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Kathy Schalk-Greene, Executive Director [Kathy@librarylinknj.org](file:///C:\Users\Kathy\Downloads\Kathy@librarylinknj.org)

EXECUTIVE BOARD MEETING

Thursday, April 14, 2016

LibraryLinkNJ Office – 2:30 p.m. start time

IN PERSON – NO WEBCAST

MINUTES

## EXECUTIVE BOARD

**Present Absent**

Cathy Boss Karen Brodsky

Steve Chudnick Candice Brown

Janice Cooper Jane L. Crocker

Heather Craven Lynn Pascale

James Keehbler Carolyn Ryan Reed

Michelle McGreivey Anne Wodnick

Kimberly Paone

Irene Sterling

Rick Vander Wende

### Also Attending

Kathy Schalk-Greene, Executive Director

Joanne Roukens, Assistant Director

Michele Stricker, New Jersey State Library

**CALL TO ORDER**

The meeting was called to order at 2:30 p.m. by Vice-President Kimberly Paone, who announced that the meeting was in compliance with the Open Public Meetings Act. She then introduced new board member Cathy Boss.

**APPROVAL OF MINUTES**

Kimberly Paone presented the minutes of the March 17, 2016 board meeting and moved for approval. Janice Cooper moved to approve the minutes and Steve Chudnick seconded the motion, which passed with two abstentions.

**TREASURER’S REPORT**

Rick Vander Wende, Treasurer, presented the March 2016 Report of Expenditures and moved to accept. Janice Cooper seconded the motion, which passed. He also presented the March 2016 Report of Investments and moved to accept. Janice Cooper seconded the motion, which passed. The reports were filed for audit.

**REPORT OF THE STATE LIBRARY**

Michelle Stricker sent a written report from the State Library.

**REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Kathy Schalk-Greene reported on the following issues:

***Economic Savings through Resource Sharing***

* **Delivery** Kathy Schalk-Greene met with Abigail Bacon from the BELS Consortium concerning delivery issues. Dynamex did an audit of the Teterboro depot and made adjustments.
* **Discounts.** Before her maternity leave Jessica Adler rolled out an updated offer from Capria.

***Advocacy, Collaboration, and Partnerships*.**

* **Advocacy.** Kathy was appointed Regional Advocacy Coordinator for South Jersey by the NJLA Public Policy Committee.
* **Projects.** 
  + *Makers Day Next Steps.* Sophie and Joanne developed a list of library makerspaces for the P’unk Avenue team to visit and interview.
  + *MentorNJ***.** Mi-Sun Lyu continues to work on Year 2 Plan activities. Highlights were discussed.
  + *Diversity Resources Online.* Mi-Sun Lyu continues to administer the
  + She also provided a short tutorial to Doug Baldwin for the Makers Day website.
* **Collaboration.** Meetings attended by staff were highlighted.

***Knowledge, Skills and Professional Growth***

* **Continuing Education.** Joanne Roukens reported on the continuing education offerings for members.

***Innovation and Reinvention.***

* + Mi-Sun Lyu continues to maintain the website and will make updates as necessary.
  + The Drupal Sample site revision is complete.
  + Social Media Management activities were reported by Sophie Brookover.

***Other Activities***

* + Additional Staff Activities were reported.

***Upcoming Events/Offers/Happenings***

* + Additional upcoming events were reported.

Rick Vander Wende moved to accept the Executive Director’s Report. Heather Craven seconded the motion, which passed.

**CORRESPONDENCE**

* A thank you email from HSLANJ for the $750 donation.
* A thank you email from Doug Baldwin on behalf of the Makers Day Planning Committee for the support from LLNJ.

**UNFINISHED BUSINESS**

* There was no Unfinished Business.

**NEW BUSINESS**

* **NJ Makers Day Report.** After the second year of $15,000 funding, libraries are ready to continue the project on their own.
* **Membership Survey Results.** There were 388 responses to the survey.
* **Planning Committee: Draft of FY17 Strategic Initiatives.** An updated report from the Planning Committee was reviewed and revised. Heather Craven moved to accept the report. James Keehbler seconded the motion, which passed
* **Finance Committee:** **Draft of FY17 Budget.** Rick Vander Wende presented the draft of the FY17 budget and moved to accept. Janice Cooper seconded the motion, which passed.
* **Nominating Committee:** **Draft of FY17 Slate.** Michelle McGreivey presented the Executive Board slate and moved to accept. Heather Craven seconded the motion, which passed.
* **Employee Handbook.** Jane Crocker reported on the progress with the Employee Handbook.

**AGENDA ITEMS FOR NEXT MEETING** (Webcast – May 19, 2016)

Employee Handbook Revision

July 2016 Reorganization Meeting

**ADJOURNMENT**

Kimberly Paone moved to adjourn the meeting. Steve Chudnick seconded the motion, which passed. The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Kathy Schalk-Greene, Executive Director

*(Lynn Pascale, Secretary was absent)*