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

EXECUTIVE BOARD MEETING

Thursday, October 20, 2016

Online and in Person – 2:30 p.m. start time

MINUTES

## EXECUTIVE BOARD

**Present Absent**

Cathy Boss Karen Brodsky

Candice Brown Tanya Finney Estrada

Steve Chudnick

Janice Cooper

Heather Craven

Ranjna Das

Michelle McGreivey

Kimberly Paone

Lynn Pascale

Adele Puccio

Irene Sterling

Rick Vander Wende

Anne Wodnick

### Also Attending

Kathy Schalk-Greene, Executive Director

Joanne Roukens, