



SHARE Executive Council Report
December 4, 2013

- 1) **Call meeting to order and roll call:** The Council met by v-tel at multiple locations at 10am. A quorum was present.
- 2) **Approval of the minutes:** Minutes from the October 23, 2013 meeting were approved.
- 3) **Illinois Heartland Library System:** Leslie Bednar
 - a) The Board appointed a committee for a long-range planning committee –Looking at a 3-5 year plan.
 - b) Two lots in Edwardsville have been sold.
 - c) Small Public Library Institute will be hosted again by the Illinois State Library in June.
 - d) State Delivery Committee met yesterday and there will be changes and improvements over the next two years. Goal is to increase resource sharing.
 - e) ILL Code Revision Committee – Bev Obert discussed the state’s presentation of one due date for book, one due date for AV. This is the state’s goal, but will probably be FY15 or 16 before it even starts.
 - f) New nominating committee for the IHLS Board positions was announced.
 - g) Staff evaluation process will start at IHLS within the next months.
 - h) Juliette Douglas is resigning and two positions will be created. An HR person and an Operations Director who will both report to Leslie.
 - i) Accounts Receivable will be moved to Edwardsville.
 - j) A new position of SHARE Director will be forthcoming; whose main job will be growing SHARE.
- 4) **SHARE Staff update:**
 - a) Administrative services: Traci Edwards
 - i) Bills have been sent out.
 - ii) Finalizing instructions for placing holds, this will first be sent out to this committee.
 - iii) Michelle Ralston is working on a spreadsheet for schools on how they track overdues. Then system can run bills if they do not.
 - iv) Terry Moreland is working on a mass hold reports. Item specific holds are working correctly –specific instructions will be forthcoming.
 - b) Bibliographic services: Joan Bauer
 - i) Individual classes and Cataloging Training Sessions are available. The adobe connect meetings have been well-received.
 - ii) Staff is working on clean up.
 - iii) Vanessa Whippo, cataloger at Champaign office will be retiring at the end of the month.
 - c) Staff services: Chris Dawdy
 - i) Working to update the SHARE website.

- ii) Staff is cleaning up patron records.
- iii) Reports training will begin in January.
- d) Information Technology services: Michelle Ralston
 - i) Still working on PAC personalization.
- e) eBook Grant: Lesley Zaveduik:
 - i) Welcome packets have been sent out – 35 already have been returned. 100-120 definitely will participate.
 - ii) Two virtual training sessions set for December.
 - iii) Newsletter coming out tomorrow.
 - iv) Questions for Lesley included:
 - (1) Kindle does it work? 3M says not compatible. Sometimes will side load, but Kindle Fire works fine.
 - (2) Has there been school interest in 3M? 3 already returned, 3 have said yes, 3 answering questions for. Concern is with adult content availability.
 - (3) Are shelves a possibility – something to make it more user friendly for the young users? She is working on this. Just a note that Scholastic will not lend/sell eBooks to libraries.
 - (4) How are academics responding to it? 5 for sure, but. How about specials? Would have to check.
 - (5) Can you restrict access? No – just point users to, but since it is a consortium, we cannot limit access to particular books.

5) **SHARE Committee updates:**

- a) *SHARE Bibliographic & Cataloging Standards Committee*: Bobbi Perryman: a joint meeting was held with the Circulation committee on November 22, to discuss issues that affect all. New policies will go out to website for comments.
- b) *SHARE Circulation & Resource Sharing Committee*--Esther Curry: very helpful to discuss issues with another group to understand their viewpoint. Serials vs. monograph was discussed, with emphasis on what is the easiest for the patron to find.
- c) *SHARE Policies & Finance/Fees Committee*--Diane Yeoman: Committee meet before Thanksgiving. Will meet on December 11 to take action on some issues. There will be some cleanup work on governing document – will bring to the next SHARE Executive Committee. Concerns were noted with number of school representatives since we have a hard time getting representatives.

6) **Old Business:**

- a) SHARE Membership Meeting – Joan Bauer will contact the Knights of Columbus to check dates of February 5 (with snow date of 12) at 10:00am. Scott made motion for dates, Bobbi seconded. Passed. Meeting will begin at 10, with the first session lasting till 11:30. Second session will be 1-2:3- pm, with lunch on your own. Great opportunity to coordinate meeting with other librarians. IHLS will organize option for a box lunch to order to purchase.
- b) Ad-Hoc Committee for communication –Scott Drone-Silvers: committee will meet in January.

7) **New Business:**

- a) Hold Sequence Routing Table: Traci Edwards discussed the table that she had previously sent out. Scott Drone-Silvers recommended giving this a try. Very logical. IDLS Libraries – put at 3 day

a week delivery. Esther Curry made motion to accept changes to the Holds Routing as presented. Sarah Isaacs seconded with the amendment to review after 3 months. Motion passed.

