

SHARE Policy and Fees Committee

Meeting

June 5, 2015

Minutes

**Call meeting to order and roll call:** The meeting was called to order by chair Diane Yeoman. In attendance: Diane Yeoman, Esther Curry, Jill Pifer, Miranda Shake. Also in attendance: Traci Edwards, SHARE Manager for Administrative Services; Chris Dawdy, SHARE Director

**Approval of minutes:** The minutes of the April 28 meeting were approved on a motion made by Jill Pifer, and seconded by Esther Curry. three ayes; no nays; one abstention; Motion passed.

**Protocol for collecting unpaid SHARE fees:** Since the last Policy and Fees Committee where this was discussed, explained the new practices in place for collecting fees by the IHLS Finance office, with assistance from SHARE staff. For members paying fees annually, members will receive an invoice late in July for FY16. If those fees are not paid in a timely fashion (after October), reminder invoices will be sent by the Finance staff. For those libraries planning to pay their fees on a quarterly basis, the Finance staff will send quarterly invoices. Likewise, for those few libraries that plan to pay their fees on a monthly basis, the Finance staff will send monthly invoices.

The consensus of the committee was that no other plan of action needs to be developed at this time.

**Protocol for establishing policies and best practices:** While each of the committees have been following an unwritten practice since the merger committee started their work several years ago, the Finance and Policy committee is recommending that the following steps be established as the procedure for establishing policies for SHARE:

1. Member library staff will address their concerns to the chair of the appropriate committee.
2. The committee will review the concern and, if appropriate, develop a recommendation for a new SHARE policy or procedure.
3. The recommended policy or procedure will be posted on the SHARE website for member comment, for a period of no less than two weeks.
4. The committee will meet to review the comments, and make changes to the recommended policy or procedure, as appropriate.
5. The committee will recommend the proposed policy or procedure at the next SHARE Executive Council meeting.
6. Once the recommendation is approved by the Executive Council, the recommendation is considered a Best Practice, and is expected to be followed by the SHARE membership.

*Illinois Heartland Library System*

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7. If approved by the SHARE Executive Council, the committee will present the recommended policy or procedure to the general SHARE membership at the next membership meeting.
8. One week after the membership meeting, a vote of the membership will be conducted electronically, to approve or disapprove the recommendation. Voting will take place for a period of one week. Each SHARE member library is allotted one vote per library agency. In the case of schools, *library agency* should be interpreted as *school district*.
9. Results of the vote will be announced within one week of the vote closing. If the recommended policy or procedure is approved, the policy or procedure will be in effect at that time. If it is not approved, the recommendation will return to the committee for further discussion.
10. If library staff are unsure of which committee the concern should be addressed by, please contact the SHARE Director, one of the SHARE Managers, or a member of the SHARE Executive Council.

Esther Curry made a motion to present this proposed policy to the Executive Council at their next meeting. Miranda Shake seconded the motion. All ayes; no nays; motion passed.

**Protocol for adding members to SHARE committees:**

With the exception of the SHARE Executive Council, at their next regularly scheduled meeting, each committee will be asked to determine how many members should serve on that committee, with a maximum of 15 members. This number does not include IHLS and SHARE staff members, who will function as ex officio members of each committee. Each committee will be asked to present the requested information to the Finance and Policy committee for approval.

Appropriate SHARE staff will participate in all committee meetings, in an ex officio capacity, and will be responsible for recording minutes of the meeting. SHARE staff will also assist with scheduling meetings, and completing required postings.

Committee members will be required to participate in at least 75% of the committee meetings during a year's time. If the member is unable to do so, that member will be asked to resign.

The Finance and Policy Committee will consist of seven members, with the SHARE Director and Managers attending, as appropriate, in an ex officio capacity.

Effective July 1, the committees are:

- Executive Council: April Becker, Susan McKinney, Michael King, Esther Curry, Scott Drone-Silvers, Robert Edwards, Annette Mills, Bobbi Perryman, Anieta Trame, Diane Yeoman, Sonya Johnson; Ex Officio members: Chris Dawdy, Joan Bauer, Traci Edwards
- Bibliographic & Cataloging Standards: Bobbi Perryman, chair, Gwen Bumpers, Carolyn Clark, Lauren Erwin, Pat Burg, Jacob Pahde, Barbara Rhodes, Dianne Garrett, Carol Robinett, Sandy West; Ex Officio members: Chris Dawdy, Joan Bauer, Edie Elliott, Shelley Stone, Cheri Schuler-Faust, Vince Andrzejewski, Nick Bennyhoff, Robert Brady, David Lottes, Liz Perkins, Steve Johnson, Pamela Thomas, Ian Anderson

- Policy & Finance: Diane Yeoman, chair; Esther Curry, Jill Pifer, Miranda Shake; Ex Officio members: Chris Dawdy, Joan Bauer, Traci Edwards
- Circulation & Resource Sharing: Esther Curry, chair, Rachel Beilby, Janet Cler, Mary Cordes, Robert Edwards, Virginia Erickson, Michael King, Susan McKinney, Felicia Murray, Jennifer Slack, Paula Tretter, Sandy West, Diane Yeoman; Ex Officio members: Chris Dawdy, Traci Edwards, Sue Pearson, Joe DeVillez, Lesley Zavediuk

**Proposal for adding a standing committee on eResources:**

Chris Dawdy proposed that a new standing committee be formed—as opposed to an ad hoc committee—for the purpose of developing policies and procedures for integration of eResources (such as the 3M Cloud, OverDrive, Zinio) with Polaris, to establish policy and procedures for SHARE-sponsored eResource consortia (such as the 3M Cloud and Zinio), and to assist in development of relationships with current and future eResource vendors. The committee should include member library, SHARE, and IHLS staff with expertise in technology, eResources, cataloging, circulation and resource sharing, and marketing of resources. The committee should include a minimum of seven members from library staff, with SHARE and IHLS staff functioning in an Ex Officio capacity.

Jill Pifer made a motion to present the recommendation to the Executive Council for approval. Miranda Shake seconded the motion. All ayes; no nays; motion passed.

**Regular meeting schedules for committees:**

Each committee will have six regularly scheduled meetings per year, though they may choose to cancel the meeting if there are no issues to take action on. Ideally, these meetings will be coordinated with the meeting schedule for the Executive Council, to allow for action to be taken on items discussed in a timely fashion.

Esther Curry made a motion to present the recommendation to the Executive Council for approval. Jill Pifer seconded the motion. All ayes; no nays; motion passed.

**Public Comment:** none

**Announcements:** CE Brehm has purchased a new building that will house their genealogy collection, as well as their public access computers.

**Next meeting:** none scheduled

**Adjournment:** The meeting was adjourned at 12:37, on a motion made by Jill Pifer, and seconded by Miranda Shake.