

SHARE Finance & Policy Committee Meeting

Thursday, January 10, 2019 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

(618) 656-3216

via Zoom at <https://zoom.us/j/720604847>

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:00 a.m. by Jill Pifer.

In attendance: Amy Byers, Janet Cler, Esther Curry, Jill Pifer, and Diane Yeoman.

Absent: Anita Driver and Miranda Shake.

IHLS staff in attendance: Cassandra Thompson, Joan Bauer, Troy Brown, Colleen Dettenmeier, Adrienne Elam, Rhonda Johnisee, Cheryl Noll, Shirley Paden, and Shelley Stone.

Approval of Minutes from the November 08, 2018 Meeting: Diane Yeoman made a motion to approve the minutes and was seconded by Esther Curry. Motion passed.

Old Business:

- **Cataloging Back to Books Grant:** Shelley Stone gave an update on the Back to Books limited free cataloging program. So far there have been 40 \$3 records and 24 \$10 records created for a total of 60 items. The cost waived has totaled \$360.
- **FY21 Fee Scale Options:** The next meeting will be in-person to discuss changes for the FY21 Fee Scale. The meeting will be held in Edwardsville at 11:00 a.m. to accommodate travel. The group will discuss the best method to change the fee scale, whether altering the current scale or an across the board increase to the SHARE membership fees. Cassandra Thompson will work with Adrienne Elam to determine the target increase for 3-5 years growth. The Polaris software is capped at a 3% increase per year, and that projection will help inform future needs.
- **eResource Fee Scale:** The group discussed the revised scale and recommended further revisions for Option 2. The scale will change the two lowest tiers \$250/\$400 to \$275/\$375, respectively. This will spread the burden across more libraries, while still reducing larger jumps. Esther Curry made a motion to recommend the new eResources fee scale to the SHARE Executive Council and to send both the scale and a detailed explainer out for member comment. Jill Pifer seconded the motion. Per roll call: Jill Pifer, Amy Byers, Janet Cler, Esther Curry, Diane Yeoman voted Yes. None voted No. Motion carried.
- **Voting Process:** Cassandra Thompson reiterated new process for member vote. In addition to notification on the listserv, directors will also be sent a personal email with a subject of "Action

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Required.” The committee suggested a revision “Action Required: SHARE Membership Vote Needed” to increase participation.

- **Other:** None.

New Business:

- **SHARE Budget Update**—Adrienne Elam gave the committee a review of the first half of FY19, based on the December financial statements. Revenues are at 94.3% of the budgeted amount, with 99.3% of fees collected. YTD expenditures are 1.2% below budgeted amount for the six month benchmark of 50%. SHARE has enough funding to operate for 7.1 months. She also confirmed that \$142,500 has also been transferred to the Reserve Fund for FY19.
- **IT Update**—Troy Brown shared the status of the 3 Year IT Project Plan submitted in FY17. The first year, FY18, was a success. The original plan was for \$145K to upgrade two servers. Dell was able to offer a very competitive price to upgrade all of the servers under the original budget. In FY19, there was an emergency purchase of a battery backup, since the current machine started to show errors. This equipment was upgraded at the end of December. The second year of the plan (FY19) also includes upgrades. He recommends upgrading the backup server and adding additional disk space to the current servers. The committee was supportive of a proactive approach to maintaining our technology. This part of the plan has already been approved and budgeted, so no vote is needed.
- **Telephony in Spanish:** A member library requested the telephony module in Spanish. This is an upgrade of \$1,100 per year. Since there are only 7 members currently using telephony, Cassandra Thompson will reach out to them to determine interest. If those members are interested, the telephony module fee could be split among the telephony users group. Jill Pifer made a motion to change the telephony module fee for FY20, if the affected group wanted to move forward and cover the cost. Esther Curry seconded. Per roll call: Jill Pifer, Amy Byers, Janet Cler, Esther Curry, Diane Yeoman voted Yes. None voted No. Motion carried.
- **Scholarship Program:** Cassandra Thompson asked the committee to consider a potential scholarship program for those libraries with extremely limited budgets. Currently there is an affiliate program, but it is only for those libraries that do not use automation software. She explained that there are some libraries that cannot afford the \$1,200 minimum fee, when their annual budget is less than \$10K per year. The minimum fee for this category of library will be explored further when reviewing our fee scale in the spring.
- **Other:** None.

Public Comment: None.

Announcements: Cassandra Thompson will be sending eResources reports while Lesley Zavediuk is out on leave.

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Next Meeting: Thursday, March 14, 2019 at 11:00 a.m. at IHLS-Edwardsville.

Adjournment: Jill Pifer made a motion to adjourn, and Esther Curry seconded. The meeting adjourned at 11:18 a.m.

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