- b) Electronic Resources in SHARE Polaris database – Joan Bauer asked the board to consider an ad hoc committee to discuss electronic resources in Polaris – what should be included, who inputs and maintains, what type of bibs, and other policies and procedures. Scott Drone-Silvers volunteered, as did Robert Edwards who agreed to chair the committee. IHLS staff to be included will be representatives from the IT department, and the SHARE Bibliographic Services Manager and the SHARE Administrative Services Manager. Other members will be asked from the Circulation and the Bibliographic Standards Committees, as well as those who have made inquiries.
- c) Polaris Users Group Proposed Enhancements – Traci Edwards presented the possible enhancements that need to be voted on (all 60 plus pages). With the short time frame for review before voting is necessary, she will make a Google document so to allow for comments and board members' picks. Traci will then review and make SHARE's votes.

8) **Next Meeting:** January 15, 2014 at 10:00 a.m. by v-tel.



SHARE Executive Council Report

January 15, 2014

- 1) **Call meeting to order and roll call:** The Council met by v-tel at multiple locations at 10am. A quorum was present.
- 2) **Approval of the minutes:** Minutes from the December 4, 2013 meeting were approved.
- 3) **Illinois Heartland Library System:** Ellen Popit
 - a) Staff changes: Juliette Douglas replacements have been named. Cathy Jackson will take on the HR responsibilities and Susan Palmer will become Operations Director
 - b) Staff evaluations are being developed.
 - c) Ryan Franklin and Ellen Popit are working on a revision of the Advisory Council's role in SHARE.
- 4) **SHARE Staff update:**
 - a) Administrative services: Traci Edwards
 - i) Holds routing tables were update. The changes will be re-evaluated in 3 months.
 - ii) Working on new instructions for running Holds
 - iii) Lincoln College has moved to I-SHARE
 - iv) Polaris update will take place 6:00pm January 18 thru 7:00am January 21.
 - b) Bibliographic services: Joan Bauer
 - i) Reports training starting January 16, 2014
 - ii) Working with TMQ on new OCLC batch load
 - c) Staff services: Chris Dawdy
 - i) Reports training starting January 16, 2014
 - ii) Sending letters to members for suggestions of third party vendors for e-resources.
 - iii) Continuing record clean up.
 - iv) SHARE Chat sessions have been very successful. Attendance has reached 35-40 participants.
 - d) Information Technology services: Michelle Ralston
 - i) OPAC will be down part of the time during the Polaris update. Patrons will just have to keep trying to access it.
 - e) eBook Grant: Lesley Zaveduik:
 - i) Total of 117 participating libraries: 11 School, 3 Academic, 1 Special and 102 Public
 - ii) 3M working on a solution for K-12 school's concerns about access to adult material.
 - (1) Using a patron type to limit access
 - (2) Hide the subject heading of Erotica
- 5) **SHARE Committee updates:**
 - a) *SHARE Bibliographic & Cataloging Standards Committee:* Bobbi Perryman: The committee met last month and have a Best Practices document to submit for SHARE membership vote for approval.

- b) *SHARE Circulation & Resource Sharing Committee*: Esther Curry: The committee did not meet, but have a Circulation and Resource Sharing document to submit for SHARE membership vote for approval.
 - c) *SHARE Policies & Finance/Fees Committee*: Diane Yeoman: The committee met in December. There are a few recommend changes for the Governance Document. They also determined a fee schedule for FY15 & FY16
- 6) **Old Business:**
- a) SHARE Membership meeting schedule for February 4, 2014 at the Knights of Columbus in Effingham, IL. It will also be available via Adobe Connect for remote access.
- 7) **New Business:**
- a) Proposed Fees for FY 2015 and FY 2016 were approved for presentation to SHARE membership for vote.
 - b) Changes to the Governance Document
 - i) General grammatical and clarifying changes were approved.
 - ii) Suggestion to change the make-up of the Executive Council—specifically having 2 School and 1 at large representative instead of 3 School representatives was rejected.
 - iii) Governance Document was approved for presentation to SHARE membership for vote.
 - c) Proposed Circulation Policies were approved for presentation to SHARE membership for vote.
 - d) Proposed Bibliographic and Cataloging Standards Policies were approved for presentation to SHARE membership for vote.
 - e) Proposed Problem Resolution Policy for Bibliographic and Cataloging Standards was approved for presentation to SHARE membership for vote.
 - f) Delivery (transit slips, packaging, labeling) problems were discussed and it was decided that this was an issue to be address in procedures rather than policies.
- 8) **Next Meeting:** March 19, 2014 at 10:00 a.m. by v-tel.

Respectfully submitted,

Esther Curry

Esther Curry, President