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## SHARE Executive Council Minutes

Thursday, June 5, 2025

2:00 p.m.

### Call Meeting to Order

Sandy West called the meeting to order at 2:00 p.m.

### Roll Call

#### *Members present via Zoom*

Sandy West (President), Danielle Cornelius, Sarah Hill, Sarah Isaacs, Betsy Mahoney, Laura Picato, and Leander Spearman.

#### *Members absent*

Ata Bird, Hope Kasten, Dawn Taylor, and Carol Ziese.

#### *Others present via Zoom*

Jennifer Baugh, Jace Cook, John Kirchner, Ellen Popit, Dena Porter, Jacob Sedor, Cassandra Thompson, and Michael Treece.

### Approval of February 6, 2025, Minutes

The minutes stand as presented. No action was taken.

### New Business

#### *Small Public Library Representative- Donna Techau, Bement Public Library*

Donna Techau has joined the SHARE Executive Council to represent small public libraries.

**Sandy West moved to seat Donna Techau on the committee, seconded by Laura Picato. Motion carried unanimously by a roll call vote.**

#### *SHARE Executive Council President/Vice President and FY2026 Members*

Laura Picato has volunteered to be Vice President of the SHARE Executive Council for FY2026.

**Sarah Hill moved to accept Ata Bird for President and Laura Picato for Vice President, seconded by Sandy West. Motion carried unanimously by roll call vote.**

#### *SHARE Vote Results*

**Betsy Mahoney moved to accept the SHARE member vote results, seconded by Leander Spearman. Motion carried unanimously by a roll call vote.**

#### *Review: Termination of Membership*

The SHARE Finance and Policy Committee has been working to review the Termination of Membership policy. The committee had some proposed changes, including removing the fee for SHARE staff hours spent on the transition.

#### *Proposed Procedure: Delinquent Accounts*

The SHARE Finance and Policy Committee has proposed a new procedure to clarify the handling of delinquent accounts.

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Sandy West moved to accept the new procedure, seconded by Sarah Hill. Motion carried unanimously by a roll call vote.

## **Illinois Heartland Library System Report**

### *IHLS Associate Director*

IHLS is hosting an advocacy event on Friday, June 13, to discuss what libraries can legally do for advocacy, including funding for IMLS.

IHLS has multiple new directors joining committees this year.

## **SHARE Report**

### *SHARE Director*

SHARE has several policies up for member comments on the website. These policies include damaged item procedures and the patron registration policy.

SHARE is exploring options to revise password security and expiry rules. IHLS' IT Department recommended a single day on which SHARE will reset all passwords system-wide.

### *SHARE Bibliographic Services Manager*

A new cataloger is starting next week. Another cataloger position is expected to open later this year after a retirement in July.

Barcoding refresher training is ongoing. Employees in need of this training will be notified.

SHARE cataloging is changing its transit labels to green to be more easily identifiable by IHLS delivery staff.

### *SHARE Administrative Services Manager*

SHARE has rolled out the IPLAR dashboard to assist libraries with reporting.

The admin team is working on database cleanup while school is out.

### *SHARE Member Engagement Specialist*

SHARE will be starting a new CMC newsletter later this summer. This newsletter will contain information for catalogers as well as training and continuing education opportunities.

Bywater has developed an Event feature for Aspen.

## **SHARE Committee Updates**

### *SHARE Bibliographic & Cataloging Standards Committee*

This committee has been revising cataloging standards, including an addition of "Gulf of America" though it will not replace "Gulf of Mexico."

### *SHARE Circulation & Resource Sharing Committee*

This committee meets next week to discuss policies regarding damaged items.

### *SHARE Finance & Policy Committee*

This committee has been developing the Termination of Membership and Delinquent Accounts policies.

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*SHARE E-Resources Committee*

This committee has not met. The next scheduled meeting is in September.

**Public Comment**

None.

**Announcements**

SHARE would like to thank several outgoing committee members for their time and hard work.

**Next meeting**

Thursday, August 7, 2025, at 2:00 p.m.

**Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 2:54 p.m.