SHARE Executive Council Meeting
April 14, 2014 at 10:00am
Helen Matthes Library, 100 East Market Avenue, Effingham, IL 62401 217.342.2464

Meeting Minutes

Call meeting to order and roll call—the meeting was called to order at 10:23, by chair Esther Curry. Roll call: Janet Cler, Leigh Ann Cloud (absent), Esther Curry, Alayna Davies-Smith, Scott Drone-Silvers, Robert Edwards (absent), Sarah Isaacs, Britta Krabill, Bobbi Perryman, Diane Yeoman (absent). Also in attendance—Ellen Popit, IHLS Membership and Grants Manager; Traci Edwards, SHARE Manager for Administrative Services; Chris Dawdy, SHARE Manager for Staff Services.

Public Comment--none

Approval of Minutes--
The minutes of the January 15, 2014 meeting were approved on a motion made by Janet Cler and seconded by Britta Krabill. All in favor; motion passed.

The minutes of the March 21, 2014 meeting were approved on a motion made by Janet Cler and seconded by Britta Krabill. All in favor; motion passed.

Illinois Heartland Library System Report—
Ellen Popit reported that the SUSI certification is completed. The report from the ISL Delivery Committee is to be released soon. IHLS staff are working on the System Area and Per capita grant. The ISL Interlibrary Loan Code Committee is completing work on recommendations for the new ILL code, including a checklist of what is expected of libraries. IHLS staff have been working on announcing and implementing the Dream grant, or *Growing Resource Sharing through Growing SHARE Membership*.

SHARE Staff Update--

a. Administrative Services & Information Technology Services--Traci Edwards reported that the IPLAR instructions for this year are on the SHARE website; Terry is working on how to roll out patron purging procedures that will run automatically, based on the individual library's preferences; Michelle is working on the end of year forms for schools, setting due dates, and other end of year settings;

b. Bibliographic Services—no report at this time

d. Staff Services--Chris Dawdy reported that IHLS staff are working on adding transitional members; presented information on LEAP, the Polaris circulation overlay software, which will be available late this summer; discussed the quote received from Polaris to integrate OverDrive records in the Polaris database.

SHARE Committee Updates--
a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman reported that

the recommended best practices and policies were all approved, with one change. The committee is working on new policies to be presented next year. They are also working on changes to the problem resolution document.

b. SHARE Circulation & Resource Sharing Committee--Esther Curry reported that the committee reviewed some settings for Polaris that became available with the upgrade. Library staff will begin using estimated fines, including lost and claimed returned items. They will be able to add closed days to grace days soon. Accrued or estimated fines will not be added to the amount of fines that block a patron's use. Required fields for public and academic libraries will be turned on September 1, which include birthdate and driver's license number. The committee has begun working on a policy for dealing with items that have lost or missing pieces. The number of items in-transit are going down, as libraries find and check in items that have been in-transit for several months. The number of days in-transit has been reduced. There have been some requests from libraries to have their place in the holds queue moved up or down.   Many smaller libraries are concerned about losing delivery days, though Susan Palmer, IHLS Operations Manager, has indicated that the number of delivery days each library receives is not going to change.

c. SHARE Policies & Finance/Fees Committee—The committee is working on increasing the number of members on each committee, and working on making sure all library types are represented. The committee is working on nominations for members for the Executive Council. There are open seats for libraries over 50,000, schools, and special libraries.

d. Ad Hoc Committee on E-Resources in Polaris – no report at this time.

e. Ad Hoc Committee on Communications—nothing new to report at this time.

Old Business—
a. Proposed Fees for FY 2015 –The SHARE investment account includes funds for both hardware and software for future use. All SHARE funds not expended at the end of each fiscal year will be added to the investment account. Scott Drone-Silvers made a motion to adopt the SHARE Investment account as presented, with the plan to review each year. Bobbi Perryman seconded. All in favor; motion passed.

b. Other

New Business--
a. Bibliographic Services: The Cataloging committee is divided over whether to adopt a policy that requires use of dummy item records for local request items. Sarah Isaacs made a motion to not allow use of dummy item records, but to explore other options, such as bib level requests. Alayna Davies-Smith seconded. All in favor; motion passed.

b. Bibliographic Services: Local subject headings are being cleaned up. The committee is working on a process for libraries to request permission to use a local subject heading.

c. Overdrive in Polaris: SHARE staff have received a quote from Polaris to integrate the OverDrive content into the database. Chris Dawdy will schedule a meeting with representatives of the four

OverDrive consortia to discuss the options, whether or not those organizations want to pay for and participate in the integration.

d. Other: The finance committee and the Executive Council have approved fees for FY15. An Adobe Connect meeting will be held to present the fees to all members for approval.

Public Comment: none

Announcements: none

Next Meeting: Monday, June 9, at 10 am.

Adjournment: at 11:45, on a motion made by Bobbi Perryman, and seconded by Scott Drone-Silvers.