



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, March 17, 2016
LibraryLinkNJ Office and Webcast
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Cathy Boss
Karen Brodsky
Candice Brown
Steve Chudnick
Janice Cooper
Jane L. Crocker
Michelle McGreivey
Kimberly Paone
Lynn Pascale
Carolyn Ryan Reed
Anne Wodnick
Rick Vander Wende

Absent

Heather Craven
James Keehler
Irene Sterling

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. She then introduced new board member Cathy Boss.

APPROVAL OF MINUTES

Kimberly Paone presented the minutes of the February 18, 2016 board meeting and moved for approval. Jane Crocker moved to approve the minutes and Steve Chudnick seconded the motion, which passed with one abstention.

TREASURER'S REPORT

Rick Vander Wende, Treasurer, presented the February 2016 Report of Expenditures and moved to accept. Kimberley Paone seconded the motion, which passed. He also presented the February 2016 Report of Investments and moved to accept. Michelle McGreivey seconded the motion, which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Michelle Stricker sent a written report and announced that Andrea Levandowski a reference librarian with the NJ State Library since 2008, has been appointed Program Manager of Small Business Development and Technology in the Lifelong Learning section. Colleen Daze will be retiring in June.

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 the staff and she met with Dynamex representatives to review contract compliance, problem resolution and communications. Quarterly meetings will be held throughout the contract year.
- **Discounts.** Jessica Adler reported that end-of-year renewals were completed and publicized. She also reported that significant changes were made to some offers.

Advocacy, Collaboration, and Partnerships.

- **Advocacy.** Kathy Schalk-Green reported that she met with the NJLA Public Policy Committee.
- **Collaboration.** She also reported on meetings that she attended.
- **Projects.**
 - *MentorNJ.* Mi-Sun Lyu continues to work on this project.
 - *Diversity Resources Online.* Mi-Sun Lyu continues to administer the site
 - Mi-Sun Lyu is currently working on two project proposals—Project Management & Transforming Libraries into Diverse Workplaces.
 - She also provided a short tutorial to Doug Baldwin for the Makers Day website.

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.
- The Drupal Sample site revision is complete.
- Social Media Management was reported

Other Activities

- Additional Staff Activities were reported.

Upcoming Events/Offers/Happenings

- Additional upcoming events were reported.

Jane Crocker moved to accept the Executive Director's Report. Kimberley Paone seconded the motion, which passed.

CORRESPONDENCE

A letter from the State Treasury indicated that all accounts received an overpayment of interest due to a miscalculation in the amount of \$11.09.

UNFINISHED BUSINESS

- There was no Unfinished Business.

NEW BUSINESS

- **Employee Handbook.** Jane Crocker reported that the Employee Handbook is still a work in progress.
- **Partnership with State Library.** Kathy Schalk-Greene met with State Librarian Mary Chute to partner in a Makerspace partnership project with schools. Kathy made a proposal to the Board for their consideration and possible approval. Karen Brodsky moved to appropriate \$7500 in the FY16 budget to fund this project. Cathy Boss seconded the motion, which passed.
- **Budget Line Revision Request.** Kathy Schalk-Greene proposed increases in the Operating and Mandated Expenses sections of the FY2016 Budget for a total of \$19,777. Michelle McGreivey moved to make this revision. Lynn Pascale seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING (in person at the LLNJ office -- April 14, 2016)

March Membership Survey Results
Planning Committee: Draft of FY17 Strategic Initiatives
Finance Committee: Draft of FY17 Budget
Nominating Committee: Draft of FY17 Slate

ADJOURNMENT

Rick Vander Wende moved to adjourn the meeting. Anne Wodnick seconded the motion, which passed. The meeting was adjourned at 3:03 p.m.

Respectfully submitted,

Lynn Pascale, Secretary