE Finance and Policy Committee. Member library directors were sent communications about different fee scale models, and responses were mixed between support and concern over costs.

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The SHARE Finance and Policy Committee will finalize the fee scale proposals for the SHARE Executive Council to review. After the council completes the review, the proposed fee scales will move forward to a potential vote in December.

- **Aspen** – Aspen is moving closer toward implementation with Lesley Zavediuk as a consultant for the project. The contract with ByWater Solutions has been finalized and awaits the signature of the IHLS Executive Director. Those who signed up during the reservation period have been notified of the amount due, and communications and marketing materials are being crafted to help with the transition to Aspen.
- **Meeting Date/Time** – Tabled until the next meeting.
- **Other** – None

Old Business

- **Permissions** – A motion and second were made to approve the Polaris Permissions proposal as a best practice, then send the proposal out for member vote for final approval to become a policy. Motion carried unanimously by roll call vote.
- **Other** – None

Illinois Heartland Library System Report

- *Associate Director—Cassandra Thompson, on behalf of Ellen Popit*
 - The annual report is being compiled at the system. The IHLS Annual Board Meeting will be held on Oct. 31, 2023. Member Day will be in February of 2024 rather than in the fall and Save the Dates have been sent to potential sponsors. The event will offer PDH for school librarians.

SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
 - eRead Illinois is celebrating its tenth anniversary, and a celebration will be held at ILA's Annual Conference on Tuesday, Oct. 24, 2023. IHLS and RAILS are hosting the event. The affiliate expansion program is being prepared for the upcoming school year. The SHARE Administrative Assistant is now the SHARE Member Engagement Specialist.
- *Bibliographic Services—Jennifer Baugh*
 - Bibliographic Services are focused on Aspen and database cleanup. Libraries have been sent lists to help with this process. A new cataloger started at the Champaign hub and is going through training.
- *Administrative Services—Dena Porter*
 - Administrative Services are focused on the back-to-school season, and student imports have started to roll in. Giant City Schools went live last week. Database cleanup is also a focus of Administrative Services, and many libraries have ended their fiscal years and are

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compiling their IPLARs.

SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Jennifer Baugh, on behalf of Donna Schaal*
 - Donna Schaal will remain the committee chair for the next fiscal year. Collection codes are being evaluated, as there are a high number in the system. The Problem Resolution for Bibliographic Services document had some minor adjustments to language, and the On Order policy was also updated. Barcoding I and II were condensed into one class.

- *Circulation & Resource Sharing—Cassandra Thompson, on behalf of the committee*
 - The previous chair of the committee has reached her term limit, and a new chair is needed. There is an opening on the committee as well. The committee has been discussing interlibrary loan violations, street date violations, and international and 4K DVDs. A new member was appointed in April.

- *Finance & Policy Committee—Miranda Shake, Chair*
 - The committee has been reviewing member fee scales, fees for Aspen, and cataloging fees. The next meeting is Aug. 23, 2023, to continue such discussions.

- *E-Resources Committee—Kyla Waltermire, Chair*
 - The committee has been discussing new features for cloudLibrary like Kids Mode. Bibliotheca and SHARE are working together to conduct a diversity audit on the collection. Holds on materials are long, as the cost of PPU items has gone up, causing the cloudLibrary budget to be met early each month. At the next meeting in September, the committee will discuss the need to raise cloudLibrary fees to address this issue.

Public Comment

None

Announcements

None

Next meeting

Thursday, Oct. 5, at 2:00 p.m.

Adjournment

There being no further business to discuss, the vice president adjourned the meeting at 2:48 p.m.

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