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

EXECUTIVE BOARD MEETING
Thursday, June 16, 2016
LibraryLinkNJ Office – 2:30 p.m. start time

WEBCAST

MINUTES

EXECUTIVE BOARD

Present

Karen Brodsky
Cathy Boss
Candice Brown
Steve Chudnick
Janice Cooper
Heather Craven
Jane L. Crocker
James Keebler
Michelle McGreivey
Lynn Pascale
Irene Sterling
Anne Wodnick
Rick Vander Wende

Absent

Kimberly Paone
Carolyn Ryan Reed

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Mi-Sun Lyu, LibraryLinkNJ
Mimi Lee, New Jersey State Library

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

Board Secretary Lynn Pascale presented the minutes of the May 19, 2016 board meeting and moved for approval. Janice Cooper moved to approve the minutes and James Keebler seconded the motion, which passed.

TREASURER'S REPORT

Board Treasurer Rick Vander Wende, presented the May 2016 Report of Expenditures and moved to accept. Anne Wodnick seconded the motion, which passed. He also presented the May 2016 Report of Investments and moved to accept. Steve Chudnick seconded the motion, which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

There was no written report from the State Library.

REPORT OF THE EXECUTIVE DIRECTOR

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

Economic Savings through Resource Sharing

- **Delivery** Kathy Schalk-Greene reported that Carol Fishwick and Joanne Roukens contacted K-12 schools and academic libraries and determined to stop deliveries to K-12 schools from June 17 to September 12, 2016 and to accommodate summer schedule changes for academic libraries.

- **Discounts.** Kathy Schalk Greene and Mi-Sun worked with EBSCO to offer a restoration package.

Advocacy, Collaboration, and Partnerships.

- **Advocacy.** Kathy Schalk-Greene went to Washington, DC for ALA's National Library Legislative Day on May 2-3.

- Kathy also attended the NJLA Public Policy Meeting on May 6.

- **Collaboration.** The New Jersey Law Librarians Association will be presenting the workshop "How to Find the Law."

- Joanne Roukens continued working on "Current and Future Trends in Libraries."

- Kathy participated in a Rutgers School of Communication and Information Foundations of Library Leadership in the 21st Century course brainstorming session.

- Kathy also attended meetings with LOGIN as well as LMX/LUCC.

- **Projects.**

- *Makerspace Next Steps* were highlighted activities. Highlights were discussed.
- *MentorNJ.* The team sponsored six programs at the NJLA Conference in 2016.
- *Diversity Resources Online.* Mi-Sun Lyu continues to administer the site.
- *Project Management Project.* Mi-Sun Lyn will start work on the project implementation in June.

- Professional meeting attended by staff were reported.

Knowledge, Skills and Professional Growth

- **Continuing Education.** Joanne Roukens reported on the continuing education offerings for members.

Innovation and Reinvention.

- Mi-Sun Lyu continues to maintain the website and will make updates as necessary.
- Mi-Sun drafted an announcement for LibraryLinkNJ email blast and online form.
- Other IT: Mi-Sun worked with New Media Solutions and helped the Strathcona County Library in Canada use the Drupal sample site.
- Social Media Management activities were reported by Sophie Brookover.
- She also developed a WuFoo form for developing an intake Process.

Other Activities

- Additional Staff Activities were reported.

Upcoming Events/Offers/Happenings

- Additional upcoming events were reported.

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

CORRESPONDENCE

- A thank you from Mary Rizzo for the Unconference.
- A memorandum of understanding between the New Jersey State Library and LibraryLinkNJ for the Mobile Mini-Makerspace Kit Grant.

UNFINISHED BUSINESS

- Revisions to the Employee Handbook were reviewed. Jane Crocker moved to accept the Handbook as revised. Heather Craven seconded the motion, which passed.

NEW BUSINESS

- **Resolutions and Certificates of Appreciation for Departing Board Members.** Candace Brown read resolutions for departing board members. She also moved acceptance for the resolution for Jane Crocker, which was seconded by Rick Vander Wende. The motion passed with one abstention. She also moved acceptance for the resolution for James Keebler. Michelle McGreivey seconded the motion, which passed with one abstention. Finally, she moved acceptance for the resolution for Carolyn Ryan Reed. Steve Chudnick seconded the motion, which passed with one abstention.
- **Reorganization Task Force.** The reorganization meeting has been schedule for July. A Reorganization Committee was appointed with Ann Wodnick as chair. Cathy Boss was nominated to assume the vacant board position. Candace Brown moved to appoint Cathy Boss to the board. Anne Wodnick seconded the motion, which passed.
- **Executive Board Meeting Dates for FY17.** A list of proposed dates for FY17 board meetings was presented. Jane Crocker moved to approve the dates. Michelle McGreivey seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING (Webcast – July 21, 2016)

Reorganization Meeting.

ADJOURNMENT

Anne Wodnick moved to adjourn the meeting. Jane Crocker seconded the motion, which passed. The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Lynn Pascale, Secretary