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Kathy Schalk-Greene, Executive Director Kathy@librarylinknj.org

EXECUTIVE BOARD MEETING
Thursday, January 21, 2016
LibraryLinkNJ Office and Webcast
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Karen Brodsky
Candice Brown
Steve Chudnick
Janice Cooper
Heather Craven
Jane L. Crocker
James Keebler
Michelle McGreivey
Kimberly Paone
Lynn Pascale
Robin Siegel
Rick Vander Wende
Anne Wodnick

Absent

Carolyn Ryan Reed

Also Attending

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

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.

APPROVAL OF MINUTES

Kimberly Paone presented the minutes of the December 17, 2015 board meeting and moved for approval. At that time, the November minutes were revisited and Kathy Schalk-Greene was added to the list of candidates for the position of Director. Janice Cooper moved to approve the November 19, 2015 minutes. Anne Wodnick seconded the motion which passed. Michelle McGreivey moved to approve the December 17, 2015 minutes and Jane Crocker seconded the motion, which passed with one abstention.

TREASURER'S REPORT

Rick Vander Wende presented the December 2015 Report of Expenditures and moved to accept. Kimberley Paone seconded the motion, which passed. He also presented the December 2015 Report of Investments and moved to accept. Robin Siegel seconded the motion, which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Michele Stricker sent a written report which highlighted the accomplishment of the State Library for 2015.

REPORT OF THE EXECUTIVE DIRECTOR

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

- **Delivery Service.** Kathy Schalk-Green reported that the office sent invoices in December for delivery stops paid during 2016.
- **Discounts.** Jessica Adler reported on the online meeting of the Discount Advisory Group (DAG) which included two new members and generated leads.
- **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 1 Final Report to be submitted by February 1. Two proposals for the NJLA Annual Conference were accepted.
- **NJLA Diversity & Outreach.** Mi-Sun Lyu continues to participate in section meetings.
- **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.
- **Social Media Management.** Kathy Schalk-Green reported on the staff activities to increase social media presence.
- **Innovation and Reinvention.** Mi-Sun Lyu continues to maintain the website. The scheduled staff meeting took place on November 4, 2015, where the annuity plan was reviewed. The Employee Handbook is a work in progress.

James Keebler moved to accept the Executive Director's Report. Karen Brodsky seconded the motion, which passed.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- **Nominating Committee.** Michelle McGrievy reported moved to present two candidates for Library Network Review Board. Anne Wodnick seconded the motion, which passed. Michelle McGrievy moved to appoint Irene Sterling, a trustee at the Paterson Public Library, lay representative. Lynn Pascale seconded the motion, which passed.
- **Appointments to Personnel Committee.** Candice Brown, president, appointed Jane Crocker, as chair. Kimberley Paone was appointed to serve on the committee.
- **Resolution and Certificate of Appreciation for Margaret Shapiro.** Candice Brown read the resolution. Janice Cooper moved to accept the resolution. Jane Crocker seconded the motion, which passed.

ITEMS FOR NEXT MEETING (ONLINE FEBRUARY 18, 2016)

- Personnel policy review by attorney.
- Report from VALID project.
- Resignation of Robin Siegel.

ADJOURNMENT

Rick Vander Wende moved to adjourn the meeting. Michelle McGrievy seconded the motion, which passed. The meeting was adjourned at 3:02 p.m.

Respectfully submitted,

Lynn Pascale, Secretary

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