

SHARE Executive Council Meeting

Thursday, August 4, 2016 at 2:30 pm

Illinois Heartland Library System

6725 Goshen Road

Edwardsville, Illinois 62025

618-656-3216

via Adobe Connect at <http://webjunctionillinois.adobeconnect.com/shareex/>

Or Via Conference call at (800) 444-2801, conference code 5714087

Minutes

Call meeting to order and roll call: The meeting was called to order at 2:30 pm by President Susan McKinney.

In attendance—April Becker, Esther Curry, Scott Drone-Silvers, Rick Meyer, Sonya Johnson, Susan McKinney, Annette Mills, Jill Pifer, Spencer Brayton

Absent-- Bobbi Perryman, Michael King, Shelly Varvil

Also in attendance—Chris Dawdy, Edie Elliott

Public Comment: none

Approval of minutes for 7/21/16: The minutes of the 7/21/16 meeting were approved on a motion made by April Becker, and seconded by Scott Drone-Silvers. All ayes; no nays; motion passed.

Illinois Heartland Library System Report—Chris Dawdy--the auditors are on-site in Edwardsville, reviewing FY16; while IHLS has not yet received approval on the proposed FY17 System and Area Per Capita grant, we are continuing to operate on the FY15 budget; activity that was a result of the changes made in delivery on July 1 seem to be falling into place;

SHARE Staff Update

- SHARE Director--Chris Dawdy—all SHARE member invoices were mailed the last week in July, and we have gotten very few questions about them; have 108 letters regarding joining SHARE ready to mail to all of the school and public libraries in the counties that border IHLS to the north; the letters will be mailed mid-August, to coincide with the new and improved SHARE website going live; will be introducing a new electronic meeting program later today;
- Administrative Services—Chris Dawdy—continuing to work on adding new members to SHARE, and to dealing with the problems created by the upgrades that occurred early in July; preparing documents and information for schools that are returning soon;

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- Bibliographic Services—Edie Elliott—working with transitional libraries that are barcoding their collections; have scheduled barcoding classes in the next month; catalogers' training is next week; CMC is receiving items from both IHLS and RAILS; CMC is working on items for libraries for the digital imaging grant;

SHARE Committee Updates

- Bibliographic Services & Cataloging Standards—Edie Elliott—last meeting was July 15; working on some small revisions to policies and procedures; working toward implementing RDA in 2018, and developing training for RDA; have started working with the eResources Committee on what needs to be included in bib records for electronic resources included in the bibliographic database;
- Circulation & Resource Sharing—Esther Curry—still chair since there was no quorum at the last meeting in June; next meeting is next week; will be discussing, again, what set of rules fines should follow; in the process of fine-tuning procedures to follow circulation and resource sharing policies;
- Fee/Finance/Policy Committee—Jill Pifer—the last meeting was July 20; in an effort to determine whether budget cuts can be made in personnel, SHARE staff was asked to make a survey for members that will allow member library staff to identify their priorities regarding what services SHARE staff should be providing; made the decision to maintain the proposed FY17 fee schedule, with no increases, and to absorb an additional expenditures by not transferring as much money as scheduled to the reserve fund, if necessary; approved the proposed Termination of SHARE Membership policy; determined that developing a SHARE conflict resolution policy was not necessary at this time;
- eResource Committee—Scott Drone-Silvers—committee met at the end of July; will be getting information about Polaris federated searching; decided as a committee to change meetings to every other month, instead of monthly, unless a special meeting is needed; Scott has started interacting with the Bibliographic and Cataloging Standards committee regarding information that should be contained in bibliographic records for eResources; he will be meeting with the Circulation and Resource Sharing committee in the future;

Old Business

- other--none

New Business

- SHARE members dropping membership policy—Esther Curry made a motion to change “will” to “may” in the last sentence of the proposed policy, so that it will read *If the withdrawing library is not exporting their records to another platform, the library may be charged for the SHARE staff time required to clean-up the database.* Scott Drone-Silvers seconded the motion. All ayes; no nays; motion passed.

Scott Drone-Silvers made a motion to approve the proposed *Termination of SHARE Membership* policy, as changed above. Esther Curry seconded the motion. All ayes; no nays; motion passed.

This policy will be presented for a vote of the SHARE Membership at the next Annual Membership meeting.

- Filling vacant seats on the Executive Council—no new information
- Other--none

Public Comment: none

Announcements: none

Next meeting: Thursday, September 1, 2016, at 2:30

Adjournment: The meeting adjourned at 3:18 on a motion made by Scott Drone-Silvers, and seconded by April Becker. All ayes; no nays; motion passed.