

**SHARE Circulation and Resource Sharing Committee**

Thursday, April 13, 2017 at 10 am

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

Via Zoom.us -- <https://zoom.us/j/466329229>

**Minutes**

**Call to order:** The meeting was called to order 10:19 by chair Michael King.

In attendance—Esther Curry, Janet Cler, Mary Cordes, Robert Edwards, Virginia Erickson, Michael King, Susan McKinney, Sandy West

Absent-- Rachel Beilby, Felicia Murray, Jennifer Slack, Paula Tretter, Diane Yeoman

Also in attendance—Chris Dawdy, Lesley Zavediuk, Sue Pearson, Traci Edwards, Lacey Wright (Barclay Public Library District), Maria Dent (Mt. Zion District Library), Annette Bland (Columbia Public Library)

**Approval of minutes for 2/9/17 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 activities related to circulation issues
  - Posting list of libraries that allow longer loan periods—the list has been growing steadily since it was posted on the SHARE website
  - 10 Commandments video—SHARE staff have received favorable comments on the video, and reports from a number of libraries that all staff at those libraries have watched it.
  - ILL Violation Report form—eight reports have been submitted to date. Some reports have requested intervention from SHARE staff, and Chris Dawdy has followed up on all of those.
- Update on training videos posted on SHARE website—the Basic Circulation class is posted on the SHARE website. Sue Pearson is still working on the Advanced Circulation class.
- Common loan rules—tabled to next meeting
- Other--none

**New Business:**

- Polaris & eReceipts—Decatur Public Library is working with Traci Edwards to implement the use of eReceipts. This is an option that can be turned on system-wide or individually for each library, and then be set up for each patron. If the option is available for a library's patrons, the patrons themselves can turn on the eReceipt option on their account on the PAC, or library staff can mark it on the patron registration page on the staff side of Polaris. The consensus of the committee is that SHARE staff should provide information about how it works and how it would

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- help libraries and patrons at next week's SHARE Membership meeting, as well as through the SHARE Newsletter, and giving them the option of having the service turned on for their library.
- Committee chair—Michael will be leaving his position at O'Fallon Public Library at the end of this month, and needs to resign from his position as chair of the Circulation & Resource Sharing Committee. Susan McKinney made a motion to appoint Paula Tretter as interim chair (at least until July 1). Michael King seconded the motion. Susan McKinney made a second motion to appoint Robert Edwards as vice-chair of the committee, and Virginia Erickson seconded the motion. All ayes; no nays; motion passed.
  - Member Library questions: none
  - Other
    - Add billing fee—Michael King made a motion to add "billing fee" as a fee description as a manual fine option. Michael King then amended the motion to include hiding system used fee descriptions so that member library staff cannot manually use them. Susan McKinney seconded the motion, as amended. All ayes; no nays; motion passed.
    - Committee members—Chris Dawdy will contact committee members to determine whether or not they want to continue participating on this committee during the next fiscal year. Virginia Erickson reported that she will be retiring this summer, and will not continue serving on the committee. She plans to contact other special library directors to determine if anyone is willing to serve on the committee.

**Public Comment:** Maria Dent thanked the committee for the discussion about eReceipts.

**Announcements:** IHLS Member Day is going to be held on Tuesday, April 18, in Effingham, with a SHARE Membership Meeting to follow.

**Next meeting:** June 8, 2017 at 10 am

**Adjournment:** The meeting was adjourned at 11:17 on a motion made by Virginia Erickson, and seconded by Susan McKinney. All ayes; no nays; meeting adjourned.