

SHARE Executive Council Meeting
Wednesday, June 24, 2015 at 2:00 pm

Minutes

Call meeting to order and roll call: Following issues with technical equipment, Chair Britta Krabill called the meeting to order at 2:20 pm. In attendance: Britta Krabill, Janet Cler, Anieta Trame, Scott Drone-Silvers, Bobbi Perryman, Diane Yeoman. Absent: Leigh Ann Cloud, Robert Edwards, April Becker, Esther Curry.

Also in attendance: new committee members Michael King, Susan McKinney, Annette Mills, and Chris Dawdy, SHARE Director.

Public Comment: none

Approval of Minutes for 4/16/15 and 4/20/15: The minutes were approved on a motion made by Bobbi Perryman, and seconded by Janet Cler. All ayes; no nays; motion passed.

Illinois Heartland Library System Report – IHLS staff: Chris Dawdy reported that the IHLS Finance Office is now using a new financial software that will allow staff to learn the amount of funds available and spent in any line item at any time;

SHARE Staff Update: Chris Dawdy reported that SHARE staff are continuing the work of adding transitional members to SHARE. There are 11 school libraries planning to go live on Polaris when school resumes in August.

SHARE staff are working on finalizing information so that member fee invoices can be sent to libraries at the end of July, as well as finalizing agreements for eResources for FY16.

SHARE Committee Updates:

SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman: the committee last met on May 15, 2015, finalizing details on several best practices. These have been posted for comment, and will be presented to the Executive Council soon.

SHARE Circulation & Resource Sharing Committee—Esther Curry—Esther was not available to provide a report, but Michael King reported that the committee has not met for a while. He indicated that he and Traci Edwards are working on guidelines for circ staff.

SHARE Policies & Finance/Fees Committee—Diane Yeoman: the committee met on June 5; the committee is recommending that written documentation be added to the governance document regarding the protocol for establishing policies and best practices. The following steps are recommended:

Illinois Heartland Library System

1. Member library staff will address their concerns to the chair of the appropriate committee.
2. The committee will review the concern and, if appropriate, develop a recommendation for a new SHARE policy or procedure.
3. The recommended policy or procedure will be posted on the SHARE website for member comment, for a period of no less than two weeks.
4. The committee will meet to review the comments, and make changes to the recommended policy or procedure, as appropriate.
5. The committee will recommend the proposed policy or procedure at the next SHARE Executive Council meeting.
6. Once the recommendation is approved by the Executive Council, the recommendation is considered a Best Practice, and is expected to be followed by the SHARE membership.
7. If approved by the SHARE Executive Council, the committee will present the recommended policy or procedure to the general SHARE membership at the next membership meeting.
8. One week after the membership meeting, a vote of the membership will be conducted electronically, to approve or disapprove the recommendation. Voting will take place for a period of one week. Each SHARE member library is allotted one vote per library agency. In the case of schools, *library agency* should be interpreted as *school district*.
9. Results of the vote will be announced within one week of the vote closing. If the recommended policy or procedure is approved, the policy or procedure will be in effect at that time. If it is not approved, the recommendation will return to the committee for further discussion.
10. If library staff are unsure of which committee the concern should be addressed by, please contact the SHARE Director, one of the SHARE Managers, or a member of the SHARE Executive Council.

This information will be provided to all committee chairmen, and posted on the SHARE website.

Diane presented the committee's recommendation regarding SHARE committees:

- Each committee should determine how many members will be on each committee (with a maximum of 15 members);
- committee members should participate in at least 75% of the meetings in a year;
- Finance and Policy committee will be made up of 7 members.
- The Executive Council should establish a standing committee to work with integration of eResources.
- Each committee should have six regularly scheduled meetings, with the option of canceling a meeting if there is no business to conduct (making sure OMA requirements are followed). Ideally, committees will schedule their meetings in a manner that allows for approval of recommendations by the Executive committee in a timely manner.

The recommendations were approved on a motion made by Diane Yeoman, and seconded by Scott Drone-Silvers. All ayes; no nays; motion passed. These recommendations will be provided to all

committee chairmen, and the recommendation to add the eResource committee will be presented to the SHARE membership for approval.

Old Business: none reported

New Business:

Recognition of “retiring” committee members: Britta Krabill, Janet Cler, Anieta Trame were thanked for their contributions

Recognition of new committee members: Michael King, Susan McKinney, Annette Mills, and Sonya Johnson.

Set a regular meeting schedule: Susan McKinney made a motion to set SHARE Executive Council meetings for the first Thursday of each month, at 2:30 pm. Scott Drone-Silvers seconded the motion. All ayes; no nays; motion passed. Per the governance document, the Executive Council will meet a minimum of eight times per year, with at least one of those meetings to be conducted in-person. V-tel will be used for other meetings.

Public Comment: none

Announcements: Britta Krabill, on behalf of the SHARE Executive Council, will send a letter of congratulations to Amanda McKay, Library Director at the Helen Matthes Library in Effingham, for her recent recognition as Librarian of the Year by the Illinois Library Association.

Next meeting: Thursday, September 3, at 2:30. The meeting is tentatively planned to take place at the Helen Matthes Library in Effingham. Chris Dawdy will confirm.

Adjournment: With no other business to conduct, Chair Britta Krabill adjourned the meeting at 2:49 pm.