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EXECUTIVE BOARD MEETING  
Thursday, November 19, 2015  
*LibraryLinkNJ Office and Webcast*  
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

**Present**

Karen Brodsky  
Candice Brown  
Steve Chudnick  
Janice Cooper  
Heather Craven  
Jane L. Crocker  
Kimberly Paone  
Margaret Shapiro  
Robin Siegel

**Absent**

James Keebler  
Michelle McGreivey  
Lynn Pascale  
Carolyn Ryan Reed  
Rick Vander Wende

**Also Attending**

Joanne Roukens, Interim, Executive Director  
Karen Miller, Gossage Sager Associates

**CALL TO ORDER**

The meeting was called to order at 2:38 p.m. by President Candice Brown, who announced that the meeting was in compliance with the Open Public Meetings Act.

**APPROVAL OF MINUTES**

Margaret Shapiro presented and moved the minutes of the October 15, 2015, Executive Board meeting. Janice Cooper seconded the motion, which passed.

**TREASURER'S REPORT**

Kimberly Paone presented the financial reports and moved to accept the Report of Expenditures for October 2015. Janice Cooper seconded the motion, which passed. Kimberly Paone also presented the Report of Investments for October 2015 and moved to accept the report. Robin Siegel seconded the motion, which passed. The reports were filed for audit.

**STATE LIBRARY REPORT**

There was no State Library Report.

## **REPORT OF THE INTERIM EXECUTIVE DIRECTOR**

Interim Executive Director Joanne Roukens submitted a written report which addressed the following issues:

- **Delivery Service.** Joanne Roukens reported that contract renewal negotiations with Dynamex have been completed.
- **Discounts.** Jessica Adler reported new and updated discount offers.
- **Staff Collaboration and Project Work.** Joanne Roukens reported the collaboration and project activities of staff members.
- **Continuing Education Management.** Activities and Webinars in progress and completed were reported by Joanne Roukens.
- **Social Media Management.** Joanne Roukens shared Sophie Brookover's report on the management and promotion of social media accounts.
- **Website Management.** Joanne Roukens shared Mi-Sun Lyu's report on her activities.
- **Office Management.** Job Descriptions have been completed. Joanne Roukens began her term as Interim Executive Director.

Janice Cooper moved to accept the Interim Executive Director's report. Karen Brodsky seconded the motion, which passed.

## **CORRESPONDENCE**

There was no correspondence.

## **UNFINISHED BUSINESS**

- **Executive Director Search Task Force**—Jane Crocker moved to adjourn to Executive Session at 2:56. Margaret Shapiro seconded the motion. The board reconvened at 3:15 at which time Jane Crocker moved to offer the new Executive Director an annual salary of \$115,000 with a relocation stipend of \$5000. The start date for the new director is in early 2016, with the date being flexible. Kimberly Paone seconded the motion, which passed. President Candice Brown thanked the Task Force for their work. She also expressed her thanks and appreciation to Gossage Sager Associates for their work on the Executive Director search.
- **Delivery Services** – Karen Brodsky moved to renew the contract with Dynamex. Janice Cooper seconded the motion, which passed.
- **We Entrepreneurs Project Update**—all final reports have been received. The reports and the project will be available on the LLNJ website.

## **NEW BUSINESS**

- **Nominating Committee—Nominee to Replace Kathy Schalk Green, LLNJ Board Public Library Representative.** Karen moved to replace Kathy Schalk Greene with Anne Wodnick, Gloucester County Library. Anne will fill the unexpired term of Kathy Schalk-Greene. The term expires on 6/30/17. Robin Siegel seconded the motion, which passed. **Library Network Review Board Nominee**—Karen Brodsky moved to nominate Maureen Wilkinson, Warren County Library, to the Review Board. It is a two-year term, which commences January 1, 2016. Robin Siegel seconded the motion, which passed.
- **Resolution and Certificate of Appreciation to Kathy Schalk-Greene** – Joanne Roukens read a resolution honoring Kathy Schalk-Greene for her work on the LLNJ Board. Janice Cooper moved to accept the resolution and Margaret Shapiro seconded the motion, which passed.
- **Makerspace Next Steps: Workshop Proposal** – \$6,000 of Project funds were requested for Phase One - workshop with P'unk Avenue to continue LLNJ's efforts to build and maintain communities of practice within the New Jersey library community and to foster techniques to help strategically position libraries beyond the maker movement. Janice Cooper moved to accept the proposal. Steve Chudnick seconded the motion, which passed.

## **AGENDA ITEMS FOR MEETING** (online – December 17, 2015)

- 10% Fuel Charge for 2016 Delivery Services

**ADJOURNMENT**

Janice Cooper moved to adjourn the meeting. Margaret Shapiro seconded the motion, which passed. The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Joanne P. Roukens, Interim Executive Director

In the absence of Lynn Pascale, Secretary, at the November 19<sup>th</sup> Board Meeting

**LibraryLinkNJ**, The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and d funding of the New Jersey Library Network.