

## **SHARE Executive Council Meeting**

Monday, September 22, 2014 at 3:00pm

Via Videoconference at:

Office Location: DuQuoin 500 S Madison, Du Quoin, IL 62832 (618)985-3711

Office Location: Champaign Office 1704 W. Interstate Drive, Champaign, IL 61822 (217) 352-0047

Office Location: Edwardsville Office 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Via Conference call at 800-444-2801, conference code 3892694

1. Call meeting to order and roll call by Britta Krabill.
2. Britta Krabill, Anieta Trame, Bobbi Perryman, Esther Curry, Scott Drone-Silvers, April Becker, Janet Cler, Diane Yeoman
3. Absent: Tamela Smith, Robert Edwards
4. Other: Leslie Bednar, Traci Edwards, Michelle Ralston, Joan Bauer, Chris Dawdy
5. Public Comment
6. Approval of Minutes – Motion to approve minutes – passed.
7. Illinois Heartland Library System Report--Ellen Popit – has been on the road promoting the Dream Grant with Chris Dawdy. Site visits have been beneficial. IHLS hosted library discussions concerning new system standards. Standards now go to Committee on Rule. Standards place importance on resource sharing and joining the LLSAPS. Staff changes: Bob Towner retired, Chris Janvrin is the lead delivery at the Champaign office. Hillary Greer is IT at the Champaign office. Peggy Durst is retiring as Executive Secretary. IHLS Member day is October 20 in Effingham at the Knights of Columbus Hall.
8. SHARE Staff Update
  - a. Administrative Services--Traci Edwards – collection and shelf locations have been limited to what the library uses. Zip code issues is being cleaned up, but will be an on-going clean up job. Michelle turned holds back on for schools and there are new reports for schools to print overdues and fines. On September 9 a new holds routing table was loaded due to the changes in delivery routes. 77.6 % of holds filled within 10 days. Enhancement list was sent out today, please make sure to vote. Bills are ready to be sent out as soon as the State Library gives approval that IPLAR numbers are correct. Traci ran the “in-transit” has continue to go down, each time she puts out a reminder to member libraries.

Discussion concerning the Enhancement list. It will be sent out entire membership for vote.
  - b. Bibliographic Services--Joan Bauer – Edie and Shelley are doing training – Monograph Cataloging class has been the new addition. Searching/Matching Class is scheduled to be somewhere in the IHLS service area once a month – in Effingham and Rochester in the October. Cataloging Center back to cataloging quite of few books. I’ve been

### **Illinois Heartland Library System**

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meeting with new libraries as they are coming on – currently working with 22 new libraries, with Johnston City Public Library going live on October 15.

- c. Information Technology Services--Michelle Ralston – vendor discussions for the Dream Grant. Updating internal outage document, so all IHLS staff know what is going on. Traci and Michelle will check with Troy about to handle IT report in the future. Michelle will be working on a letter to go out explaining PAC customization.
- d. Staff Services--Chris Dawdy – We now have 51 transitional members. Last of the large equipment order for grant was sent in, which included extra receipt printers and scanners. SHARE Chat has been changed again, to once a week on Wednesday at 2pm. Bayscan will honor prices offered during the Dream Grant to SHARE members, and Chris will send out information about this.

#### 9. SHARE Committee Updates

- a. SHARE Bibliographic Services & Cataloging Standards Committee--Bobbi Perryman – met on Sept 19, and have proposed policies for membership day. 2 documents on the website (Best Practices in Cataloging and the Bibliographic and Cataloging Standards Policy manual, have been merged into one, with proposed policies in RED.
- b. SHARE Circulation & Resource Sharing Committee--Esther Curry – working on additions to Policy manual. This will also be one combine document – with proposed in a different color. Discussion on damaged item policy has been interesting. Next meeting is phone conference on September 29 at 2pm. She has received much discussion/feedback from member libraries, and will be having meeting with Susan Palmer, IHLS Delivery Manager concerning delivery issues. Since libraries are changing due dates and overriding renewals – language from ILLINET loan code will be incorporated into SHARE document. These changes will be presented at the membership meeting. Suggestion was made to send a notice to the SHARE directors to talk with their staff concerning due dates. Question concerning when to run reports and why was asked, and Traci is trying to write some procedures for what reports to run and how often.
- c. SHARE Policies & Finance/Fees Committee--Diane Yeoman – Bills are ready to go out. Will be working to have another meeting in a couple of weeks.
- d. Ad Hoc Committee on E-Resources in Polaris – Robert Edwards – no report
- e. Ad Hoc Committee on Communications—Scott Drone Silvers – recommended, that since many of the issues that the committee was to handle seem to have been worked out, to disband the committee with the option to reinstate if issues re-emerge. Discussion was had on the pros and cons. Motion to suspend Ad hoc Communication, and only meet if and when needed was made by April Becker and seconded by Bobbi Perryman. Motion passed.

#### 10. Old Business - none

#### 11. New Business

- a. Election of Vice President/President Elect and other Officers – Bobbi Perryman nominated as VP/President Elect. Roll call vote was taken and she was elected. Secretary – April Becker nominated as Secretary, and elected with roll call vote.
- b. SHARE Membership meeting – Scott Drone-Silvers made a motion to have the Semi-annual SHARE membership meeting on October 20 in Effingham Knights of Columbus Hall, from 2-3pm. Esther Curry seconded the motion. Motion passed. Agenda will

include Introduction to SHARE Executive Council, SHARE staff update, Committee updates.

- c. SHARE Director – Britta discussed the job description for SHARE Director. Leslie Bednar explained that this is internal position. Britta Krabill, Bobbi Perryman and Diane Yeoman will be part of the interview. Leslie will check on salary. Salary is paid for out of current SHARE budget, and grant money unused. Questions was asked how this will increase fees to membership in the future. Leslie indicated not more than anything else that might increase fees.

- d. Other - none

12. Public Comment - none

13. Announcements - none

14. Next Meeting - November 10 at 3pm via v-tel. (to include Decatur Public Library and State Library besides the three offices)

15. Adjournment – motion to adjourn was made by Scott Drone-Silvers and seconded by Anieta Trame. Motion passed. Meeting adjourned at 4:30pm.