

**SHARE Executive Council Meeting**

Thursday, January 5, 2017 at 2:30 pm

Illinois Heartland Library System

6725 Goshen Road

Edwardsville, Illinois 62025

618-656-3216

via Zoom at <https://zoom.us/j/927357144>

**Minutes**

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

In attendance: April Becker, Scott Drone-Silvers, Sonya Johnson, Michael King, Susan McKinney, Annette Mills, Bobbi Perryman, Shelly Varvil, Spencer Brayton

Absent: Diana Donahoo, Rick Meyer, Jill Pifer

Also in attendance: Chris Dawdy, Traci Edwards, Ellen Popit

**Public Comment:** none

**Approval of minutes for 11/3/16:** The minutes were approved on a motion made by Scott Drone-Silvers and seconded by Bobbi Perryman; all ayes; no nays; motion passed.

**Illinois Heartland Library System Report:** Annual certification opened on the Illinois State Library website on Tuesday, and closes on March 31; upcoming events include the ILA Legislative meet-ups in February and March; the second annual Youth Services institute in Springfield will be on March 10 and 11; the Reaching Forward South Conference will be at EIU on April 7; the IHLS nominating committee is open for suggestions to fill five seats that will be vacant on the IHLS board of directors in July; no news on a state budget;

**SHARE Staff Update:** staff are diligently working on preparing online training classes that will be posted on the SHARE website; member library staff will need to use their Polaris username and password to log into the training; this new training section of the website will be up and running by mid- January; staff are working on member fees for FY18 for each library, with the goal of sending the annual memorandum of understanding to members after the membership vote to determine fees for FY18; staff are also working on a return on investment document for each library that will be mailed with the annual memorandum of understanding;

**SHARE Committee Updates**

- Bibliographic Services & Cataloging Standards—met on November 18; have made some changes to some procedures; and will be presenting these at the SHARE semi-annual meeting next week;
- Circulation & Resource Sharing—last meeting on December 8; after many phone calls, Traci Edwards developed a list of libraries that will extend checkouts of dvd's for ILL patrons from 3 days to 7 days, and the list is posted on the SHARE website; the four fine rate options available

*Illinois Heartland Library System*

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on Polaris will be presented for review again at the semi-annual meeting, with voting to take place the week following the meeting; following the vote, the option chosen will be maintained for a period of at least two years; the committee is considering required classes for circulation and resource sharing staff;

- Fee/Finance/Policy Committee—the committee last met on December 15; approved proposed FY2018 SHARE fees, and the proposed SHARE Member Termination policy & fees, and these are now presented to the Executive Council for approval.

April Becker made a motion to approve a 5% increase in SHARE basic fees, using the same formula to determine fees that has been used in the past. There will be no change to the SHARE member fee of \$150 per agency. Scott Drone-Silvers seconded the motion. Roll call vote: April Becker—yes; Scott Drone-Silvers—yes; Sonya Johnson—yes; Michael King—yes; Susan McKinney—yes; Annette Mills—yes; Bobbi Perryman—yes; Shelly Varvil—yes; Spencer Brayton—yes; Motion passed. This proposal will be presented to the SHARE Membership for approval at the Semi-annual meeting on January 11, 2017.

Scott Drone-Silvers made a motion to approve the proposed SHARE Member Termination policy & fees; Bobbi Perryman seconded the motion. Roll call vote: April Becker—yes; Scott Drone-Silvers—yes; Sonya Johnson—yes; Michael King—yes; Susan McKinney—yes; Annette Mills—yes; Bobbi Perryman—yes; Shelly Varvil—yes; Spencer Brayton—yes; Motion passed. This proposal will be presented to the SHARE Membership for approval at the Semi-annual meeting on January 11, 2017.

- eResource Committee—last meeting at the end of November; have reviewed the federated search functionality that is a part of Polaris;

#### **Old Business**

- SHARE Semi-Annual meeting agenda—to include committee reports, with explanations of proposed changes to policy; staff reports; and discussion about the Executive Council seats that will be open in July;  
We will be using Zoom webinar to conduct the semi-annual meeting. All Executive Council members and the SHARE director and managers will have video and mic permissions; other SHARE and IT staff will monitor participants to allow them microphone rights when they want to ask a question;
- Other--none

#### **New Business**

- Other--none

**Public Comment**--none

**Announcements**--none

**Next meeting**-- Thursday, March 2, 2017 at 2:30 via Zoom

**Adjournment**—the meeting adjourned 3:14 on a motion made by Shelly Varvil, and seconded by Scott Drone-Silvers; all ayes; no nays; meeting adjourned.