



44 Stelton Road, Suite 330 TEL: 732-752-7720 or 866-505-5465 librarylinknj.org
Piscataway, NJ 08854 FAX: 732-752-7785 or 800-793-8007
Kathy Schalk-Greene, Executive Director Kathy@librarylinknj.org

EXECUTIVE BOARD MEETING
Thursday, February 18, 2016
LibraryLinkNJ Office and Webcast
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Candice Brown
Steve Chudnick
Heather Craven
Jane L. Crocker
James Keebler
Michelle McGreivey
Lynn Pascale
Irene Sterling
Anne Wodnick

Absent

Karen Brodsky
Janice Cooper
Kimberly Paone
Carolyn Ryan Reed
Rick Vander Wende

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Michele Stricker, New Jersey State Library
Sophie Brookover, LibraryLinkNJ, managed webcast
Mary Chute, New Jersey State Librarian

CALL TO ORDER

The meeting was called to order at 2:30 p.m. by President Candice Brown, who announced that the meeting was in compliance with the Open Public Meetings Act. Kathy Schalk Greene and all board members introduced themselves.

APPROVAL OF MINUTES

Lynn Pascale presented the minutes of the January 21, 2016 board meeting. James Keebler moved to approve the minutes and Michelle McGreivey seconded the motion, which passed with one abstention.

TREASURER'S REPORT

Michelle McGreivey, Assistant Treasurer, presented the January 2016 Report of Expenditures and moved to accept. Jane Crocker seconded the motion, which passed. She also presented the January 2016 Report of Investments and moved to accept. Anne Wodnick seconded the motion, which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Michelle Stricker sent a written report which highlighted the New Directors training session.

REPORT OF THE EXECUTIVE DIRECTOR

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

- **Discounts**, Jessica Adler reported on the available discounts and the registration discount for Computers in Libraries Conference 2016.
- **Advocacy, Collaboration, and Partnerships**. Joanne Roukens reported on the activities of the staff including the meetings, workshops, and conferences attended.
- **MentorNJ**. Mi-Sun Lyu reported on the status of the Year
- **NJLA Diversity & Outreach**. Mi-Sun Lyu asked the NJLA Diversity Outreach Section Chair, Andrew Luck, to discuss how this resource can be promoted.
- **Continuing Education**. Joanne Roukens reported on the continuing education offerings for members.
- **Drupal Sample Site Webinar Series**. Mi-Sun Lyu reported that since the webinar series was offered, follow-up improvements have been made.
- **Innovation and Reinvention**. Mi-Sun Lyu continues to maintain the website and will make updates as necessary. Jessica Adler continued to post to social media sites. Other staff activities were also reported.

Michelle McGreivey moved to accept the Executive Director's Report. Heather Craven seconded the motion, which passed.

CORRESPONDENCE

A letter from Progressive Building Management, the new owners of the office building, requested an Estoppel Certificate.

UNFINISHED BUSINESS

- There was no unfinished business.

NEW BUSINESS

- **VALE VALID Project Report**. A written report was presented.
- **Nominating Committee**. Michelle McGreivey moved to appoint Catherine Bass to replace Board Member Robin Siegel. James Keebler seconded the motion, which passed.
- **Resolution and Certificate of Appreciation for Robin Siegel**. Kathy Schalk-Greene read the resolution. Heather Craven moved to accept the resolution. Lynn Pascale seconded the motion, which passed.
- **Personnel Committee Report**. At 3:05 p.m. Jane Crocker moved to adjourn to Executive Session. Irene Sterling seconded the motion, which passed. The board reconvened at 3:25 p.m. Lynn Pascale moved to reconvene and Steve Chudnick seconded the motion. Jane Crocker moved to offer Jessica Adler a 12-week unpaid maternity leave. Lynn Pascale seconded the motion, which passed.
- **Committee Assignments**. Steve Chudnick moved to appoint Lynn Pascale chair of the Membership Committee, to appoint Irene Sterling to the committee, and to appoint Ann Wodnick chair of the Reorganization Committee. James Keebler seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING (ONLINE March 17, 2016)

- Personnel Committee: Employee Handbook Revision.
- Nominations Committee: Draft of FY17 Slate.
- Planning Committee: Draft of FY17 Strategic Initiatives.
- Finance Committee: Draft of FY17 Budget.
- Spring Membership Meeting.

ADJOURNMENT

James Keebler moved to adjourn the meeting. Jane Crocker seconded the motion, which passed. The meeting was adjourned at 3:39 p.m.

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.