

**SHARE Executive Council Meeting**

Thursday, April 16, 2015 at 2:30 pm

Minutes

**Call meeting to order and roll call:** The meeting was called to order at 1:34 by vice chair Bobbi Perryman. In attendance: Britta Krabill (absent); Janet Cler; Anieta Trame (absent); Leigh Ann Cloud (absent); Scott Drone-Silvers; Bobbi Perryman; Robert Edwards; Diane Yeoman; April Becker; Esther Curry. Also in attendance: Ellen Popit, IHLS Membership and Grants Director; Traci Edwards, SHARE Manager for Administrative Services; Chris Dawdy, SHARE Director

**Public Comment:** none

**Approval of Minutes:** the minutes of the February 3, 2015, meeting were unanimously approved on a motion made by Scott Drone-Silvers, and seconded by Esther Curry.

**Illinois Heartland Library System Report** – Ellen Popit: concluded IHLS board elections yesterday; system staff is working furiously on preparing the System Area and Per Capita grant proposal for FY16, to be presented to the Illinois State Library by May1; the challenge for this task has been to provide several scenarios in order to accommodate possible reductions in funding; the system is working on gathering information for long range planning; the revised system standards and interlibrary loan code have worked their way through the channels, and are now being printed for implementation; Ellen is on the committee to plan the Library State of Mind conference, which is a combined conference for ILA and ISLMA in October; Ellen encourages all library staff to participate in all of the state programs, such as Synergy, ILeadU, and the Library State of Mind conference;

**SHARE Staff Update:**

*SHARE Director—Chris Dawdy:* Chris has been conducting the next round of SHARE Local meetings throughout our part of the state; attendance has not been very high, but the conversations conducted have been very productive; SHARE Circulation staff have been working on plans to host a Circulation Boot Camp this summer, which will be the kickoff for starting SHARE Circulation Forums, which will be conducted in a manner similar to SHARE Local; those meetings will be conducted four times per year, in various locations each time, to review policies and practices, workflows, and share ideas.

*Administrative Services—Traci Edwards:* Michelle has been working with schools to complete end of semester profiling tasks; Traci has entered all but about 13 of the 61 transitional members' profiles, and will be completing the remainder of the profiling before the end of June; Traci has been working on creating reports that libraries will be able to use to facilitate access to information they need; 71 libraries used LEAP during the first month of implementation; more and more libraries are starting to use LEAP; the monthly hold fill rate is up to 78% being filled within 10 days; the average hold time is 11.88 days; passwords have been changed by most staff; Traci will be sending out a reminder to library staff who have not made their change, and will be giving them a deadline for making that change; in the future, staff will be required to change their passwords once a year;

**Illinois Heartland Library System**

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*Bibliographic Services—Joan Bauer:* Joan has been participating in the Polaris Users' Group meeting this week, which was a part of the annual Innovative Users' Group meeting in Minneapolis this week; Joan was asked to provide a presentation on cataloging in a large consortium environment.

**SHARE Committee Updates & review of documents to be presented at the semi-annual meeting:**

*SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman:* they have several documents that will be presented at the SHARE Semi-Annual meeting on Monday; these documents have been posted for comment, sent back to committee, revised, and posted for comment, and are now ready to be voted on; Scott Drone-Silvers made a motion to approve presentation of the Certification Requirements for New Barcoders and Catalogers document and the SHARE Bibliographic and Cataloging Best Practices document at the SHARE semi-annual meeting, with general SHARE membership voting on the documents to take place one week later (May 27 through June 1, 2015). Diane Yeoman seconded the motion. All ayes; no nays; motion passed.

*SHARE Circulation & Resource Sharing Committee—Esther Curry:* there have been some changes in the Circulation and Resource Sharing Best Practices, and they have been posted for comment; the changes center around circulating damaged items, overriding loan rules, a form for declaring damage, and consequences for not following the policies and practices; Scott Drone-Silvers made a motion to approve presentation of the *SHARE Circulation and Resource Sharing Best Practices* document at the SHARE semi-annual meeting, with general SHARE membership voting on the documents to take place one week later (May 27 through June 1, 2015). April Becker seconded the motion. All ayes; no nays; motion passed.

*SHARE Policies & Finance/Fees Committee—Diane Yeoman:* the committee met in February and March to review the FY16 SHARE budget; after reviewing the budget, the committee is recommending that for FY16, the SHARE Basic fee be increased from \$100 per year to \$150 per year, that the fee formula for determining member fees remain the same, that the \$40 IHLS eResource fee be dropped, and that the fees and formula remain the same for FY17. Scott Drone-Silvers made a motion to approve presentation of the proposed SHARE Membership fees for FY16 and FY17 at the SHARE semi-annual meeting, with general SHARE membership voting on the fees to take place one week later (May 27 through June 1, 2015). Esther Curry seconded the motion. All ayes; no nays; motion passed.

Nominations for Executive Council & voting: Chris Dawdy reported that we have received 5 nominations for one seat open for small public libraries, 5 nominations for one seat for medium public libraries, 2 nominations for two seats for school libraries, and 2 nominations for one seat for academic libraries.

**Old Business:**

SHARE Semi-Annual Meeting, Monday, April 20, 10 am to 1 pm: The agenda for the meeting will include an IHLS update; SHARE update; reports from the Bibliographic and Cataloging Standards Committee, the Circulation and Resource Sharing Committee, the Fees/Finance/Policy Committee, and question and answers.

**New Business:** none

**Public Comment:** none

**Announcements:** the Decatur Public Library has taken the walls down to open their Local History room; Vespasian Warner is having an open house featuring a restored book that was signed by Abraham Lincoln.

**Next meeting:** to be determined at a later time

**Adjournment:** The meeting was adjourned at 3:34 on a motion made by Diane Yeoman, and seconded by Scott Drone-Silvers; all ayes; no nays; motion passed.