



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY



SHARE Finance & Policy Committee

Thursday, November 14, 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/724769668>

Minutes

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

In Attendance: Jill Pifer, Chair, Amy Byers, Janet Cler, Esther Curry, Anita Driver, Miranda Shake, and Diane Yeoman.

Absent: None.

IHLS Staff: Cassandra Thompson, Rhonda Johnisee, and Shirley Paden.

Others in Attendance: Rita Stephens, Illinois State Library.

Approval of Minutes from the September 12, 2019 Meeting: Diane Yeoman made a motion to approve the minutes and was seconded by Esther Curry. Motion passed.

Approval of Minutes from the September 20, 2019 Special Meeting: Esther Curry made a motion to approve the minutes with a date correction and was seconded by Miranda Shake. Motion passed.

Approval of Minutes from the October 9, 2019 Special Meeting: Jill Pifer made a motion to approve the minutes and was seconded by Anita Driver. Motion passed.

Old Business:

- **Solus Web App Review:** The committee discussed the reviews of the Solus web app and the status of starting a mobile app. This item will be tabled until further information is available.
- **ChiliFresh 30% Discount:** Cassandra Thompson explained that ChiliFresh offered an additional discount to get the offer closer to budget neutral to our existing subscription to Syndetics. She stated that ChiliFresh was also willing to discuss their integration with our existing products, like KitKeeper. Additional information was requested including references for existing customers and a potential 5-year contract with stepped increases. We will continue to explore a potential change.
- **Membership Levels:** Cassandra Thompson asked the committee to consider adding an additional membership level for partnerships with other consortia or libraries. After discussion, the committee was concerned that there would be minimal benefit for SHARE, with risks to future membership. The committee may make exceptions on a case-by-case basis, for Scott Air Force Base, for example.

- **Committee Level Expectations:** The SHARE Executive Council reviewed the recommendation to set attendance expectations for SHARE committee volunteers and has asked each committee to develop their guidelines. The SHARE Finance & Policy Committee will expect volunteers to participate in 2/3 of regularly scheduled meetings. If a volunteer is unable to participate at this level, the SHARE Director and Chair will discuss with the individual. If they are still unable to participate at this level, they may be asked to resign, or the chair may seek a replacement. Esther Curry made a motion to implement this committee procedure, and Amy Byers seconded. Motion passed.
- **Other:** None.

New Business:

- **SHARE Budget Update:** Rhonda Johnisee reviewed the SHARE budget as of October 31, 2019. She stated that 94.9% of anticipated revenues have been billed, with 96.6% of that amount collected. There are still quarterly billings outstanding, and the percentages might fluctuate, but she anticipates it remaining very steady. She pointed out an unusual expenditure for professional services for Leap training videos. Right now, YTD benchmarks are 9.3% less than anticipated, but it will catch up as the year continues. There have been no capital purchases. There has been \$5,771.46 in investment income generated, with the majority returned to the Reserve Fund for reinvestment. There is a cash balance of \$2,261,855 of unrestricted funds, which is projected to last 8.6 months, or just after the first of FY21.
- **Membership Meeting:** The committee discussed the recent membership meeting and upcoming vote. Cassandra Thompson will survey the members to determine the best method for SHARE membership meetings. She will also take comments to the IHLS Member Day planning committee.

Public Comment: None.

Announcements: None.

Next Meeting: Thursday, January 9, 2020 at 10:00 a.m. via Zoom.

Adjournment: Diane Yeoman made a motion to adjourn, and Jill Pifer seconded. The meeting adjourned at 11:04 p.m.