

**SHARE Executive Council Meeting**

Thursday, January 7, 2016

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, Illinois 62025

618/656-3216

**Minutes**

**Call meeting to order and roll call:** The meeting was called to order at 2:30 by chair Bobbi Perryman.

- In attendance--April Becker, Esther Curry, Scott Drone-Silvers, Robert Edwards, Sonya Johnson, Michael King, Susan McKinney, Annette Mills, Bobbi Perryman, Diane Yeoman;
- Absent: Shelly Varvil
- Also in attendance: Ellen Popit, IHLS Membership and Grants Director; Chris Dawdy, SHARE Director; Traci Edwards, SHARE Manager for Administrative Services; Joan Bauer, SHARE Manager for Bibliographic Services; Troy Brown, IHLS IT Director

**Public Comment:** none

**Approval of 11/5/15 Minutes:** the minutes were approved on a motion made by Susan McKinney, and seconded by Michael King; all ayes; no nays; motion passed.

**Illinois Heartland Library System Report – Ellen Popit**

- The IHLS Board is having a special meeting on Tuesday, January 12 at 4 pm, to discuss the current financial situation; ISLAC is meeting January 14, at 9:30 am via v-tel, to review the current financial situation; ILA is sponsoring a Legislative Breakfast in Edwardsville on February 19; ILA is hosting Illinois Youth Services Institute on April 1 & 2 in Bloomington;

**SHARE Staff Update**

- SHARE Director—Chris Dawdy: have developed annual SHARE membership agreement and bibliographic services agreement forms that include fees associated with each, that will be mailed to all members within the next six weeks; public and special libraries' fees have been calculated, based on the fee formula approved for FY16 & FY17 last spring; school and academic fees have not been calculated yet because fall housing counts have not yet been posted on the ISBE and IBHE websites; regarding transitional membership, we presently have 6 new libraries working on profiling, 11 ready for barcoding training, 21 working on barcoding their collections, 28 live on Polaris, and 2 that will be going live in January and February;
- Administrative Services—Traci Edwards: working on bounced emails and how to deal with those on the server side; learning about the next Polaris upgrade; working on changes in permissions; interlibrary loan requests from member libraries has evened out some since the

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holds routing tables were last changed; they are now based on frequency of delivery (4 and 5 days grouped together, 2 and 3 days grouped together, and 1 day) and with random starts on the list each day; there is no reason to change the holds routing table until we add more libraries;

- Bibliographic Services—Joan Bauer: received TMQ grant on January 4, which is the grant that allows SHARE to upload data to OCLC; have been doing OCLC adds and deletes since July; continue to work on cleaning up the bibliographic data base; working on barcoding training with transitional members; Nick Bennyhoff will start working on developing some of the cataloging classes as video training sessions, such as searching and matching, which will be posted on the SHARE website; Joan and Michelle have developed a document to record weird events occurring in Polaris;

### **SHARE Committee Updates**

- SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman: meeting every other month now; next meeting is Friday, January 15; the committee is going over recommendations for moving to RDA; they are looking for a new public library representative for the committee;
- SHARE Circulation & Resource Sharing Committee—Esther Curry: met in December; still working on finding and organizing a group of libraries that would like to adopt common loan periods; provided opinions to the Bibliographic and Cataloging Standards Committee, as requested; Chris Dawdy is working on putting the policies, best practices, and ILLINET codes into one document that will be called the *SHARE Operation Guidelines*; these guidelines will be posted on the SHARE website, will be searchable, and updated as often as changes occur;
- SHARE Policies & Finance/Fees Committee—Diane Yeoman: no new information to report; the next meeting will be held on January 21, 2016;

### **Old Business**

- Other—Epay and PayPal—Troy Brown has been researching the use of PayPal as a method for accepting payments for libraries, since it can now be integrated with Polaris. He has also investigating opening a PayPal account for SHARE, so that libraries who are unable to write a check or pay cash for their fines and bills, could make credit card payments to SHARE. SHARE staff would monitor the payments, and forward payments to the billing libraries. There is a monthly processing cost, but those costs could be passed on to the paying library, as a service fee. Scott Drone-Silvers made a motion to try using a PayPal account for a year, and then evaluate its' effectiveness to determine whether or not to continue its' use. Susan McKinney seconded the motion. 9 ayes; 1 nay; motion passed.

### **New Business**

- Polaris Upgrade—Traci Edwards reported that Service Pack 1, 2, and 3 are ready to be installed; Some of the improvements include being able to change the pick-up location when an item is shipped, some changes to item record sets, the ability to secure a patron's record so that it

cannot be deleted or changed, a new option for missing parts, new icons for BluRay and DVD for the PAC, new vendors for EDI. If the upgrade is completed during regular work hours, there is no additional cost from Polaris; if the upgrade is completed over a weekend or holiday (for Polaris), there will be a \$3100.00 charge. The consensus of the committee was to attempt to schedule the upgrade on Friday, March 25 (Good Friday), which is not a legal holiday, though many libraries will be closed that day.

- Next SHARE Membership meeting—The consensus of the committee was to hold the next SHARE semi-annual meeting in April, with the main location being the Effingham Public Library, and v-tel access at all of the v-tel sites in IHLS. Chris Dawdy will confirm the date with Effingham and for v-tel.

**Public Comment:** none

**Announcements:** none

**Next meeting:** February 4, 2016 at 2:30 via Skype.

**Adjournment:** The meeting adjourned at 3:29 pm, on a motion made by Susan McKinney, and seconded by Michael King. All ayes, no nays; motion passed.