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Cheryl O’Connor, Executive Director coconnor@librarylinknj.org

EXECUTIVE BOARD MEETING

Thursday, July 18, 2015

# LibraryLinkNJ Office

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

MINUTES

## EXECUTIVE BOARD

**Present Absent**

Candice Brown Janice Cooper

Heather Craven Kathy Schalk Green

Jane L. Crocker

James Keehbler

Michelle McGreivey

Lynn Pascale

Kimberly Paone

Carolyn Ryan Reed

Margaret Shapiro

Joseph Toth

Robin Siegel

Rick Vander Wende

### 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 2:34 p.m. by President Jane Crocker, who announced that the meeting was in compliance with the Open Public Meetings Act.

## **BOARD REORGANIZATION**

The FY15 Board President stays in place until the vote on FY16 Officers is completed. As such, FY15 Board President Jane Crocker acknowledged the work of the FY 15 Board Reorganization Committee. In the absence of the Reorganization Committee Chair Kathy Schalk-Greene, Kimberly Paone presented and moved the slightly revised list of FY16 Board Officers and Committee members. Margaret Shapiro seconded the motion which passed unanimously. The approved list follows.

## ***LIBRARYLINKNJ EXECUTIVE BOARD OFFICERS FOR FY16***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| President | Candice Brown  | Clifton Public Library |
| Vice President | Kimberly Paone  | Matawan-Aberdeen PL |
| Secretary  | Lynn Pascale | Collingwood Middle/High School |
| Treasurer | Rick Vander Wende | Waldwick Public Library |
| Assistant Treasurer | Joseph Toth – resigned Aug 2015 | Richard Stockton College |

***LIBRARYLINK NJ BOARD COMMITTEES FOR FY 2016***

***Finance Committee (Composition defined in Bylaws)***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Vice President | Kimberly Paone | Matawan-Aberdeen PL |
| Treasurer | Rick Vander Wende | Waldwick Public Library |
| Assistant Treasurer | Joseph Toth – resigned Aug 2015 | Richard Stockton College |

***Personnel Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Margaret Shapiro  | Lay Representative |
| Committee Member | Robin Siegel | CentraState Medical Center |
| Committee Member | Carolyn Ryan Reed  | East Orange Public Library |
| Committee Member | Janice Cooper | Northern Valley Regional High School Library |

***Nominations Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Michelle McGreivey  | Hoboken High School |
| Committee Member | Joe Toth – resigned Aug 2015 | Richard Stockton College Library |
| Committee Member | Lynn Pascale  | Collingwood Middle/High School |
| Committee Member | Kathy Schalk-Greene | Mount Laurel Library |

***Membership Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Robin Siegel | CentraState Medical Center |
| Committee Member | Lynn Pascale  | Collingswood Mid/High School |
| Committee Member | (add new Board member when elected) |  |

***Strategic Planning Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Heather Craven | County College of Morris |
| Committee Member | Michelle McGreivey | Hoboken High School |
| Committee Member | Janice Cooper | Northern Valley Regional High School |
| Committee Member | James Keehbler | Piscataway Public Library |

***Reorganization Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Kathy Schalk-Greene | Mount Laurel Library  |
| Committee Member | James Keehbler | Piscataway Public Library |
| Committee Member  | Kimberly Paone  | Matawan-Aberdeen PL |
| Committee Member | Carolyn Ryan Reed | East Orange Public Library |

***Bylaws Ad Hoc***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Heather Craven  | County College of Morris |
| Committee Member | Jane Crocker  | Rowan College at Gloucester County |
| Committee Member | Kathy Schalk-Greene | Mount Laurel Library  |
| Committee Member | Carolyn Ryan Reed | East Orange Public Library |

Executive Director Search Task Force

|  |  |  |
| --- | --- | --- |
| Committee Chair | Jane Crocker  | Rowan College at Gloucester County |
| Committee Member | Joe Toth – resigned Aug 2015 | Richard Stockton College Library |
| Committee Member | Michelle McGreivey | Hoboken High School |
| Committee Member | Margaret Shapiro | Lay Representative |
| Committee Member | Joanne Roukens | LibraryLinkNJ |
| Committee Member | Peggy Cadigan | NJ State Library |

Newly elected Board President Candice Brown acknowledged and commended outgoing Board President Jane Crocker for her work on behalf of the LibraryLinkNJ Board during FY14 and FY15. There were big decisions, big projects and tireless communication with the Executive Director and the Board these past two years. We are all very grateful for Jane’s leadership.

## **APPROVAL OF MINUTES**

Board Secretary Lynn Pascale presented and moved the minutes of the June, 2015 Executive Board meeting with one correction. James Keehbler seconded the motion, which passed.

## **TREASURER’S REPORT**

The year-end budget vs expense report will not be finalized until the audit is completed in August. Rick Vander Wende moved the June Investment Report. Lynn Pascale seconded the motion, which passed.

## **STATE LIBRARY REPORT**

Deputy State Librarian Peggy Cadigan presented a report from the State Library.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Cheryl O’Connor submitted a written report which addressed the following issues:

* **Delivery Service.** Problems have decreased in June.
* **Discount.** Jessica Alder updated the discount offers.
* **Continuing Education Membership**. Joanne reported on LLNJ membership CE activity.
* **ALA Award.** Cheryl O’Connor received the ALA/ASCLA Leadership & Professional Development Achievement Award in San Francisco. She spent time in the exhibits visiting and thanking the many national vendors with whom she has negotiated and developed discounts offers for many years.
* **Sophie Brookover** highlighted events from ALA/San Francisco: GraphicCon, Top Tech Trends, RUSA President’s Program with researcher Danah Boyd, ASCLA President’s Program and Margaret A. Edwards Award Brunch with Sharon Draper.
* **Mi-Sun Lyu.** Attended ALA/San Francisco programs primarily on library collaboration, leadership and mentorship, staff professional development, and diversity.
* **VALID Implementation Project.** MOU proposed in packet. Relates to approved $40,000 subsidy for VALE.

Robin Siegel moved to accept the Executive Director’s report. James Keehbler seconded the motion, which passed.

**CORRESPONDENCE** - No correspondence.

**UNFINISHED BUSINESS**

* **MOU with VALE.** Cheryl O’Connor presentedan MOU with VALE @$40,000 for VALID implementation which had specific projects, specific budget allocation and a specific timeframe as the Board requested. Heather Craven moved to approve the revised MOU. Kimberly Paone seconded and the motion passed.
* **Nomination Committee – action needed.** Lynn Pascale invited Board input for a replacement for Ruth Bogan anytime in the next few weeks.
* **Executive Director Search Task Force**. Task Force Chair Jane Crocker submitted and reviewed a written report on the Executive Director Search activity which was posted in the Board packet.

**Closed Session**

Jane Crocker moved to go into closed session at 3:06pm. The motion was seconded by Kimberly Paone. The Board returned to Open Session at 3:22pm. Jane Crocker moved for the Personnel Committee to develop an agreement for an Interim Director position. The agreement with responsibilities and compensation will be reviewed by the Board at the August meeting. The motion was seconded by Kimberly Paone and was approved.

**AGENDA ITEMS FOR NEXT MEETING**

Next meeting will be August 20, 2015.

* Personnel Committee – Interim Executive Director Agreement
* Nominating Committee – Board member recommendation

**ADJOURNMENT**

James Keehbler moved to adjourn the meeting. Kimberly Paone seconded the motion which passed. The meeting was adjourned at 3:28pm.

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.