SHARE Executive Council Meeting
Thursday, May 4, 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/724769668

Minutes

Call meeting to order and roll call: The meeting was called to order at 2:32 by chair Susan McKinney.
In attendance: April Becker, Spencer Brayton, Scott Drone-Silvers, Sonya Johnson, Susan McKinney, Rick Meyer (2:58), Annette Mills, Bobbi Perryman, Paula Tretter, Shelly Varvil
Absent: Diana Donahoo, Jill Pifer
Also in attendance: Leslie Bednar, Chris Dawdy, Traci Edwards, Joan Bauer

Public Comment: none

Approval of minutes for 3/2/17: the minutes were approved as written on a motion made by Scott Drone-Silvers, and seconded by April Becker. All ayes; no nays; motion passed.

Illinois Heartland Library System Report: Leslie Bednar reported that IHLS has received only a portion of the System Area and Per Capita grants for this fiscal year, and those funds came from LSTA funds; staff are working on the System Area and Per Capita grant application for FY2018; there are two IHLS board meetings scheduled for May; one will be to review the Plan of Service and the budget, and the second will be a regular board meeting.

SHARE Staff Update: Chris Dawdy reported that the Polaris upgrade in April went very smoothly; the problems with the ScrewDriver software and printers has declined significantly, and we need to thank Brandon Chapman for his patience and perseverance in working through those problems; since the last Executive Council meeting, Tilden Public Library, Mt. Olive Schools, and Ramsey Public Library have signed agreements to join SHARE; Ellen Popit and Chris Dawdy continue to meet with public libraries that fit the criteria for the Wal-Mart grant; staff are working on finalizing the FY18 SHARE budget as a part of the System Area and Per Capita grant application; Chris Dawdy reported that she will be retiring at the end of the summer, and her last day will be September 1; Leslie Bednar reported that the IHLS Board will be notified of the upcoming vacancy in the SHARE Director position at their meeting in May; the position will be posted in June; interviews will be held in July; and the new SHARE Director will spend at least two weeks working with the retiring director to ensure a smooth transition. She also stated that this is an ideal time to make appropriate changes in the job description for SHARE director, as well as changes in the organizational structure of the SHARE staff, so that any ideas or suggestions should be submitted to her; Leslie also stated that the job posting will be both internal and external.

SHARE Committee Updates

- Bibliographic Services & Cataloging Standards—Bobbi Perryman reported that the committee has not met since January, because of the RDA training; the next meeting will be May 19; RDA continues to be their primary subject for discussion, since cataloging practices and standards will change from AACR2 to RDA, effective July 1; Bobbi has reached the end of her term limit, and a new chair of the committee will be elected at the next meeting;
- Circulation & Resource Sharing—Paula Tretter reported that the last meeting was April 13; at that meeting, Michael King stepped down as chair, as he is no longer working at the O'Fallon Public Library, and Paula Tretter was elected as interim chair, until the next committee meeting in June, when a chair will be elected; Robert Edwards was elected as the vice chair; the list of libraries that will allow a borrowing library to extend loan periods for organized book clubs, homebound services, or curriculum support services without having to contact them prior to checkout has continued to grow; there have been about eight ILL Violations reported since that form was added to the SHARE website; following the upgrade, some libraries are starting to use eReceipts at patron checkout;
- Fee/Finance/Policy Committee—Chris Dawdy reported that at their last meeting, the committee approved changing the definition of SHARE Full Members to *an IHLS full member library that pays fees that allow for access to at least the basic modules including circulation, cataloging, reports, serials, OPAC, and inventory of the SHARE automation software. SHARE full members are granted voting privileges, the number of which is determined by the number of member fees paid (1 member fee = 1 vote).* Further, a voting procedure will be added to the SHARE Operations Guidelines: *To determine a quorum for electronic voting, each library that pays a member fee is allotted one vote.* The consensus of the committee was to table additional discussion and voting on this issue until the next meeting.
- eResource Committee—Scott Drone-Silvers reported that the committee last met in March, and will meet next at the end of May; his first term as chair is over at the end of June, but he is willing to continue to a second term, if no one else of the committee is interested in assuming that role;

Old Business:

- other—the open seats on the Executive Council include Small Public Library Representative, two school library representatives, one academic library representative; each of the members filling these positions are eligible—and willing—to serve a second term; after announcements about the openings in the SHARE newsletter and at the Membership meeting in April, no one else has volunteered to fill those positons; the seats for Bibliographic & Cataloging Standards, eResources, and Circulation & Resource Sharing committee chairmen will be elected by the committees;

New Business:

- other—Susan McKinney will open the next SHARE Executive Council meeting, followed by approval of April Becker, who is currently the vice-chair of the committee, as committee chair, and then the election of a new vice-chair.

Public Comment: none

Announcements: none

Next meeting: Thursday, July 6, 2017 at 2:30

Adjournment: The meeting adjourned at 3:02 on a motion made by Shelly Varvil, and seconded by Annette Mills; all ayes; no nays; meeting adjourned.