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EXECUTIVE BOARD MEETING
Thursday, August 20, 2015
LibraryLinkNJ Office and webcast – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Candice Brown
Heather Craven
Jane L. Crocker
Michelle McGreivey
Lynn Pascale
Kimberly Paone
Carolyn Ryan Reed
Margaret Shapiro
Robin Siegel
Rick Vander Wende

Absent

Janice Cooper
Kathy Schalk-Greene
James Keehler

Also Attending

Cheryl O'Connor, Executive Director, LibraryLinkNJ
Peggy Cadigan, Deputy State Librarian, New Jersey State Library
Sophie Brookover, LibraryLinkNJ, managed webcast
Joanne Roukens, LibraryLinkNJ, webcast technical support

CALL TO ORDER

The meeting was called to order at 2:31 pm by President Candice Brown, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Board Secretary Lynn Pascale presented and moved the minutes of the July 16, 2015 Executive Board meeting. Kimberly Paone seconded the motion, which passed.

TREASURER'S REPORT

Board Treasurer Rick Vender Wende reported that the June (year-end) budget vs expense report was finalized and included with the July financials for this meeting. He also shared he reviewed all the financials and they look fine. Rick Vander Wende moved both the June and July Budget vs Expense Reports and the July Investment Report. Margaret Shapiro seconded the motion, which passed.

STATE LIBRARY REPORT

Deputy State Librarian Peggy Cadigan had report from the New Jersey State Library for this August meeting. She was in the office with Candice and Cheryl for the meeting.

REPORT OF THE EXECUTIVE DIRECTOR

There was no report from Executive Director Cheryl O'Connor for this August meeting.

CORRESPONDENCE

Joe Toth emailed Candice Brown his resignation in early August 2015 because he was elected to the position of VALE Executive Committee Chair. The Board appreciates all the work Joe has done for the LibraryLinkNJ Executive Board and wishes him well with his extensive VALE responsibilities.

UNFINISHED BUSINESS

- **Nominating Committee** – Nominating Committee Chair Michelle McGreivey reviewed her written report relating to the committee's recommendation to fill two Executive Board member positions. Michelle motioned to have Karen Brodsky (Library Director, Library of the Chathams) replace Ruth Bogan and Steven Chudnick (Interim Director, Brookdale Community College Library) replace Joe Toth. Robin Siegel seconded the motion, which passed.
- **Executive Director Search Task Force**. Task Force Chair Jane Crocker reviewed her detailed update report on the Executive Director Search activity which was posted in the Board packet.

NEW BUSINESS

- **Membership Committee** – Membership Committee Chair Robin Siegel presented and reviewed the membership application from the Morris Automated Information Network (M.A.I.N.). If approved, the consortium would be in the category of Library-Related Agency. Robin moved the acceptance of the M.A.I.N. application. Kimberly Paone seconded the motion which passed.
- **Personnel Committee - Closed Session**. Personnel Committee Chair Margaret Shapiro moved to go into closed session at 2:46 pm. The motion was seconded by Michelle McGreivey. The Board returned to Open Session at 3:08 pm. (1) there was consensus that the Executive Director Job Description must require 10 years of experience rather than five years. (2) Margaret Shapiro moved to approve the proposed Interim Executive Director Agreement Letter. The motion was seconded by Michelle McGreivey and was approved. (3) Margaret Shapiro moved that Cheryl O'Connor did not have to reimburse LibraryLinkNJ \$675 for her life insurance that was pre-paid until February 1, 2016 (4.5 months). That coverage will remain in place when Cheryl is removed from the payroll on October 15. The motioned was seconded by Rick Van Wende and passed.

AGENDA ITEMS FOR NEXT MEETING (September 17, 2015 – in-person at office; no webcast)

FY15 Audit presentation and 2014-990 review
Reorganization Committee – update Officer and Committees list
2016 Delivery Service update

ADJOURNMENT

Jane Crocker moved to adjourn the meeting. Margaret Shapiro seconded the motion which passed. The meeting was adjourned at 3:12pm.

Respectfully submitted,

Lynn Pascale
Secretary

LibraryLinkNJ, The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and funding of the New Jersey Library Network.