

**SHARE Finance/Policy Committee  
Meeting**

Wednesday, November 30, 2016 at 10 am  
Illinois Heartland Library System  
6725 Goshen Road  
Edwardsville, Illinois 62025  
<https://zoom.us/j/387609957>

**Minutes**

**Call meeting to order and roll call:** The meeting was called to order at 10:01 am, by chair Jill Pifer.

In attendance: Janet Cler, Esther Curry, Jill Pifer, Miranda Shake, Diane Yeoman

Absent: Anita Driver, Amy Byers

Also in attendance: Chris Dawdy, Rhonda Johnisee, Adrienne Elam, Traci Edwards

**Approval of September 8, 2016 minutes:** The minutes were approved on a motion made by Diane Yeoman, and seconded by Esther Curry. All ayes; no nays; motion passed.

**Old Business**

- Review of current budget status—receivables look very good for this time of year; regarding personnel, health insurance cost has decreased by 25%; had an additional expense for IT hardware due to a failure in the system; the committee expressed their appreciation for the reports provided by the IHLS Finance office.
- SHARE membership survey—while we received a great deal of useful information, there were only 178 responses to the survey; highlights of the survey include 97% of the respondents indicated that they were satisfied or very satisfied with SHARE; the majority of respondents are comfortable with SHARE staff providing video recordings or online training for instruction on the Polaris modules; 72% of the respondents are not willing to serve on committees to take care of tasks that SHARE staff currently perform. As a result of the opinions provided, SHARE staff are working on video recorded instruction and plans for online, interactive instruction that will be available on the SHARE website. Participants will be required to login with their Polaris username and password to access the training. This will allow SHARE staff to monitor who has had training. The first batch of video classes will be available, as proposed, in January. The consensus of the committee is to share the information about the results of the satisfaction survey with the SHARE membership, with an indication that 178 responses

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were received, which is a fairly low number when compared to the number of SHARE libraries (482);

- SHARE Technology report—reviewed the document that Troy Brown provided regarding anticipated needs for the next three years; Traci Edwards reminded the committee that the reserve fund exists for the purpose of upgrading technology, as well as the initial cost of the next contract for ILS services; the consensus of the committee is that they will continue to review the needs and payment for equipment and licensing as information becomes available.
- SHARE Membership Termination policy: Esther Curry made a motion to approve the proposed policy, as corrected with stated changes; Miranda Shake seconded the motion; Roll call vote: Janet Cler—yes; Esther Curry—yes; Jill Pifer—yes; Miranda Shake—yes; Diane Yeoman—yes; motion passed.  
Diane Yeoman made a motion to approve the Fees for Termination as presented; Jill Pifer seconded the motion: Roll call vote: Janet Cler—yes; Esther Curry—yes; Jill Pifer—yes; Miranda Shake—yes; Diane Yeoman—yes; motion passed.
- Update on new members for SHARE: there are two more transitional members ready to go live on Polaris; approximately 20 more are barcoding their collections; 75 libraries were added to SHARE as a result of Dream Grant funds; Leslie Bednar, IHLS Executive Director, has stated that SHARE may add up to 80 libraries, total, with IHLS covering the additional cost not covered by the Dream Grant.  
Chris Dawdy reported that IHLS received a \$75,000.00 state Wal-Mart grant for the purpose of improving technology in the very smallest rural libraries; Ellen Popit, Troy Brown, and Chris Dawdy will be working with those libraries to help them meet the stated Illinois State Library goals of participating in resource sharing, having a web presence, having a discoverable collection, and providing wi-fi access for their patrons.
- Other--none

### **New Business**

- SHARE Semi-Annual meeting—Wednesday, January 11, 2017, at 2:00, using Zoom webinar;
- FY18 SHARE member fees—the committee reviewed the draft proposals for fee increases for FY18; these proposals included a 1%, 3%, and 5% increase, or an increase in SHARE member fees; the consensus of the committee is that additional information is needed regarding a budget for FY18, before a fee increase can be proposed to the SHARE membership; Traci Edwards and Chris Dawdy, with input from the IHLS finance department, will develop a tentative FY18 budget for the next committee meeting, so that a recommendation can be presented at the SHARE Semi-Annual meeting in January, 2017;

- Other--none

**Public Comment:** none

**Announcements:** none

**Next meeting**—Thursday, December 15, 2017 at 10:00 am

**Adjournment:** The meeting adjourned at 11:23 on a motion made by Esther Curry, and seconded by Miranda Shake. All ayes; no nays; motion passed.