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

EXECUTIVE BOARD MEETING
Thursday, April 20, 2017
In Person . Matawan-Aberdeen Public Library
2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Cathy Boss
Steve Chudnick
Janice Cooper (conferenced in)
Heather Craven
Ranjna Das (conferenced in)
Tanya Finney Estrada (conferenced in)
Kimberly Paone
Adele Puccio
Irene Sterling
Rick Vander Wende
Anne Wodnick (conferenced in)

Absent

Karen Brodsky
Candice Brown
Michelle McGreivey
Lynn Pascale

Also Attending

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

CALL TO ORDER

The meeting was called to order at 2:35 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 March 16, 2017 board meeting. Steve Chudnick moved to accept. Adele Puccio seconded the motion, which passed with one abstention.

TREASURER'S REPORT

Rick Vander Wende, Treasurer, presented the March 2017 Report of Expenditures and the March 2017 Report of Investments and moved to accept. Irene Sterling 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.** Deliveries were cancelled due to snow closing on 3/14 along with the LLNJ office. With Dynamex management meeting at LLNJ on 3/30 resulted in a robust discussion.
- **Discounts. Kathy and Jessica Adler** (discount consultant) announced EBSCO discounts.

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 met via conference call with the DPLA Committee on 3/13 and 3/27.
- *MentorNJ.* The MentorNJ team met online to discuss Year 3 plan details.
- *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.
- TechFest at Gloucester County library hosted by Sophie Brookover was a huge success.
- Project Management series were reported by Sophie Mi-Sun Lyu.

Other Activities

- Additional Staff Activities were reported.

Irene Sterling motioned to accept the Executive Directors Report. Heather Craven seconded the motion which passed.

CORRESPONDENCE

- MentorNJ 2 year written report.
- Candice Brown resignation from the Board, Effective 6/30/17. John Bonney, Director Neptune Library was nominated by the Nominations Committee to fill the remaining term. Steve Chudnick moved to accept the nomination. Adele Puccio seconded the motion which passed.

UNFINISHED BUSINESS

- ***Strategic Planning.*** Seven Stakeholder workshops have been held with 186 people participating.
- ***Delivery Consultant/Delivery Task Force.*** A written delivery study PowerPoint was presented. Stopping grandfathered delivery arrangements was tabled to the May meeting. Adele Puccio moved to continue an agreement with Greg Pronevitz consulting services up to \$64,000 Irene Sterling seconded the motion, which passed.
- ***Volunteers.*** Kathy Schalk-Green asked for two volunteers to review applications for the Powering Up project. Janice Cooper and Steve Chudnick volunteered to review the applications.

NEW BUSINESS

- ***Application for Verizon Law Library.*** Irene Sterling moved to accept the application. Heather seconded the motion which passed.
- ***Proposal for Facilitation Skills Workshop.*** This workshop has been scheduled for a CE workshop in 2018.
- ***Planning Committee.*** Heather Craven reported on the draft of strategic initiatives for 2018. Heather Craven moved to accept the draft, Adele Puccio seconded the motion, which passed.
- ***Personnel Committee.*** Tanya Finney Estrada moved to create a new part-time staff position for a Library School Social Media Intern at \$17.00 per hour. Janice Cooper seconded the motion, which passed. Tanya Finney Estrada also moved to approve a 2.5% salary increase for staff for 2018. Steve Chudnick seconded the motion, which passed.

- **Finance Committee.** Rick Vander Wende presented the proposed budget for 2018. He then moved to accept the proposed budget. Steve Chudnick seconded the motion, which passed.
- **Nominations Committee.** Steve Chudnick moved to accept the proposed slate for FY2018. Irene Sterling seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING ((May 18, 2017, 2:30 p.m.)

- Advocacy and LLNJ Board

ADJOURNMENT

Kimberley Paone moved to adjourn the meeting. Cathy Boss seconded the motion, which passed. The meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Kathy Schalk Greene, Acting Secretary