

## SHARE Executive Council Meeting Minutes

Tuesday, February 3, 2015 at 2:30 pm

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

Via videoconference at: IHLS DuQuoin, 500 S. Madison, DuQuoin, IL 62832 (618) 985-3711

IHLS Champaign, 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Illinois State Library, 300 South Second Street, Springfield, IL 62701 (217) 782-2994

Decatur Public Library, 130 North Franklin Street, Decatur, IL 62523 (217) 424-2900

Morrison-Talbott Library, 215 Park Street, Waterloo, IL (618) 939-6232

Via Conference call at (800) 444-2801, conference code 3892694

1. Call meeting to order and roll call – Meeting was called to order at 2:35pm. Attendance was taken: Present included Britta Krabill, Bobbi Perryman, Janet Cler, Diane Yeoman, with Esther Curry and April Becker attended by phone. Others present include Elaine Steingrubey, Ellen Popit, Traci Edwards, Chris Dawdy, and Joan Bauer.
2. Public Comment - none
3. Approval of Minutes – April Becker moved to approve minutes as written and Bobbi Perryman seconded the motion. Motion passed.
4. Illinois Heartland Library System Report – Ellen Popit – State Library hosted a System standards hearing, which was about 40 minutes long. Written comments will be responded to, and then the standards edited. Finally, standards will be accepted and put into place. RAILS initiated a system membership requirements meeting. Pat Boze and Ellen attended. IHLS Board hosted a Long Range Planning meeting a last month. It is Annual Certification time, and 371 have already responded, leaving 169 left to go.
5. SHARE Staff Update
  - a. SHARE Director—Chris Dawdy – Staff is currently working on new training programs videos, including one for LEAP. Gathering data for the Policy and Finance committee meeting on Thursday. SHARE staff have started meeting monthly. There is a new process for posting agendas.
  - b. Administrative Services—Traci Edwards – pulling numbers for delivery this week. Staff is also working on password changes to be completed in February. In March, libraries will begin using LEAP, and staff has been reviewing it this month. Another project staff is working on is allowing Affiliate libraries to check in and out their own materials – which will help with delivery.
  - c. Bibliographic Services—Joan Bauer – cat training for next week. Cataloging – lots of cataloging. Training – Edie and Shelley working on the Authorities and Subject headings class. Adjusting permissions. And researching TOMS and how they search.
6. SHARE Committee Updates
  - a. SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman – vacancies have been filled – Barbara Rhodes and Lauren Erwin. February meeting will be rescheduled. We are waiting on policies for membership to vote on.
  - b. SHARE Circulation & Resource Sharing Committee—Esther Curry – meeting scheduled for February 12. Will be addressing the questions from bib services. Procedures are being worked on. Met with Chris Dawdy and are developing on a survey for using universal loan periods. Will send out to members to gage who wishes to participate.
  - c. SHARE Policies & Finance/Fees Committee—Diane Yeoman – meeting on Thursday, Feb. 5 at the Helen Matthes library at 1pm. Discussion on the fee schedule, and possibility of multi-year schedule. Will also be reviewing the fee for e-resources. The nominating committee will also be discussed.
7. Old Business
  - a. Other - none
8. New Business

- a. Set a date for SHARE Members' meeting to review proposed policies/best practices – looking at April, preferably not the last day – possible April 13 in Effingham Knights of Columbus or Mattoon Public.
  - b. Other - none
9. Public Comment –Waterloo is willing to host any committee meetings also.
10. Announcements - none
11. Next meeting – would like to meet in person at same time and place as the membership meeting? Might want to have executive council meeting before the membership meeting to discuss outcome of the Finance meeting.
12. Adjournment – adjourned at 3:08.