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

EXECUTIVE BOARD MEETING
Thursday, May 19, 2016
LibraryLinkNJ Office – 2:30 p.m. start time

WEBCAST

MINUTES

EXECUTIVE BOARD

Present

Karen Brodsky
Candice Brown
Steve Chudnick
Janice Cooper
Heather Craven
Jane L. Crocker
Lynn Pascale
Kimberly Paone
Carolyn Ryan Reed
Irene Sterling
Anne Wodnick

Absent

Cathy Boss
James Keehler
Michelle McGreivey
Rick Vander Wende

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Mi-Sun Lyu, LibraryLinkNJ

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

Lynn Pascale presented the minutes of the April 14, 2016 board meeting and moved for approval. Janice Cooper moved to approve the minutes and Karen Brodsky seconded the motion, which passed.

TREASURER'S REPORT

Kathy Schalk Greene, Executive Director, presented the April 2016 Report of Expenditures and Heather Craven moved to accept. Anne Wodnick seconded the motion, which passed. She also presented the March 2016 Report of Investments and Lynn Pascale moved to accept. Janice Cooper 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 Nanette Cox will continue to monitor delivery service.
- **Discounts.** Kathy Schalk Greene met as part of the Statewide Database Evaluation Group to recommend purchases by the State library. LLNJ will offer EBSCO discounts in May for resources dropped by the State Library.

Advocacy, Collaboration, and Partnerships.

- **Advocacy.** Kathy worked with NJLA Public Policy 'Committee for NJLA Advocacy Week recruiting Advocacy Captains for South Jersey state legislative districts.
- **Projects.**
 - *Makerspace Next Steps* were highlighted. Highlights were discussed.
 - *Collaboration.* Meetings attended by staff were highlighted.
 - *Diversity Resources Online.* Mi-Sun Lyu continues to administer the site.
 - *Project Management Project.* Mi-Sun Lyn has completed the project
 - She also working on a proposal for Transforming Libraries into Diverse Workplace Project.

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 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.

Irene Sterling moved to accept the Executive Director's Report. Anne Wodnick seconded the motion, which passed.

CORRESPONDENCE

- A letter from the courier who handles documents expressing regret over late bid.
- A between LLNJ attorneys and State Library attorney.

UNFINISHED BUSINESS

- There was no Unfinished Business.

NEW BUSINESS

- **New LLNJ Membership applications.** Lynn Pascale presented applications from two prospective members: Princeton Theological Seminary library and Bergen County Law Library. She then moved acceptance of these applications. Janice Cooper seconded the motion, which passed.
- **Personnel Committee: Employee Handbook Revision.** Jane Crocker presented the final draft of the Employee Handbook on behalf of the Personnel Committee. Discussion followed.
- **Project Management.** This proposal was prepared by Mi-Sun Lyu. Heather Craven moved to accept the proposal and appropriate funds. Carolyn Ryan Reed seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING (Webcast – June 16, 2016)

Resolutions and Certificates of Appreciation for Departing Board Members: Jane Crocker, James Keebler, Carolyn Ryan Reed.
Reorganization Taskforce – Process Review
Executive Board Meeting Date for FY17.

ADJOURNMENT

Heather Craven moved to adjourn the meeting. Anne Wodnick seconded the motion, which passed. The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Lynn Pascale, Secretary