

## SHARE Fees/Finance/Policy Committee Meeting

Wednesday, July 20, 2016 at 10 am

Effingham Public Library

200 North Third Street

Effingham, Illinois 62401

### Minutes

**Call meeting to order and roll call:** The meeting was called to order at 10:30 by Chair Jill Pifer; In attendance—Diane Yeoman, Esther Curry, Miranda Shake, Janet Cler, Amy Byers, Anita Driver, Jill Pifer

Absent--none

Also in attendance—Joan Bauer, Traci Edwards, Adrienne Elam, Leslie Bednar, Rhonda Johnisee, Chris Dawdy, Sandy West

Jill Pifer requested that Diane Yeoman chair this meeting, since Jill is participating by conference call.

**Approval of April 20, 2016 minutes**—The minutes of the April 20, 2016 meeting were approved on a motion made by Jill Pifer, and seconded by Esther Curry. All ayes; no nays; motion passed.

### Old Business

- Review of current budget status—have not gotten approval or any information from the Illinois State Library regarding the FY17 budget; Adrienne Elam reported on: the end of year expenditures for FY16; the revised budget for FY16; IHLS facilities costs, the audit, and administrative costs, none of which SHARE is charged for; the FY17 SHARE Operating Budget, as presented to the Illinois State Library for the FY17 System Area and Per Capita grant; and the revised FY17 proposed optimized budget, with changes that are a result of two SHARE staff members leaving the department (one resignation, and one moving to a new position);  
In an effort to determine ways to reduce costs for SHARE, and keep member fees as low as possible, the consensus of the committee is that a survey will be developed to obtain member libraries' opinions about what services SHARE should be providing. Chris Dawdy will work on that survey, to be presented at the next committee meeting.
- FY17 & FY18 SHARE Member fees—member fees will be mailed to all libraries early next week. Janet Cler made a motion to maintain the proposed FY17 member fee schedule, with no increases, and to absorb any additional expenditures by not transferring as

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much money as scheduled to the reserve fund, if necessary. Miranda Shake seconded the motion. All ayes; no nays; motion passed.

Discussion of FY18 fees will be tabled until after completion of the proposed survey.

- Information on process to become an independent not-for-profit organization—the consensus of the committee was that a timeline of what would need to occur (and when) to become an independent not-for-profit organization should be developed; Chris Dawdy will develop the timeline to be presented at the next committee meeting; no other action taken at this time;
- SHARE members dropping membership procedures—Anita Driver made a motion to approve the proposed Termination of SHARE Membership policy. Janet Cler seconded the motion. All ayes; no nays; motion passed. The policy will be presented to the Executive Council, and then the SHARE membership.
- Other--none

#### **New Business**

- Policy on conflict resolution—Chris Dawdy reported that several libraries have asked about a conflict resolution policy for SHARE. Since the Bibliographic and Cataloging Standards committee, the Circulation & Resource Sharing committee, IHLS, and the ILLINET Code all contain documents regarding conflict resolution, the consensus of the committee is that no other policy needs to be developed at this time.
- Other--none

**Public Comment**--none

**Announcements**--none

**Next meeting**—Thursday, September 8, 2016, at 10 am via electronic means

**Adjournment**—The meeting adjourned at 12:13 pm, on a motion made by Miranda Shake, and seconded by Janet Cler. All ayes, no nays, motion passed.