

SHARE Executive Council Meeting
Thursday, March 3, 2016 at 2:30 pm
Illinois Heartland Library System

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, , Michael King, Susan McKinney, Annette Mills, Bobbi Perryman, Shelly Varvil, Diane Yeoman

Absent—Spencer Brayton, Sonya Johnson

Also in attendance—Chris Dawdy, SHARE Director; Joan Bauer, SHARE Manager for Bibliographic Services; Ellen Popit, IHLS Membership & Grants Director; Leslie Bednar, IHLS Director

Public Comment: none

Approval of 1/7/16 Minutes: The minutes were approved on a motion made by April Becker, and seconded by Michael King. All ayes; no nays; motion passed.

Illinois Heartland Library System Report – Ellen Popit: on February 16, the three systems received a memo from the Illinois State Library requesting an update on the System Area and Per Capita grant, revised plan of service, revised budget, revised budget for IMSA, and a plan for moving IMSA to the Illinois State Library by July 1; most libraries have completed library certification; the IHLS Administrative Assistant has resigned, and that position will be filled soon; the drivers in the DuQuoin hub have started using ipads to maintain information for delivery; staff have been working on a mapping project with staff from Southern Illinois University, Edwardsville; the Illinois Youth Services Institute will be held on April 1 and 2, in Bloomington.

SHARE Staff Update:

SHARE Director—Chris Dawdy

- Chris requested comments from the Executive Council regarding the SHARE Operational Guidelines. This document represents an effort to put all of the governing documents, circulation and cataloging policies and procedures in one place. It will be posted on the SHARE website, in an easily locatable place, and, since it will be on the SHARE website, will be searchable. All information in the SHARE Operational Guidelines have been approved by the membership or committees, as appropriate. The consensus of the committee was to proceed with placing the document on the website, with information being sent to all members about how to find it, and how to find information on it.
- Regarding seats on the SHARE Executive Council, in June, Susan McKinney, Michael King, Annette Mills, Spencer Brayton, and Sonya Johnson will be finishing the first year of their first terms; Robert Edwards, Scott Drone-Silvers, and Bobbi Perryman will be finishing the first year

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of their second term; Shelly Varvil (having replaced Anieta Trame) and April Becker will be completing the second year of their first term; and Esther Curry and Diane Yeoman will be completing the second year of their second term. The Executive Council will need to address nominations for filling the seats being vacated by Esther and Diane, and anyone who chooses not to continue for a second term.

- Regarding Transitional Members, we now have 75. 34 are live or scheduled to go live on Polaris. The rest are in the process of being added to Polaris, learning to barcode, or working on barcoding.
- Annual Agreement forms for both members' fees and Bibliographic Services fees have been mailed, and at least a third have been signed and returned. To date, there have been very few changes made, though a couple of libraries have added some modules.

Administrative Services—Traci Edwards: no new information

Bibliographic Services—Joan Bauer

- working on getting training organized and online;
- Nick Bennyhoff is working on learning the Articulate Storyline program in order to develop more online video training;
- staff are working on sending information about CE hours to catalogers;
- they are doing a lot of training with new libraries, and visiting new libraries;
- staff cataloged over 800 items in the Champaign office last month;
- \$3 bib option is going well;

SHARE Committee Updates

SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman:

- have new, proposed policies out for member comment, that will be presented at the Semi-Annual meeting, and then presented to the membership for a vote.
- Changing to RDA—catalogers are currently using AACR2, but need to begin working toward moving over to RDA; this will require training for SHARE cataloging staff, as well as member library catalogers; the committee is interested in obtaining an outside consultant to train catalogers; the process may include sending the bibliographic database to a third party vendor for updating (RDA-izing); the cost could be from \$25,000 to \$50,000.00 for the outsourcing; Diane Yeoman made a motion to proceed with the plan to implement RDA in July, 2017, knowing that additional information will be provided as soon as it is available. Susan McKinney seconded the motion. All ayes; no nays; motion passed.

SHARE Circulation & Resource Sharing Committee—Esther Curry

- SHARE fines—should they follow the patron's library's rules, or the item's library's rules?—this will be addressed at the next Annual Membership meeting;

- starting to look at additions to the SHARE Circulation & Resource Sharing policy, especially with regard to who can modify patron records;

SHARE Policies & Finance/Fees Committee—Diane Yeoman

- With the cut in the state budget, it is clear that IHLS cannot support SHARE as originally planned; the IHLS finance department suggested that the committee wait until April, when more information should be available, to make a decision about changes to the SHARE budget, reserve fees, and member fees.
- Proposed SHARE Polaris implementation fees—as the Dream Grant is coming to an end, the SHARE managers reviewed the appropriateness of the current implementation fees, and have provided a new proposal, increasing those fees in accordance to our experience with time and resources spent helping new members go live on Polaris. Susan McKinney made a motion to adopt the new implementation fees. Esther Curry seconded the motion. Roll call vote: Ayes—April Becker, Esther Curry, Scott Drone-Silvers, Michael King, Susan McKinney, Annette Mills, Bobbi Perryman, Shelly Varvil, Diane Yeoman. Nays—none. Abstained—Robert Edwards. Motion passed.

SHARE eResource Committee—Scott Drone-Silvers

- The committee has met twice; elected officers at the first meeting; discussed hotspot lending program with Verizon; have discussed concerns about the Cloud Library; have not yet addressed adding eResource records to the catalog.

Old Business

SHARE Membership meeting agenda—the meeting is currently scheduled to be held on April 11, at 10 am, at the Effingham Public Library, and will be available at all v-tel sites; the consensus of the committee is to delay conducting the SHARE Membership meeting until more information is available regarding the current financial situation; Chris will check to see what days (and locations) are available for a meeting in May;

Other--none

New Business

Schedule a joint meeting with the IHLS Board of Directors—Leander Spearman, president of the IHLS Board, would like to have a joint meeting with the Executive Council to discuss the current financial situation, with the meeting to be held within the next month; Bobbi will check with Leander to find a time to meet;

Adding non-IHLS members to SHARE—according to the January memo, SHARE can now recruit ILLINET members from outside of IHLS; the question was raised regarding how SHARE will go about adding new members to SHARE. Chris Dawdy reported that her plan is to send a letter to all ILLINET members that are not currently members of SHARE, indicating the benefits of belonging to the organization and

offering them the opportunity to join. She will include information such as a link to the SHARE Operations Guidelines, the Transitional Member Implementation fees, a copy of the FY17 SHARE Fee structure, and a copy of the Transitional Agreement.

For discussion at the next meeting--

- Susan suggested that we consider asking library staff to sign off on having read and reviewed the SHARE Operational Guidelines. Chris will notify all members when the Operational Guidelines are posted on the website.
- Esther suggested that we will need to change the Governance document to indicate that non-IHLS members can be members of SHARE.

Public Comment: none

Announcements:

- O'Fallon Public Library will be having an open house to celebrate the renovations at the library on Sunday, April 17, 2016.
- The St. Joseph Township-Swearingen Memorial Library will be closed the week of March 21, to get new carpeting.
- Lake Land Community College is reducing library hours, as a cost-saving measure.

Next meeting: April 7, 2016 at 2:30

Adjournment: The meeting was adjourned at 3:39 on a motion made by Susan McKinney, and seconded by Scott Drone-Silvers.