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

EXECUTIVE BOARD MEETING
Thursday, September 21, 2017
Online and In-Person
2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Cathy Boss
Janice Cooper
Heather Craven
Ranjna Das
Tanya Finney Estrada
Michele McGreivey
Lynn Pascale
Kimberly Paone
Jennifer Podolsky
Adele Puccio
Irene Sterling
Rick Vander Wende
Anne Wodnick

Absent

John Bonney
Steve Chudnick

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Sophie Brookover, LibraryLinkNJ
Michele Stricker, NJ State Library

CALL TO ORDER

The meeting was called to order at 2:35p.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 July 20, 2017 board meeting and moved to accept. Adele Puccio seconded the motion, which passed with three abstentions

TREASURER'S REPORT

Rick Vander Wende, Treasurer, presented the revised June 2017 Report of Expenditures and moved to accept. Cathy Boss seconded the motion which passed. Rick Vander Wende presented the July/August 2017 Report of Expenditures and moved to accept. Anne Wodnick seconded the motion which passed. Rick Vander Wende presented the July/August 2017 Report of Investments and moved to accept. Ranja Das seconded the motion, which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Michele Stricker 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

- **Delivery.** The following topics were discussed. The Delivery Subcommittee held a conference call to finalize their review of the RFP for Statewide Delivery Services. The RFP was issued on Thursday 7/27. A delivery Bidder's Conference was held at the LLNJ office on August 11.

Advocacy, Collaboration and Partnerships

- **Economic Savings through Resource Sharing**
- Kathy Schalk-Greene reported that four bids were received to date and that they would be opened at 10 a.m. on September 22, 2017.
- **Discounts**
- Jessica Adler worked with vendors to renew offers and updated the information on the website.

Advocacy.

- Kathy Schalk-Greene reported on her activities since the last board meeting.
- **Collaboration.**
- Kathy Schalk-Greene reported on the staff's collaboration activities.
- **Projects.**
- Kathy Schalk-Greene reported on ongoing projects including MentorNJ and Rent-A-Consultant. Meetings attended by staff were outlined.
- **Knowledge, Skills and Professional Growth**
- Kathy Schalk-Greene reported on activities of the CE team including: Webinars, Face-to-Face events, Project Management Series, CE Sponsorship of other organizations, Onsite, On-Demand Staff Development Projects, Online Learning, Workshops and Conferences attended.
- **Continuing Education.** The webinar schedule was concluded for FY17.

Innovation and Reinvention.

- Kathy Schalk-Greene reported on the following:
- Website. Mi-Sun continues to maintain the Website. Other IT.
- Website. Mi-Sun continues to maintain the Website.
- Other IT. Mi-Sun continues to support the staff with tech-related issues.
- Social Media Management. Member participation was reported.
- Face-to-Face Events. The following events were reported: Super Library Supervisor Fall Series, Fall Success-Sharing Workshop, Facilitation Skills Workshops, Spring Membership Meeting.
- CE Sponsorship of Other Organizations
- Incubator Projects including Powering Up: Library Charging Stations
- **Other Activities in Support of LLNJ.** Kathy Schalk-Greene reported on additional staff activities.
- Rick Vander Wende moved to accept the Executive Directors Report. Heather Craven seconded the motion which passed.

CORRESPONDENCE

- Libraries Delivery Cancellation Correspondence.

UNFINISHED BUSINESS

- **Strategic Planning** - Kathy Schalk-Greene presented an update of activities.
- **Delivery Task Force**. Kathy Schalk-Greene presented an update of the RFP process.
- **Advocacy and LLNJ Board**. Kimberly Paone presented an update.

NEW BUSINESS

- **Office Lease - Option to Renew**. Kathy Schalk-Greene updated the board about requesting an option to renew the lease, effective 12/1/17. We are awaiting terms to act.

AGENDA ITEMS FOR NEXT MEETING- Online, October 19, 2017.

- FY17 Audit
- Strategic Plan
- Delivery Contract Recommendation

ADJOURNMENT

Janice Cooper moved to adjourn the meeting. Irene Sterling seconded the motion. The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Lynn Pascale, Secretary