

SHARE Circulation and Resource Sharing Committee

Thursday, June 8, 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 10:01 am by Vice Chair Robert Edwards.

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

Absent—Rachel Beilby, Michael King, Virginia Erickson, Felicia Murray

Also in attendance—Chris Dawdy, Traci Edwards, Lesley Zavediuk, Sue Pearson, Maria Dent

Approval of minutes for 4/13/17 meeting: the minutes were approved on a motion made by Susan McKinney, and seconded by Sandy West. All ayes; no nays; motion passed.

Old Business:

- Update on training videos posted on SHARE website—Sue Pearson has posted the Basic Circulation class, which includes information about navigating Polaris and SHARE policies and procedures; Sue is working on the Advanced Circulation class and will be making LEAP classes to post in the next couple of weeks; Lesley Zavediuk is working on making new eResource training videos; the Ten Commandments video has been viewed by many staff members;
- Training requirements for member library circulation staff—the consensus of the committee was that at least some basic training, provided by SHARE staff, needs to be required of all circulation staff at member libraries; the SHARE staff will develop a proposal that includes the basic requirements and how many CE hours are required each year to present to the committee at the next meeting;
- Common loan rules—the consensus of the committee was that while it would be easiest and most convenient for patrons if all libraries used the same loan rules, though it is also believed that will never happen. Sandy West made a motion to request that Chris Dawdy develop a survey asking member libraries if they would like to participate in a pilot group that would provide common loan rules. The loan rules selected for the pilot group will be those that were identified in a survey on common loan rules a couple of years ago. Chris Dawdy will send the information--email about the pilot project and a copy of the survey—to all committee members for review prior to sending it to the SHARE Member Library Directors. 7 ayes; 0 nays; 1 abstention; motion passed.
- Other

Illinois Heartland Library System

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New Business:

- Election of officers for FY18—Susan McKinney made a motion to nominate Paula Tretter to be Chair of the committee; Sandy West seconded the nomination; Sandy West nominated Roberts Edwards to be the vice chair of the committee; Susan McKinney seconded the nomination; Susan McKinney made a motion to combine the two nominations; Sandy West seconded the motion; the question was called--the nomination of Paula Tretter as chair, and Robert Edwards as vice chair of the SHARE Circulation and Resource Sharing Committee for 2017/2018; the voting resulted in all ayes; no nays; the motion passed, and nominations were approved.
- Members leaving the committee
 - Rachel Beilby, Sacred Heart-Griffin High School
 - Virginia Erickson, Giertz Education Center
 - Felicia Murray, Eldorado Public Library District
 - Michael King, O'Fallon Public Library

Susan McKinney made a motion to appoint Maria Dent to fill the vacancy on the committee that was a result of Michael King leaving. Robert Edwards seconded the motion. All ayes; no nays; motion passed.

- Volunteers to serve on the committee
 - April Jensen, Lincoln Public Library District
 - Lorachelle Purdy, Rochester Public Library District
 - Maria Dent, Mt. Zion District Library
 - Amanda Endicott, Edwardsville Public Library
 - Laura Mitkos, Chatham Area Public Library District
 - Margo Probst, Effingham Public Library
 - Deana Allen, Mascoutah Public Library

The consensus of the committee was that the seats vacated on the committee need to be replaced by member library staff from the same type library—one public, one special, and one school. Additional discussion about how many people should be on the committee will be placed on the agenda for the next meeting.

- Member Library questions:
 - Tricia Freeland from the Hoopeston Public Library is questioning what can be done about a teacher who checked out books and did not return them. Currently, the teacher owes Hoopeston \$90 for lost books—the problem has been resolved, but the consensus of the committee is that there are limited options available, when the patron has two library-type cards;
- Other--none

Public Comment: none

Announcements:

- The IHLS Annual Meeting will be held on June 20 at 4 pm, at the IHLS Carbondale office
- The MyMediaMall annual meeting will be held on June 14;
- The Decatur Public Library has just completed installation of their materials handler equipment, added RFID tags to all of their items, installed new self-check machines, and are adding photos to all of their patron accounts.

Next meeting: August 10, 2017 at 10 am

Adjournment: Sandy West made a motion to adjourn; Susan McKinney seconded the motion; all ayes; no nays; meeting adjourned at 10:58 am.