



SHARE Executive Council Meeting

Wednesday, April 7, 2021 at 2:30 p.m.
Illinois Heartland Library System
6725 Goshen Road, Edwardsville, Illinois 62025
via [Zoom](#)

Minutes

Call Meeting to Order and Roll Call: Called to order by Jenna Dauer at 2:31 p.m.

In attendance—Jenna Dauer, President, Esther Curry, Diana Donahoo, Gloria Hendrickson, Sarah Hill, Britni Hogg, Jared Lofrano, Jacob Pahde, and Carol Ziese. Miranda Shake arrived after roll call.

Absent—Jim Bosomworth and Ryan Johnson.

IHLS staff—Cassandra Thompson, Leslie Bednar, Ellen Popit, Dena Porter, Jacob Sedor, and Shelley Stone.

Other attendees—Danielle Cornelius, Marion Carnegie Library.

Approval of Minutes from the February 3, 2021 Meeting: Esther Curry made a motion to approve the corrected February 3, 2021 meeting minutes and the motion was seconded by Jacob Pahde. All in favor and motion passed.

Old Business:

- **E-Books Grant:** Cassandra Thompson reported that we purchased a total of 3,451 titles, at a cost of \$99,503.76 as of March 31, 2021. SHARE anticipates spending the remainder of \$25,496.24 by the end of May to close the project before the end of the fiscal year. A quarterly grant report was recently submitted. Our total reimbursement to date has been \$64,018.01, with additional reimbursement anticipated within the next month.
- **Solus Mobile App for SHARE:** The SHARE E-Resources Committee and the SHARE Finance & Policy Committee recommends that SHARE move forward with Solus as a vendor for a mobile app. The SHARE Finance & Policy Committee recommends utilizing the SHARE Reserve Fund for three years to purchase base mobile app for all SHARE members. Additional templates and features will be an optional expense for each member library. At the end of three years, the SHARE Finance & Policy Committee will review member fees to include a fee for the mobile app, not to exceed \$100 per agency. The proposal was sent for member comment and all comments were positive about this plan. Esther Curry made a motion to move the proposal to membership for a vote, and was seconded by Miranda Shake. All were in favor via a roll call vote.

- **FY2022 Election:** SHARE has received a volunteer for the medium size library representative. We will move forward with an election at the next membership vote.
- **Other:** None.

New Business:

- **Membership Vote:** The committee discussed the next SHARE membership meeting and vote. The membership meeting will be held on May 5, 2021 at 3:00 p.m., with an electronic vote to follow, beginning on May 12, 2021.
- **Other:** Cassandra Thompson asked the council to consider options for purchasing furniture for the SHARE staff at the Edwardsville office, to be presented at the special budget review meeting on April 21, 2021. Options included using a budget amendment for the SHARE Operating Fund or utilizing the annual IHLS transfer of \$300K, minus the amount of SHARE furniture. The topic will be tabled until the budget review meeting.
- **Illinois Heartland Library System Report:** Ellen Popit updated the group on several items of interest:
 - Certification is ongoing, with about half of IHLS member libraries having completed certification. This process is a great way to touch base with members.
 - IHLS staff are working hard on the budget and operational plan for the next fiscal year.
 - IHLS partnered with HR Source for several upcoming events that are posted in L2. They will be offered to members for a fee of \$10.
 - In the next few weeks, you will notice a new IHLS communications manager.
 - IHLS will be switching phone systems next week, with new phone numbers for staff. The main IHLS number will remain 618-656-3216 but staff will now have direct phone numbers instead of extensions.
 - Reaching Forward South will be Thursday and Friday of next week, and the \$50 ticket includes access to both Reaching Forward and Reaching Forward South.
 - Sarah Song, Senior Program Manager with the Illinois Supreme Court, Access to Justice Division, has reached out to IHLS for potential collaboration so member libraries can provide patrons with information accessing legal services. More information to come!

SHARE Staff Update:

- **SHARE Director**
 - Cassandra Thompson welcomed a new SHARE staff member Jacob Sedor.

- She reported that the RBdigital platform has officially retired, and refunds are in progress for member libraries that did not receive their contractual service, due to the OverDrive merger.
- The cloudLibrary User Group met to discuss a proposal to add cloudLibrary magazines to our existing contract, but the group chose not to move forward at this time.
- IHLS also recently implemented a new membership management system to improve communication between departments.
- *Bibliographic Services*
 - Shelley Stone is working on sending continuing education hours for the almost 100 SHARE catalogers. She has also been working on third quarter billing for Barcoding B cataloging.
 - She has been working with our newest transitional member, Melvin Public Library.
 - She is also working on updating training videos and materials in our SHARE training portal.
 - The CMC and SHARE catalogers have been meeting to discuss ethics in cataloging. They select a video or article to review and discuss.
- *Administrative Services*
 - Dena Porter also welcomed Jacob Sedor and is happy to have him on our team.
 - She is preparing to help schools with end of the year closings.
 - She is working with Zach Henderson, our SHARE Circulation and Resource Sharing Specialist for transitional go live dates.
 - There are a lot of libraries that are returning to their pre-COVID hours and changing settings as needed.
 - She recently attended the virtual Innovative User Group (IUG) conference, which was very beneficial.
 - She has been going on member library site visits to help with special projects and review administrative settings.

SHARE Committee Updates:

- *Bibliographic Services & Cataloging Standards*—Jacob Pahde stated that the committee has not met, but will meet again on Friday, April 9. They have had two recent committee resignations, with one filled and one recently opened and under recruitment. In addition, there are two items that are current best practices that will be up for vote by cataloging libraries.

- *Circulation & Resource Sharing*—Esther Curry stated that there is a new user group to discuss common loan periods. The committee has been discussing Leap and continued functionality, and the process to track registrations as part of the new Cards for Kids legislation. Rather than having a separate patron code, SHARE has instead added a statistical code. There will be a similar process for free non-resident cards for veterans, if that legislation moves forward. The next meeting will be tomorrow, April 8 at 10:00 a.m.
- *Finance & Policy Committee*—Miranda Shake reported that they reviewed financial statements, as well as topics already covered. The committee discussed new training laptops for SHARE, which will be included in FY2022 budget for approximately \$43,200.
- *E-Resources Committee*—Ryan Johnson was unavailable, but Cassandra Thompson reported that the committee discussion centered around the e-books grant, the mobile app, and the cloudLibrary proposal for e-magazines.

Public Comment: None.

Announcements: None.

Next meeting: The SHARE Executive Council will also have a special budget review meeting Wednesday, April 21, 2021 at 2:30 p.m. The next regularly scheduled meeting will be June 9, 2021 at 2:30 p.m.

Adjournment: There being no further business, Jenna Dauer adjourned the meeting at 3:33 p.m.