

SHARE Executive Council Meeting

Thursday, October 1, 2015 at 2:30 pm
Illinois Heartland Library System
500 South Madison, DuQuoin, Illinois 62832
618/985-3711

In person, or
Via Skype for Business, or
Via Conference call at (800) 444-2801, conference code 3892694

Call meeting to order and roll call: Meeting was called to order at 2:33 by Vice President Susan McKinney.

In attendance: April Becker, Esther Curry, Scott Drone-Silvers, Robert Edwards, Sonya Johnson, Michael King, Susan McKinney, Annette Mills, Bobbi Perryman (joined late), and Diane Yeoman.

Also in attendance: Michelle Varvil; Traci Edwards, SHARE Administration Manager; Joan Bauer, SHARE Bibliographic Services Manager; and Ellen Popit, IHLS Membership Director

Public Comment: none

Approval of 9/3/15 Minutes: The minutes of the September 3, 2015 meeting were approved, as written, on a motion made by Scott Drone-Silvers, and seconded by Esther Curry.

Illinois Heartland Library System Report – Ellen Popit: Illinois Heartland Library System submitted their annual report on September 30. A draft version had been submitted to the IHLS Board at the September meeting. The final version will be posted on the IHLS website soon. Report from the Long Range Plan will be submitted to the IHLS Board at the October meeting. IHLS Member Day is October 9 at St. Anthony Grade School in Effingham. Library State of Mind Conference will be October 22 -24, 2015 in Peoria. Ellen wishes more IHLS members were involved in ILEAD. There is no state budget yet, which lead to discussion on per capita grant. Ellen encouraged all to fill out the grant applications.

SHARE Staff Update

SHARE Director—Chris Dawdy: none

Administrative Services—Traci Edwards: All new libraries have been added to the administration part of Polaris, including PAC display, pickup locations, and reports. Holds routing table has been updated to include all the new libraries also. Tweaks were made and part of loading was automated, with help from IHLS IT department.

Illinois Heartland Library System

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Traci has been working on permissions to limit who sees Scott Air Force Base's patrons and whose patrons Scott Air Force Base views on the staff side. She was able to limit and this could apply to other libraries. However, there is no way to limit using a valid registered patron card at self-checkout machines. Traci has also been working on Delivery reports for libraries that receive limited delivery in order to increase efficiency. She will be sending out the enhancement vote within the next few weeks.

Bibliographic Services—Joan Bauer: Training continues, with all hubs having Searching/Matching and Barcoding training during September. Serials training and Reports training is coming. Joan is working with new libraries joining SHARE and several school libraries that recently joined SHARE. \$3 Bib Option has been well received.

SHARE Committee Updates

- a. **SHARE Bibliographic Services & Cataloging Standards Committee—Bobbi Perryman:** Committee met in September and have decided to meet bimonthly instead of monthly, with the next meeting on third Friday in November. Best Practices will be submitted to the SHARE membership for vote.
- b. **SHARE Circulation & Resource Sharing Committee—Esther Curry:** Committee will also be meeting bimonthly with next meeting October 15. Draft policies will be presented to the SHARE membership for vote. A survey was sent to the member libraries concerning fines and how they are calculated. Only 114 have responded. Illinois State Library staff has highly encouraged that the SHARE policies state in detail where the different type of library cards can be used. For example, public library cards accepted at public libraries but a school library card is not accepted at a public library. Committee will work on this.
- c. **SHARE Policies & Finance/Fees Committee—Diane Yeoman:** Committee met the third Thursday of September to discuss changes to the SHARE Governance Document, including the addition of the eResource Committee. Diane moved to accept the changes to the document as presented, with Esther Curry seconded the motion. All ayes, no nays. Motion passed.

Old Business: Agenda for October 9 Semi-Annual Meeting: Bobbi Perryman asked if anything further needed to be added to the Agenda for the Member meeting. Hearing none, the agenda will be posted.

New Business: Scott Drone-Silvers made a motion to approved member to Michelle Varvil to replace Anieta Trame. Motion was seconded by Susan McKinney. All ayes, no nays. Motion passed.

Public Comment: none

Announcements:

Next meeting: Thursday, November 5, 2015

Adjournment: Meeting adjourned at 3:25 on a motion made by Scott Drone-Silvers and seconded by April Becker.