SHARE Policy and Fees Committee
Meeting Minutes
Monday, March 23, 2015

Call to Order: Chair Diane Yeoman called the meeting to order at 10:16 am.

In attendance: Diane Yeoman, Miranda Shake, Esther Curry, Jill Pifer; Leslie Bednar, IHLS Executive Director; Adrienne Elam, IHLS CFO; Chris Dawdy, SHARE Director; Joan Bauer, SHARE Manager for Bib Services; Traci Edwards, SHARE Manager for Administrative Services; Rhonda Johnisee, AP Coordinator

Approval of minutes: Miranda Shake made a motion to approve the minutes from the February 25, 2015 meeting. Esther Curry seconded the motion. All ayes; no nays; motion carried.

SHARE Financial Statement review:

FY15 expenditures: Adrienne Elam reviewed the current year expenditures to date; Chris Dawdy reviewed proposed salaries for SHARE staff for FY16;

FY16 budget: reviewed the proposed tentative budget. The proposed SHARE FY16 budget will be presented to the SHARE membership, for information purposes, at the semi-annual meeting on April 20, 2015.

FY16 Fees: Esther Curry made a motion to increase the SHARE basic membership fee by $50 for FY16, with no increase for FY17, and no changes in the fee formula. Jill Pifer seconded the motion; all ayes; no nays; motion passed.

Jill Pifer made a motion to drop the $40 IHLS fee for processing eResources for member libraries. Esther Curry seconded the motion. All ayes; no nays; motion passed.

Joan Bauer provided a proposal to add another level of service for providing cataloging services for member libraries. Cataloging libraries will continue to pay no bibliographic services fees. Barcoding A libraries will continue to pay 14% of their materials budget to have all of their cataloging completed by SHARE cataloging staff. Barcoding B libraries will continue to pay $10 per item for original and copy cataloging completed by SHARE cataloging staff. We are proposing to add an additional service, which will be known as "OCLC Number Option for Cataloging in SHARE", at the rate of $3.00 per item.

Esther Curry made a motion to add the cataloging option of $3.00 for system staff to import OCLC records based on OCLC number and accompanying information provided by member libraries. Miranda Shake seconded the motion. All ayes; no nays; motion carried.

Each of these proposals will be presented at the April 20, 2015, SHARE semi-annual meeting, with membership voting on each to be completed the following week.

Nominations: Discussed the process for obtaining nominations for the Executive Council.

Email will be sent to all SHARE member library directors on April 13, requesting nominations the SHARE Executive Council. Nominations for the Executive Council should be submitted electronically by 5 pm on April 24, 2015. The Fee/Finance/Policy committee will meet April 28 at 10 am, using Adobe Connect, to review the nominations, and prepare a ballot. Ballots for voting will be sent on May 4, with voting to take place through May 15. The announcement of results will be made May 18, 2015.

Committee structure: discussed the need to add guidelines to the governing document for adding members to SHARE committees; for adding best practices and policies to the SHARE governing documents; these items will be added to the agenda for the next Fee/Finance/Policy committee meeting.

Public Comment: none

Announcements: none

Next meeting: April 28, 2015 to review nominations; June 3, 2015 to work on new policies.

Adjournment: Esther Curry made a motion to adjourn, and Jill Pifer seconded the motion. All ayes; no nays; motion passed. Meeting adjourned at 1:00 pm.