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Kathy Schalk-Greene, Executive Director [Kathy@librarylinknj.org](file://C:\Users\Kathy\Downloads\Kathy@librarylinknj.org)

EXECUTIVE BOARD MEETING

Thursday July 19, 2018

In-Person

2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

**Present Absent**

Phillip Berg Cathy Boss

John Bonney Adele Puccio

Chris Carbone Michele McGreivey

Steve Chudnick

Ranjna Das

Tanya Finney Estrada

Bonnie Lafazan

Deborah Magnan

Laurie Matassa

Jennifer Podolsky

Irene Sterling

Rick Vander Wende

**Also Attending**

Kathy Schalk-Greene, Executive Director

Joanne Roukens, Assistant Director

Sophie Brookover, LibraryLinkNJ

Mi-Sun Lyu, LibraryLinkNJ

Kathleen Moeller-Peiffer, New Jersey State Library

**CALL TO ORDER**

The meeting was called to order at 2:30 p.m. by Vice President Steve Chudnick, who announced that the meeting was in compliance with the Open Public Meetings Act.

John Bonney, presented the Reorganization Committee’s recommendation for FY19 Board officers and moved to accept the new slate. Irene Sterling seconded the motion, which passed unanimously.

Irene Sterling moved to accept the LibraryLinkNJ Board Committees. John Bonney seconded the motion which passed unanimously.

The approved list follows:

## ***LIBRARYLINKNJ EXECUTIVE BOARD OFFICERS FOR FY19***

## ***Approved by Board 7/19/18***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| President | Ranjna Das | Burlington County Library System |
| Vice President | Steven Chudnick | Brookdale Community College, Bankier Library |
| Secretary | John Bonney | Neptune Public Library |
| Treasurer | Rick Vander Wende | Lay Representative |
| Assistant Treasurer | Michelle McGreivey | Hoboken Junior Senior High School Library |

***LIBRARYLINKNJ BOARD COMMITTEES FOR FY19***

***Finance Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Vice President | Steven Chudnick | Brookdale Community College, Bankier Library |
| Treasurer, Chair\* | Rick Vander Wende | Lay Representative |
| Assistant Treasurer\* | Michelle McGreivey | Hoboken Junior Senior High School Library |
| Committee Member | John Bonney | Neptune Public Library |

*\*Some positions defined in Bylaws*

***Personnel Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Jennifer Podolsky | East Brunswick Public Library |
| Committee Member | Michelle McGreivey | Hoboken Junior Senior High School Library |
| Committee Member | Phillip Berg | MAIN: Morris Automated Information Network |
| Committee Member | Deborah Magnan | Hackensack University Medical Center Library |

***Nominations Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Steven Chudnick | Brookdale Community College, Bankier Library |
| Committee Member | Laurie Matassa | Jackson Liberty High School Media Center |
| Committee Member | Jennifer Podolsky | East Brunswick Public Library |

***Membership Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Tanya Finney Estrada | Pennsauken Free Public Library |
| Committee Member | Laurie Matassa | Jackson Liberty High School Media Center |
| Committee Member | Adele Puccio | Maurice Pine Free Public Library |

***Strategic Planning Committee***

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| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | John Bonney | Neptune Public Library |
| Committee Member | Deborah Magnan | Hackensack University Medical Center Library |
| Committee Member | Irene Sterling | Lay Representative |
| Committee Member | Phillip Berg | MAIN: Morris Automated Information Network |
| Committee Member | Bonnie Lafazan | Berkeley College Library |
| Committee Member | Chris Carbone | South Brunswick Public Library |

***Reorganization Committee***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Cathy Boss | Jersey Shore University Medical Center Library |
| Committee Member | Steve Chudnick | Brookdale Community College, Bankier Library |
| Committee Member | Irene Sterling | Lay Representative |

***Bylaws Committee (Ad Hoc)***

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Library** |
| Committee Chair | Adele Puccio | Maurice Pine Free Public Library |
| Committee Member | Chris Carbone | South Brunswick Public Library |
| Committee Member | Cathy Boss | Jersey Shore University Medical Center Library |
| Committee Member | Michelle McGreivey | Hoboken Junior Senior High School Library |

John Bonney presented the list of board meeting dates, Laurie Matassa seconded the motion, which passed. The approved meeting dates as followed.

|  |  |  |
| --- | --- | --- |
| **Executive Board Meetings – FY19**  **Approved by Board – 7/19/18** | | Notes on other dates, webcast and in person meeting preferences |
| July 19, 2018 | Board Retreat | In person, LLNJ Office, 9:30 coffee, 10:00 - 1:15, followed by lunch |
| July 19, 2018 | Reorganization meeting | In person, LLNJ Office |
| August 16, 2018 |  | In-person, LLNJ Office and webcast |
| September 20, 2018 |  | Webcast |
| October 18, 2018 |  | Webcast |
| November 15, 2018 |  | Webcast |
| December 20, 2018 | Scheduled, if needed | Recommend no Board meeting (NJASL Conference, 12/2-4) |
| January 17, 2019 |  | Webcast |
| February 21, 2019 |  | Webcast |
| March 21, 2019 |  | Webcast |
| April 11, 2019 | Location: TBA | Earlier because of a holiday on April 19, 2019. In person because of items for Membership Meeting (draft Annual Plan, Budget and Board Slate) |
| May 16, 2019 |  | Webcast (NJLA conference 5/29-31) |
| June 13, 2019 | Scheduled, if needed | Recommend no Board meeting if Membership Meeting this month |
|  |  | (Earlier as ALA conference is 6/20-25) |

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**Executive Board Retreat in FY20: July 18, 2019 10AM – 1:15 PM, Location: LLNJ Office, Piscataway**

**APPROVAL OF MINUTES**

John Bonney presented and moved to accept the minutes of the May 17, 2018 board meeting, Jennifer Podolsky seconded the motion, which passed.

**TREASURER’S REPORT**

President Ranjna Das, presented May 2018 Report of Expenditures. Steve Chudnick moved to accept, Tanya Finney Estrada seconded the motion which passed. President Ranjna Das, presented the May 2018 Report of investments. Bonnie Lafazan moved to accept, Jennifer Podolsky seconded the motion which passed. The reports were filed for audit.

**REPORT OF THE STATE LIBRARY**

Kathleen Moeller-Peiffer, New Jersey State Library presented a 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**

* *Expak—*Termination Agreement signed by Kathy on June 11, 2018.
* *TForce—Started on* April 30 and *performance* has been satisfactory.
* *Delivery Task Force Cost Share Team had an initial call on June 11th.*

**Advocacy, Collaboration, and Partnerships**

*Advocacy*

* Kathy Schalk-Greene attended NJLA Public Policy meeting on May 4th and asked for support.
* Kathy asked the VALE Executive Committee for a letter of support of LibraryLinkNJ services.

*Collaboration*

Kathy attended online meetings of the Statewide Infrastructure Team.

* MentorNJ activities were outlined.
* Diversity Resources Online: Mi-Sun continues to administer the online pages.

**Knowledge, Skills and Professional Growth**

*CE Team*

* Webinars Scheduled recently completed
* Final Super Library Supervisor Spring workshop.
* At the Membership Meeting all documents brought before the membership passed.

Project Management Workshop Series 2018

* This consisted of 2 in person workshops and 2 webinars.
* The participants and their projects are available at <http://librarylinknj.org/projects/pm>.

**Innovation and Reinvention**

* Website Report
* Other IT
* Social Media Management
  + Channel Performance
  + Social Media Consultations
  + SMS Publication
* E-Update Management

**Organizational Development for LLNJ and Our Members Development**

* Development of FY19 Budget
* Developing Member Library Staff

**Other Activities in Support of LLNJ**

Staff Activities were listed.

**Upcoming Events/Offers/Happenings**

Events were listed

Bonnie Lafazan moved to accept the Executive Director’s Report. Deborah Magnan seconded the motion, which passed.

**CORRESPONDENCE**

VALE Letter of Support

**NEW BUSINESS**

* John Bonney moved to approve charging libraries with 2-3 stops per week 17% for delivery cost share and libraries with 4-5 stops 27%. Chris Carbone seconded the motion which passed.
* The New Jersey State Library requested that all Executive Board members sign the Code of Ethics.

**PUBLIC COMMENT**

Kathy Schalk-Greene and Kimberley Paone suggested a letter to NJLA for additional funding.

**AGENDA ITEMS FOR NEXT MEETING**

Online Executive Board Meeting, September 20, 2018.

**ADJOURNMENT**

Phillip Berg moved to adjourn the meeting. Tanya Estrada seconded the motion, which passed. The meeting was adjourned at 3:18 p.m.

Respectfully submitted,

John Bonney, Secretary