



SHARE Executive Council Minutes

Thursday, December 7, 2023

2:00 p.m.

Call Meeting to Order

Donna Schaal called the meeting to order at 2:00 p.m.

Roll Call

Members present via Zoom: *Donna Schaal (President), Ata Bird (joined at 2:32 p.m.), Danielle Cornelius, Emily Enderle, Sarah Hill, Hope Kasten, Miranda Shake, Deb Sherrick (joined at 2:06 p.m.), Kyla Waltermire, Sandy West, and Carol Ziese.*

Members absent: *Dawn Taylor.*

Others present via Zoom: *Jennifer Baugh, Jace Cook, Dena Porter, Jacob Sedor, and Cassandra Thompson.*

Approval of August 3, 2023, Minutes

A motion and second were made to approve the Aug. 3, 2023, minutes. Donna Schaal – yes, Danielle Cornelius – yes, Emily Enderle – yes, Sarah Hill – yes, Hope Kasten – yes, Miranda Shake – yes, Kyla Waltermire – yes, Sandy West – yes, Carol Ziese – yes. Motion carried.

New Business

- **Annual Meeting** – The date of the annual meeting will be Jan. 24, 2024, at 2:00 p.m.
- **Other** – None

Old Business

- **SHARE Membership Fees**
 - **Cataloging** – The SHARE Director explained the Cataloging Fees proposal and the history of the issue. Discussion and questions ensued. A motion and second were made to send the Bibliographic Services fees proposal to membership for vote. Donna Schaal – yes, Ata Bird – yes, Danielle Cornelius – yes, Emily Enderle – yes, Sarah Hill – yes, Hope Kasten – yes, Miranda Shake – yes, Deb Sherrick – yes, Kyla Waltermire – yes, Sandy West – yes, Carol Ziese – yes. Motion carried.
 - **Membership (Including Aspen & cloudLibrary)** – The SHARE Director explained the membership fee proposal to the council, as well as the history of the proposal as it passed through the SHARE Finance and Policy Committee. Discussion and questions ensued on the proposal. A motion and second were made to send the Fee Scale Change proposal to membership for vote. Donna Schaal – yes, Danielle Cornelius – yes, Emily Enderle – yes, Sarah Hill – yes, Hope Kasten – yes, Miranda Shake – yes, Deb Sherrick

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– yes, Kyla Waltermire – yes, Sandy West – yes, Carol Ziese – yes. Motion carried unanimously by roll call vote.

The council discussed the Fee Increase proposal that would allow the SHARE Finance and Policy Committee to implement up to a 5% increase each year based on projected cash flow, starting in FY2027. A motion and second were made to send the Fee Increase proposal to membership for vote. Donna Schaal – yes, Ata Bird – yes, Danielle Cornelius – yes, Emily Enderle – yes, Sarah Hill – yes, Hope Kasten – yes, Miranda Shake – yes, Deb Sherrick – yes, Kyla Waltermire – yes, Sandy West – yes, Carol Ziese – yes. Motion carried.

- **Other** – None

Illinois Heartland Library System Report

- *Associate Director—Cassandra Thompson, on behalf of Ellen Popit*
 - Administrative rules surrounding Illinois Public Act 103-0100 (Formerly HB 2789) have been finalized, and more information about the public act is available on the IHLS website.

Member Day 2024: Libraries, The Heart of the Community will be on Feb. 8, 2024.

SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
 - Aspen implementation is progressing, with the first cohort scheduled to go live on Dec. 18, 2023. Members are encouraged to familiarize themselves and staff with the platform. There are scheduled trainings, as well as recordings of prior training, linked on the SHARE website for members to access.

IHLS will be closed on Dec. 22, 25, and 29, 2023, and Jan. 1, 2024, in observance of the upcoming holiday season. Members are encouraged to send in their holiday closures to SHARE and IHLS.

The Cataloging Maintenance Center has several new training sessions available in L2.

Barcoder Refresher Training is due by Dec. 31, 2023. If the training is not completed, barcoding permissions will be turned off. Directors unsure of their staff members needing to complete the training can contact the SHARE Bibliographic Services Manager for more information.

For updates on the status of Polaris, members can text “Polaris” to 84483 to receive text message updates on service outages and reinstatements.

- *Bibliographic Services—Jennifer Baugh*

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- Database cleanup for Aspen is well underway, and further reports will be sent to school members in January when schools are back in session.
- *Administrative Services—Dena Porter*
 - Administrative Services had no major updates to report.

SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
 - The committee had no major updates to report.
- *Circulation & Resource Sharing—Sandy West, Chair*
 - The committee did not meet quorum for their last scheduled meeting. The next meeting will be on Dec. 14, 2023, at 10 a.m.
- *Finance & Policy Committee—Miranda Shake, Chair*
 - All updates from the committee were covered throughout the meeting.
- *E-Resources Committee—Kyla Waltermire, Chair*
 - The committee had no major updates to report.

Public Comment

None

Announcements

OMA requirements update.

Next meeting

Thursday, Feb. 1, 2024, at 2:00 p.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 2:59 p.m.

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