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## SHARE Executive Council Minutes

Thursday, June 6, 2024

2:00 p.m.

### Call Meeting to Order

Carol Ziese called the meeting to order at 2:01 p.m.

### Roll Call

Members present via Zoom: *Sarah Hill, Miranda Shake, Deb Sherrick, Kyla Waltermire, Sandy West, and Carol Ziese.*

Members absent: *Donna Schaal, Hope Kasten, Ata Bird, Danielle Cornelius, Dawn Taylor*

Others present via Zoom: *Jennifer Baugh, Colleen Dettenmeier, John Kirchner, Betsy Mahoney, Laura Picato, Ellen Popit, Dena Porter, Jacob Sedor, Cassandra Thompson, and Anna Wiegand.*

### Approval of April 18, 2024, Minutes

A motion and a second were made to approve the April 18, 2024, minutes. Motion carried.

### New Business

- **President/Vice President for FY2025:** A motion was made to nominate Sandy West for the presidency. The motion carried. The Vice President's role will remain vacant until more council members are present.
- **FY2025 SHARE Executive Council**
  - Large Public Library Representative – A new representative for Large Public Libraries must be selected. A motion and a second were made to send the vote to large public libraries, based on the current voting policy. Motion carried by roll call vote.
  - Finance & Policy Committee Chair – Betsy Mahoney will begin her term in July.
  - The E-Resources Committee – That committee will nominate a chair at their next meeting.
  - Special Library Representative – SHARE is seeking volunteers for this opening.
- **AMHS Update:** The IHLS Delivery and Facilities Director gave an update on the AMHS Project, including a tentative timeline and updated delivery guidelines. The Delivery Director informed the council that using rubber bands on items may slow the machine. She also confirmed the vendor that was selected.
- **Amendments Policy:** The proposed revision to the Amendments Policy was reviewed. A motion and a second were made to bring the policy to a member vote at the next Members' Group meeting. Motion carried by roll call vote.

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## Old Business

- None.

## Illinois Heartland Library System Report

- *Associate Director—Ellen Popit*
  - The IHLS Board has approved the System Area Per Capita Grant and Budget for FY2025. IHLS will also begin working on a new strategic plan. Several member libraries are eligible for a new technology grant through the Illinois Secretary of State. IHLS will send information to eligible libraries soon.

## SHARE Staff Update

- *SHARE Director—Cassandra Thompson*
  - John Kirchner has been hired as the SHARE Member Engagement Specialist.
  - SHARE has completed the first phase of Aspen, with new catalogs for all libraries that signed up for FY2024 implementation.
- *Bibliographic Services—Jennifer Baugh*
  - Catalogers have until June 30, 2024, to complete continuing education hours for the year.
  - The first round of barcoder refresher training has been completed. For any barcoder that needs new refresher training, they will be notified and will have three months to complete the training.
- *Administrative Services—Dena Porter*
  - SHARE patrons have not been receiving text notifications through Verizon. As a temporary solution, the SHARE Administrative Services Manager recommends sending these notifications through email, if possible.
  - Polaris upgrade is coming in the next few months.
  - SHARE is in the process of updating permissions for library staff.
  - Andrea Sellars has been hired as the SHARE Circulation Specialist.

## SHARE Committee Updates

- *Bibliographic Services & Cataloging Standards—Jennifer Baugh, SHARE Bibliographic Services Manager*
  - The committee has been discussing a revision to the policy on author versus adapter in manga. It will be reviewed again at the next meeting.
  - An unclaimed items policy is being drafted to clear a backlog of unclaimed items.
  - The On-Order Record Policy is under review to provide more clarity for patrons and staff.
- *Circulation & Resource Sharing—Sandy West, Chair*
  - The committee has been discussing a policy regarding a circulation status for display items. The conversation has been tabled until the next meeting.

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- *Finance & Policy Committee—Miranda Shake, Chair*
  - IHLS Finance Department has collected 98% of SHARE billing for FY2024.
  - A new member has joined the committee.
  - The committee discussed an annual summary of the value of SHARE Membership.
  
- *E-Resources Committee—Kyla Waltermire, Chair*
  - The committee has not met.
  - There is currently a vacant seat on the committee.

**Public Comment:** None.

**Announcements:** None.

**Next meeting**

Thursday, August 8, 2024, at 2:00 p.m.

**Adjournment**

There being no further business to discuss, the Vice President adjourned the meeting at 2:50 p.m.

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