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

EXECUTIVE BOARD MEETING
Thursday, January 18, 2018
Online and In-Person
2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

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

Absent

John Bonney
Michele McGreivey
Irene Sterling

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Sophie Brookover, LibraryLinkNJ
Kathleen Moeller-Peiffer, New Jersey State Library
Jennifer Breuer, Glen Ridge Public Library
Cindy Czesak, BCCLS

CALL TO ORDER

The meeting was called to order at 2:31 p.m. by President Kimberly Paone, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Secretary Lynn Pascale presented the minutes of the November 9, 2017 board meeting, Janice Cooper moved to accept. Heather Craven seconded the motion, which passed.

TREASURER'S REPORT

Rick Vander Wende, Treasurer motioned to increase the Cooperative's Operating Expenses section in the FY 2018 budget from \$12,000 to \$27,000. Steve Chudnick seconded the motion which passed.

Rick Vander Wende, Treasurer presented the December 2017 Report of Expenditures and moved to accept. Lynn Pascale seconded the motion which passed. He also presented the December 2017 Report of investments and moved to accept. Ranjna Das seconded the motion which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Kathleen Moeller-Peiffer 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. Most of November and December 2017 was occupied with the delivery transition. After negotiations a contract was signed with Expak on November 16th.

Advocacy, Collaboration and Partnerships

- **Advocacy**
NJLA Public Policy Committee Meeting.
- **Outside Collaboration by Staff with Other Organizations or Projects**
Collaboration: Infrastructure Study, Digital Public Library of America (DPLA), Vale Executive Committee.

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.** Subsidies were approved for Documents Association of NJ, Special Library Association of NJ Chapter and Special Library Association Princeton-Trenton Chapter, VALENJ.

Other Activities in Support of LLNJ

- Kathy Schalk-Greene provided Self Evaluation to Personnel Committee.
- Joanne Roukens was honored at the NJASL Conference with the President's Award.
- Additional staff activities were reported.

Upcoming Events/Offerings/Happenings

Super Library Supervisors Spring 2018.

Ranjna Das moved to accept the Executive Directors Report. Janice Cooper seconded the motion which passed.

CORRESPONDENCE

- Essex County Library Directors concerns about Expak's inability to provide the delivery services. Email (Peter Coyle).
- Bergen County Cooperative Library System expressing concerns with Expak. (Kurt Hadelor)

UNFINISHED BUSINESS

- **Expak Delivery.** Kathy Schalk-Greene spoke about the goals for the February 5th special Executive Board Meeting, explained how Expak was chosen and the best long term decisions for LibraryLinkNJ. Rick Vander Wende motioned to send a formal notice to Expak for failure to perform and lack of service. Janice Cooper seconded the motion which passed.

ADJOURNMENT

Janice Cooper moved to adjourn the meeting. Jennifer Podlosky seconded the motion which passed. The meeting was adjourned at 3:56 p.m.

Respectfully submitted,

Lynn Pascale, Secretary