



SHARE Executive Council Minutes

Thursday, February 1, 2024

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: *Sarah Hill (President), Danielle Cornelius, Emily Enderle, Donna Schaal, Miranda Shake, Deb Sherrick, Kyla Waltermire, Sandy West, and Carol Ziese. Ata Bird and Hope Kasten arrived after Roll Call.*

Members absent: *Dawn Taylor*

Others present via Zoom: *Ellen Popit, Dena Porter, and Cassandra Thompson.*

Approval of December 7, 2023, Minutes

A motion and second were made to approve the Dec. 7, 2023, minutes. Motion carried unanimously by roll call vote.

New Business

- **FY2025 SHARE Executive Council Openings** – Ata Bird, Emily Enderle, Dawn Taylor, and Kyla Waltermire are finishing their first term, and the SHARE Director hopes they will continue for a second term. Miranda Shake and Carol Ziese are finishing their second term. The SHARE Finance & Policy Committee has discussed the open chair position and we will begin recruitment for a new large library representative.
- **Standing Committee Procedures** – The SHARE Circulation & Resource Sharing Committee began the discussion about how new committee volunteers are selected. There has not been a formal procedure, so the SHARE Director has developed criteria that is being reviewed by all of the committee members. The intent is to be representative of membership and also inclusive of diverse viewpoints. Once that is completed, the SHARE Executive Council will approve the new procedure. For SHARE Executive Council, volunteers are either the chairs of the standing committees or selected by election by members, if there is more than one volunteer.
- **April Budget Review** – The SHARE Executive Council and SHARE Finance & Policy Committee meets mid-April to review the annual SHARE budget. The SHARE Director will send members a poll to determine the best day/time for this meeting.
- **Other** – None

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Old Business

- **Other** – None

Illinois Heartland Library System Report

- *Associate Director—Ellen Popit*
 - *IHLS staff are busy getting ready for IHLS Member Day next week.*
 - *Public libraries have completed their Public Library Per Capita Grant applications.*
 - *The IHLS Membership Department will start to focus on certification next week.*
 - *IHLS will begin to work on the FY2025 Operational Plan later in February.*

SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
 - The Aspen implementation is ongoing with Cohort 2.
 - SHARE Director will meet with the developers next week to discuss Aspen development priorities, including the issue with ePay (NCR) integration.
 - There are two staff members that have accepted new positions. Josh Zink will leave IHLS after accepting another great career opportunity. Zach Henderson has accepted a new position within IHLS IT Department.
 - The first round of Barcoder Refresher Training is complete, with a few individuals still completing the training. The next round of required training will officially begin in April.
 - The Bibliographic Services Department is looking at the cataloging training process to identify changes to help speed up the cataloger certification process, while still ensuring all required information is covered.

SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Donna Schaal, Chair*
 - The previous meeting was cancelled due to inclement weather and will be rescheduled.
- *Circulation & Resource Sharing—Sandy West, Chair*
 - The committee will meet again later this month.
- *Finance & Policy Committee—Miranda Shake, Chair*
 - The IHLS Finance Department has collected 99.6 % of revenues for this fiscal year.
- *E-Resources Committee—Kyla Waltermire, Chair*
 - The committee will meet again in March.

Public Comment

None

Announcements

None

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Next meeting

The next regularly scheduled meeting will be cancelled in lieu of the annual budget meeting, with a date/time to be decided.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 2:24 p.m.

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