
SHARE Executive Council Minutes

Thursday, Aug. 7, 2025

2:00 p.m.

Call Meeting to Order

Sandy West called the meeting to order at 2:01 p.m.

Roll Call

Members present via Zoom

Ata Bird (President, arrived after roll call), Betsy Mahoney, Laura Picato, Leander Spearman, Sandy West, and Carol Ziese.

Members absent

Sarah Isaacs, Dawn Taylor, Donna Techau

Others present via Zoom

Jace Cook, John Kirchner, Amanda McKay, Ellen Popit, Dena Porter, Cassandra Thompson, Michael Treece, and Shannon Zelasko.

Approval of June 5, 2025, Minutes

Action taken: Sandy West moved and Leander Spearman seconded to approve the June 5, 2025, minutes. Motion carried unanimously.

New Business

New Council Members

The following new members were nominated to join the Executive Council:

- Amanda McKay – Medium Public Library Representative
- Mike Treece – School Library Representative
- Shannon Zelasko – Academic Library Representative

Action taken: Sandy West moved and Laura Picato seconded to seat the nominees. Motion carried unanimously.

Termination of Membership Policy

Council members discussed the timeline for the new policy to become official. A member asked how often libraries leave SHARE due to reasons unrelated to financial hardship. The Council did not recommend any changes.

Action taken: Betsy Mahoney moved and Ata Bird seconded to approve the policy for member vote. Motion carried unanimously.

Damaged and Incomplete Item Procedure

Although the policy had initially been sent for review and approval, changes need to be made due to the installation of the Automatic Material Handling System (AMHS). The updated policy will be reviewed by

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the Circulation & Resource Sharing Committee again before it comes back to the SHARE Executive Council. Council members discussed the use of notes on item records, how to determine whether damage is significant enough to prevent circulation, and whether to use colored transit labels for damaged items.

Patron Registration Policy

Changes were made to clarify that only owning libraries can add blocking notes to patron records. The required fields and ID were updated to reflect different library types. A clause on intergovernmental agreements (IGA) was added to clarify how SHARE libraries and staff handle patrons with IGA cards. A clause to use a generic PIN for reciprocal borrowers was also added. The Council did not recommend any changes.

Action taken: Sandy West moved and Michael Treece seconded to bring the policy up for member vote. Motion carried unanimously.

Payment and Billing Policy

Language was added to allow special libraries more flexibility in how they receive payment for items, to clarify that patrons are entitled to keep items they pay to replace, and to recommend that libraries run overdue notices consistently. The Council did not recommend any changes.

Action taken: Ata Bird moved and Carol Ziese seconded to bring the updated policy up for member vote. Motion carried unanimously.

Illinois Heartland Library System Report

IHLS Associate Director

New IHLS board members were seated, and officers were elected at the July board meeting. Board members are investigating contacting Illinois representatives regarding their support for libraries. The Associate Director also mentioned new Illinois laws regarding libraries that recently passed, including a requirement for municipal public libraries to stock opioid antagonists.

SHARE Report

SHARE Director

SHARE membership fees were sent by email in July. Any SHARE libraries that have not received an invoice should contact the SHARE Director. The SHARE Director described a new project to promote the Library Crawl. New cataloging transit slips have been sent to all libraries that make use of SHARE's cataloging service. The next Cataloging Work Day is Aug. 19 at the Harrisburg District Library. Applications for the iCamp mentorship program will be opening soon.

SHARE Administrative Services Manager

The Sandoval Public Library is SHARE's newest member. SHARE Admin staff are currently working on a database clean-up for patron records with notice exclusions. After that, staff will focus on patron records with no address on file. The Administrative Services Manager is also preparing to send out copies of long-overdue items to school libraries. Delivery to school libraries will resume on Aug. 18, which is also the

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date of the Carbondale AMHS installation. The Administrative Services Manager also reiterated that members can reach out for help purging patron records.

SHARE Member Engagement Specialist

The first edition of the CMC Chronicles was sent out in July.

SHARE Committee Updates

SHARE Bibliographic & Cataloging Standards Committee

The Committee has not met since the last Executive Council meeting. The next meeting is Friday Aug. 15.

SHARE Circulation & Resource Sharing Committee

The policies approved by the Committee have already been discussed by the Council. The next meeting is Thursday, Aug. 14.

SHARE Finance & Policy Committee

The Committee last met July 16. The committee received a preliminary report on SHARE finances, but the official financial report for FY2025 will not be available until the audit is completed in September. IHLS made its annual contribution for FY2026 to SHARE in June.

SHARE E-Resources Committee

This committee has not met since the last SHARE Executive Council meeting. The Committee's next meeting is Sept. 22.

Public Comment

None.

Announcements

None.

Next meeting

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

Adjournment

There being no further business to discuss, Sandy West adjourned the meeting at 2:51.