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EXECUTIVE BOARD MEETING
Thursday, June 18, 2015
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Candice Brown
Janice Cooper
Heather Craven
Jane L. Crocker
James Keebler
Michelle McGrievey
Kimberly Paone
Carolyn Ryan Reed
Margaret Shapiro
Joseph Toth (left at 3:40)
Rick Vander Wende

Absent

Lynn Pascale
Kathy Schalk-Greene
Robin Siegel

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 2:35 p.m. by Board President Jane Crocker, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Minutes of the April 16, 2015, Executive Board meeting were presented and moved by Board Secretary, Margaret Shapiro. Janice Cooper seconded the motion, which passed.

TREASURER'S REPORT

Board Treasurer Kimberly Paone presented and moved the Report of Expenditures for May 2015. Heather Craven seconded the motion, which passed. Kimberly Paone also presented and moved the Report of Investments for May 2015. Rick Vander Wende seconded the motion. The motion passed and both reports were filed for audit.

STATE LIBRARY REPORT

Deputy State Librarian Peggy Cadigan presented and highlighted sections of a written report from the State Library. Congratulations to Michele Stricker who has been selected as the new Deputy State Librarian for Lifelong Learning. The partnership between the Department of Labor and Workforce Development (LWD), the New Jersey State Library and local public libraries across the state is very exciting. This is a \$2.5 million initiative where the LWD will provide grants up to \$50,000 to 26 municipal and county libraries to serve as access points for job-seekers to obtain workforce services that will help them on the path to employment.

REPORT OF THE EXECUTIVE DIRECTOR

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

- **Spring Membership Meeting--Results.** Cheryl O'Connor reported the membership approved the FY16 Board Slate, the proposed FY16 strategic initiatives, and the proposed FY16 budget.
- **Delivery Service.** Cheryl O'Connor and Carol Fishwick were trained to use Dynamex software. In addition, issues involving make-up days for holidays were resolved with the vendor.
- **Discounts.** Jessica Adler reported on new and current discount offers.
- **MentorNJ Project.** Mi Sun Lyu reported that the MentorNJ information page is <http://librarylinknj.org/projects/MentorNJ>. She also reported that the first online meet-up program, Library Bootcamp, on May 21 was successful. Cheryl O'Connor also noted that this collaborative project with the New Jersey State Library has received national attention.
- **Selected Staff Collaboration and Project Work.** Cheryl O'Connor reported on Collaboration activities of staff members.
- **Continuing Education Management** was reported by Assistant Director, Joanne Roukens.
- **Social Media Management.** Sophie Brookover reported on the management and promotion of social media accounts.
- **Website Management.** Mi Sun Lyu reported on her IT activities.
- **VALE Implementation of VALID Project.** Cheryl O'Connor provided a written report.

Janice Cooper moved to accept the Executive Director's report. Candice Brown seconded the motion, which passed.

CORRESPONDENCE

(4/13/15) Letter from Cheryl O'Connor providing her Notice of Retirement. Candice Brown moved to accept Cheryl's resignation with deepest regret. Janice Cooper seconded the motion, which passed.

UNFINISHED BUSINESS

- **Membership Meeting (May 18).** The Board documents for the minutes that the following items were approved by the membership on May 18, 2015: FY16 Board Slate, FY16 Budget, and FY16 Strategic Initiatives
- **Executive Director Search Task Force—Report and Recommendation(s).** Jane Crocker provided a search task force report on the group's investigation of a search firm to retain to help fill the Executive Director position. At 3:04 p.m. Jane Crocker moved to go into Executive Session. The motion was seconded by Carolyn Ryan Reed and passed. The Board returned from Executive Session at 3:28 p.m. Search Task Force Chair Jane Crocker moved for LibraryLinkNJ to contract with Gossage Sager for \$25,000 plus an additional \$10,000 for travel. Janice Cooper seconded the motion, which passed. Janice Cooper moved to approve the starting salary for the new Director at \$105,000, depending upon experience and to make adjustments to vacation and personal days. Carolyn Ryan Reed seconded the motion, which passed.

Jane Crocker shared that Kathy Schalk-Greene has stepped down from this task force and is replaced by Candice Brown.

NEW BUSINESS

- **Executive Board Meeting Dates for FY16.** Cheryl O'Connor reviewed the proposed Board meeting dates for FY16. There is a meeting scheduled for every month to support the work of the Executive Director Search Task Force. Kimberly Paone moved to approve the proposed Board meeting dates for FY16. Candice Brown seconded the motion, which passed. The approved meeting dates are as follows – each has a 2:30pm start time.

July 16, 2015	in person and webcast
Aug 20, 2015	in person and webcast
Sept 17, 2015	in person only at office – Cheryl's last Board meeting
Oct 15, 2015	in person and webcast
Nov 19, 2015	in person and webcast
Dec 17, 2015	in person and webcast
Jan 21, 2016	in person and webcast
Feb 18, 2016	in person and webcast
Mar 17, 2016	in person and webcast
Apr 14, 2016	in person only at office
May 19, 2016	in person and webcast
June 16, 2016	in person and webcast

- **Certificate of Ruth Bogan.** Board President Jane Crocker read the proposed certificate for Ruth Bogan. Candice Brown moved to approve the certificate acknowledging and thanking Board member Ruth Bogan for her dedicated service. Margaret Shapiro seconded the motion, which passed.
- **Reorganization Task Force – Process Review for July meeting.** Cheryl O'Connor reviewed the time frame and the process. Committee members are Kathy Schalk-Greene, Chair, Kimberly Paone, and Candice Brown.
- **Nominating Committee—activate to replace Ruth Bogan.** Lynn Pascale, chair, will reactivate the Nominating Committee to recommend a replacement for board member Ruth Bogan who is moving out of state.

AGENDA ITEMS FOR MEETING

- **Recommendation and Vote on Board Officers and Committee Appointments**
- **Nominating Committee—New Board Member Recommendation and Vote**
- **Executive Director Search Task Force Report**

ADJOURNMENT

Candice Brown moved to adjourn the meeting. Janice Cooper seconded the motion, which passed. The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Margaret Shapiro
Secretary