

SHARE Circulation and Resource Sharing Committee Meeting

Thursday, October 5, 2017 at 10 am

IHLS Edwardsville, 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Via Zoom.us -- <https://zoom.us/j/669733701>

Minutes

Call to order: The meeting was called to order at 10:00 am by Chair Paula Tretter.

In attendance—Janet Cler, Mary Cordes, Esther Curry, Robert Edwards, Susan McKinney, Jennifer Slack, Paula Tretter, Sandy West, Diane Yeoman

Absent—Maria Dent

Also in attendance—Sarah Isaacs, Joan Young, Traci Edwards, Sue Pearson

Approval of minutes for 8/10/17 meeting: The minutes were approved on a motion made by Sandy West, and seconded by Susan McKinney. All ayes; no nays; motion passed.

Old Business:

- Training requirements for member library circulation staff—discussed the need for another version of the 10 Commandments video geared for schools/special libraries. SHARE staff will start working on the list but will need input from members on the content. There was a discussion on whether the 10 Commandments video should be viewed annually by all circulation staff and whether current circulation staff should be required to take the on-line basic circulation training. Suggestions were made to create on-line training instructions for opac searching and the request manager. A required training proposal will be presented at the next meeting for discussion.
- Other--none

New Business:

- Approve Sarah Isaacs, Illinois Early Intervention Clearinghouse, as special library representative on the Circulation and Resource Sharing Committee—Sandy West made a motion to appoint Sarah Isaacs as special library representative on the SHARE Circulation and Resource Sharing Committee. Susan McKinney seconded the motion. All ayes; no nays; motion passed.
- Member Library questions--none
- Other—Susan McKinney voiced the need to remind libraries to not use real tape on books going through delivery. SHARE staff reported future circulating libraries and website additions.

Public Comment: none

Illinois Heartland Library System

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Next meeting: Thursday, December 14, 2017 at 10:00 am

Adjournment: Esther Curry made a motion to adjourn. Susan McKinney seconded the motion. All ayes; no nays; meeting adjourned at 10:26 am.