
SHARE Executive Council Minutes

Thursday, Aug. 1, 2024
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: Sandy West, Chair, Danielle Cornelius, Sarah Hill, Betsy Mahoney, Deb Sherrick, and Carol Ziese. Hope Kasten arrived after roll call.

Members absent: Ata Bird and Dawn Taylor

Others present via Zoom: John Kirchner, Dena Porter, Jacob Sedor, Cassandra Thompson, and Anna Wiegand.

Approval of June 6, 2024, Minutes

A motion and second were made to approve the June 6, 2024, minutes. Motion carried unanimously.

New Business

New Council Members: A motion and a second were made to seat Large Library Representative Leander Spearman, SHARE Bibliographic & Cataloging Standards Committee Chair Carol Ziese, and Special Library Representative Sarah Isaacs. Motion carried unanimously.

MessageBee: SHARE has been having issues with Polaris text notifications being blocked by major cell carriers. SHARE has been exploring alternative solutions. MessageBee has been proposed as a third-party solution. There will be a one-time implementation fee of \$2,490, an annual fee of \$2,000, a Spanish-language option costing \$900, and a cost per text message. SHARE will purchase 2 million text messages, costing \$24,000. Since this issue is affecting patrons, SHARE is seeking to solve this quickly. A motion and a second were made to approve the proposal. Motion carried unanimously.

Policy Review: Updates have been proposed to the Data Privacy and Protection policy to clarify what patron data is collected and which communications patrons can opt out of. A motion and a second were made to approve the updated policy. Motion carried unanimously.

SHARE is reviewing the Authority policy after recent procedural changes for reports to the IHLS Board of Directors. A motion and a second were made to approve the updated policy. Motion carried unanimously. As a governance change, this is now considered a best practice and will go to members for a final vote at the next SHARE Members' Group Meeting.

Cataloger Reclassification: SHARE is working to reclassify cataloger positions and clarify responsibilities. The updated job classifications have been sent to the IHLS Board of Directors and the IHLS Personnel Committee will review the updated job descriptions for approval.

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Other: None.

Old Business

Vice President: The SHARE Executive Council needs a Vice President. With some members absent today, this discussion will be tabled until the next meeting.

Other: None.

Illinois Heartland Library System Report

SHARE Director on behalf of IHLS Associate Director

IHLS is creating a new Strategic Plan and requests that member libraries complete a survey to identify needs that IHLS can fill.

The Automatic Material Handling System project is moving forward. The barcode duplication process will be starting soon, and the IHLS Delivery & Facilities Director is sending information out by email.

SHARE Report

SHARE Director

Polaris/Aspen connection issues have improved greatly in the past few weeks. SHARE will undertake a Polaris update over the weekend and has sent out notices to members.

CMC and SHARE Bibliographic Services have been working with RAILS to launch a cataloging mentor program.

They have also been working with OCLC to begin Name Authority (NACO) training for SHARE member library catalogers.

Barcoding and cataloging prices have increased in the new fiscal year.

SHARE Administrative Services Manager

Schools will be back in session soon. IHLS delivery will begin on Aug. 19.

SHARE has been updating circulation access permissions. Staff at public libraries can only see patrons from public, special, or academic libraries. They will not see patrons from schools.

SHARE will upgrade Polaris to version 7.6 over the coming weekend. The upgrade notes can be found on the SHARE website.

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1840 Innovation Drive, Carbondale, IL 62903 ■ 618.985.3711
1704 West Interstate Drive, Champaign, IL 61822 ■ 217.352.0047
6725 Goshen Road, Edwardsville, IL 62025 ■ 618.656.3216
www.share.illinoisheartland.org ■ 618.656.9401 Fax

SHARE Member Engagement Specialist

Aspen Cohort 4b is going live this month, and Cohort 4c will begin next month. The overall goal is to have all libraries live by the end of the year.

SHARE staff are working on sideloading records and e-resources in Aspen.

The Aspen web builder will be available soon. More information will be available as a later phase of the project.

There are two openings on the SHARE Bibliographic Services & Cataloging Standards Committee. Interested catalogers are encouraged to contact SHARE.

SHARE is creating a back-to-school email for members.

SHARE Committee Updates

Bibliographic Services & Cataloging Standards

On-order materials sometimes do not show up in Aspen. SHARE has been investigating a possible solution.

The committee has been reviewing policies and material types, including the distinction between graphic novels and manga.

SHARE Circulation & Resource Sharing Committee

The committee has been reviewing policies, including multi-type borrowing, circulating incomplete materials, and overdue processing.

SHARE Finance & Policy Committee

The committee has been working to quickly approve MessageBee as a solution to the ongoing text notification issues.

E-Resources Committee

The committee has not met.

Public Comment

None.

Announcements

None.

Next meeting

Thursday, Oct.3, 2024, at 2:00 p.m.

Adjournment

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There being no further business to discuss, the chair adjourned the meeting at 3:05 p.m.

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