

SHARE Finance/Policy Committee

Meeting

Thursday, September 8, 2016 at 10 am

Illinois Heartland Library System

6725 Goshen Road

Edwardsville, Illinois 62025

Minutes

Call meeting to order and roll call: The meeting was called to order at 10:03 am by Chair Jill Pifer.

In attendance—Amy Byers, Janet Cler, Esther Curry, Anita Driver, Jill Pifer, Miranda Shake, Diane Yeoman

Absent—none

Also in attendance—Chris Dawdy, Colleen Dettenmeier, Traci Edwards, Adrienne Elam

Approval of July 20, 2016 minutes: The minutes were approved on a motion made by Esther Curry, and seconded by Miranda Shake. All ayes; no nays; motion passed.

Old Business

- Review of current budget status—do not know status of general fund for 2016/2017; did receive award letters for special revenue funds (such as CMC) yesterday; Adrienne Elam reported on SHARE's current financial status;
- Information on process to become an independent not-for-profit organization—Chris Dawdy provided a document that lists the steps that would need to be taken; no action taken or needed at this time;
- SHARE membership survey—Chris Dawdy presented two different surveys; one listed all of the tasks SHARE staff perform with the request that member libraries indicate which are the most important to them; the second is more of a membership satisfaction survey, asking members to indicate their satisfaction with various components of SHARE. The consensus of the committee was that a couple of changes be made to the survey, then sent to the committee members for editing. If no other changes are recommended, the survey will be sent to all SHARE member libraries, to be completed by any or all library staff. The survey will be sent to member library staff by September 15, allowing for responses until September 30.
- Other--none

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New Business

- SHARE Reserve Fund—Adrienne Elam, CFO, is recommending that \$142,500.00 be transferred to the reserve fund at this time; this contribution is from the FY2015/2016 membership fees; Janet Cler made a motion to transfer the funds; Diane Yeoman seconded the motion; Roll call vote: Ayes—Amy Beyers, Janet Cler, Esther Curry, Anita Driver, Jill Pifer, Miranda Shake, Diane Yeoman; Nays—none; motion passed.
- SHARE Membership Termination policy—after some discussion, the consensus of the committee is that SHARE staff will edit the document and present changes made at the next committee meeting. Editing will include a statement about libraries dropping membership as a result of financial hardship, and Traci Edwards and Joan Bauer will work on a formula to determine the cost of removing records from the database.
- Other—SHARE will need to start thinking about adding additional high performance server space; the IT staff have worked on rearranging some of the data on the servers to maximize performance on the servers, which should allow us to function with the current setup for another six months; following discussion, the consensus of the committee was to ask Troy Brown, IHLS IT Director, to attend the next meeting, to present an explanation of the need for additional servers, and a possible plan for replacing servers over time, if appropriate to do so.

Public Comment: none

Announcements: none

Next meeting—Thursday, November 10, 2016 at 10:00 am, via Zoom

Adjournment: The meeting adjourned at 11:09 on a motion made by Esther Curry, and seconded by Janet Cler. All ayes; no nays; motion passed.