
SHARE Executive Council Minutes

Thursday, February 6, 2025

2:00 p.m.

Call Meeting to Order

Sandy West called the meeting to order at 2:05 p.m.

Roll Call

Members present via Zoom

Sandy West (President), Ata Bird (Vice President), Sarah Hill, Sarah Isaacs, Hope Kasten, Betsy Mahoney, Leander Spearman, and Carol Ziese

Members absent

Danielle Cornelius, Laura Picato, Dawn Taylor

Others present via Zoom

Jennifer Baugh, John Kirchner, Ellen Popit, Dena Porter, Kelsey Schaepperkoetter, Jacob Sedor, and Cassandra Thompson

Approval of December 5, 2024, Minutes

Action taken: Sarah Hill motioned and Leander Spearman seconded to approve the December 5 minutes.

Motion carried unanimously.

New Business

Annual Budget Review

The SHARE Director proposed a budget review meeting on April 15, 16, or 17, due to a tight schedule with other committee meetings. The committee members agreed to answer an email survey to determine the best date.

Polaris Permissions Policy

SHARE is seeking to clarify which library staff are given Polaris accounts and permissions. For security purposes, this amended policy states that passwords should not be shared with the intent to circumvent permission restrictions. Action taken: Sandy West motioned to accept the policy and send it to the membership for a vote, seconded by Ata Bird. Motion carried unanimously.

Financial Transfer Procedure

The SHARE Finance & Policy Committee recently discussed the frequency of transfers between checking accounts and other, high-interest accounts. The committee determined that a period of up to three months between transfers would work best. Action taken: Sandy West motioned to accept the procedure, seconded by Ata Bird. Motion carried unanimously.

Illinois Heartland Library System Report

IHLS Associate Director

IHLS staff are busy preparing for Member Day on February 12.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

SHARE Report

SHARE Director

There are several openings on SHARE committees. SHARE is looking for volunteers for these openings. SHARE will renew the group purchase of the Swank movie licensing program and the McNaughton book leasing program.

A recent update for Aspen allowed "Curbside pickup" to be selected at all libraries, even if it wasn't an option offered. Bywater has fixed this. If your library would like to offer curbside pickup through Aspen, please contact SHARE staff to make this adjustment.

SHARE Bibliographic Services Manager

SHARE is in the process of updating OCLC holdings data.

Barcoder refresher training is ongoing. Serials and cataloging refresher trainings are on the way as well.

If you notice any issues in Aspen, like incorrect covers, please contact SHARE staff.

SHARE is working on updating bibliographic policies.

SHARE Administrative Services Manager

SHARE is working on cleaning up the unclaimed holds list.

Administrative Services is working with Bibliographic Services to clean up on-the-fly records.

SHARE Member Engagement Specialist

The IHLS Data Analyst has developed a dashboard for data management and reporting.

SHARE Committee Updates

SHARE Bibliographic & Cataloging Standards Committee

This committee did not meet in January and has no update at this time.

SHARE Circulation & Resource Sharing Committee

This committee has been working on the Polaris Permissions Policy as stated above. The committee is also working on intergovernmental agreement policies as well as investigating multi-branch holds and an "ask me later" feature for holds.

SHARE Finance & Policy Committee

This committee has been working on several procedure and policy updates stated above. The IHLS Finance Department has collected 97% of SHARE's fees for the fiscal year.

SHARE E-Resources Committee

This committee has not met.

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Public Comment

None.

Announcements

Due to the Budget Review meeting in April, the Council has cancelled the normal meeting scheduled for April.

Next meeting

Thursday, June 5, 2025, at 2:00 p.m.

Adjournment

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