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Kathy Schalk-Greene, Executive Director [Kathy@librarylinknj.org](mailto:Kathy@librarylinknj.org)

EXECUTIVE BOARD MEETING  
Thursday, March 16, 2017  
Online and in Person . 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

**Present**

Karen Brodsky  
Steve Chudnick  
Janice Cooper  
Heather Craven  
Michelle McGreivey  
Kimberly Paone  
Adele Puccio  
Irene Sterling  
Rick Vander Wende  
Anne Wodnick

**Absent**

Cathy Boss  
Candice Brown  
Ranjna Das  
Tanya Finney Estrada  
Lynn Pascale

**Also Attending**

Kathy Schalk-Greene, Executive Director  
Joanne Roukens, Assistant Director  
Sophie Brookover

**CALL TO ORDER**

The meeting was called to order at 2:34 p.m. by President Kimberly Paone, who announced that the meeting was in compliance with the Open Public Meetings Act.

**APPROVAL OF MINUTES**

Kimberly Paone presented the minutes of the January 26, 2017 board meeting. Adele Puccio seconded the motion, which passed.

**TREASURER'S REPORT**

Rick Vander Wende, Treasurer, presented the February 2017 Report of Expenditures and moved to accept. Steve Chudnick seconded the motion, which passed. He also presented the February 2017 Report of Investments and moved to accept. Steve Chudnick seconded the motion, which passed. The reports were filed for audit.

## **REPORT OF THE EXECUTIVE DIRECTOR**

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

### ***Economic Savings through Resource Sharing***

- **Delivery.** Deliveries were delayed or cancelled due to snow closing and holidays. Delivery studies were tested among cross-section of libraries.

### ***Advocacy, Collaboration and Partnerships***

- **Collaboration.**
  - Kathy Schalk-Greene reported on collaboration efforts by staff members
- **Projects.**
  - *Digital Public Library of New Jersey.* Kathy Schalk-Green was appointed to the State Library's DPLA Executive Committee and participated in conference calls.
  - *MentorNJ.* Mi Sun Lyu and the team continue working to promote MentorNJ and plan for Year 2 programs. Highlights were discussed.
  - *Diversity Resources Online.* Mi Sun Lyu continues to administer this site.
  - *Meetings attended by staff.* Professional meetings and LLNJ Events attended were outlined.

### ***Knowledge, Skills and Professional Growth***

- **Continuing Education.** Joanne Roukens reported on the continuing education offerings and activities for members.
- **CE Workshops Attended.** Workshops attended by staff were highlighted.

### ***Innovation and Reinvention.***

- Mi-Sun Lyu continues to maintain the website and will make updates as necessary.
- Social Media Management activities were reported by Sophie Brookover.

### ***Other Activities***

- Additional Staff Activities were reported.

Michelle McGreivey moved to approve the Executive Director's Report. Adele Puccio seconded the motion, which passed.

## **CORRESPONDENCE**

- There was no correspondence.

## **UNFINISHED BUSINESS**

- **Strategic Planning.** Kathy Schalk-Greene reported all workshops for strategic planning have been scheduled. The next steering committee meeting has been scheduled.
- **Delivery Consultant.** The draft report has been circulated. A conference call has been scheduled.

## **NEW BUSINESS**

- **Membership Committee.** A membership application was submitted from the Jersey City State University College of Nursing. Irene Sterling moved to accept the application and Adele Puccio accepted the application, which passed.
- **Budget Line Revisions.** Anne Wodnick moved to add \$1000 to line 7746, auto mileage and to \$6000 to line 7749, office equipment. Rick Vander Wende seconded the motion, which passed.
- **Incubator/Innovation Projects for 2017.** Irene Sterling moved to allocate funds for a variety of projects. Janice Cooper seconded the motion, which passed.

## **AGENDA ITEMS FOR NEXT MEETING** (in person, April 20, 2017, Matawan-Aberdeen Public Library)

- Draft Strategic Initiatives, FY18
- Draft Budget, FY18
- Draft Board Nomination slate, FY18

**ADJOURNMENT**

Karen Brodsky moved to adjourn the meeting. Adele Puccio seconded the motion, which passed. The meeting was adjourned at 3:13 p.m.

Respectfully submitted,

Kathy Schalk-Greene, Acting Secretary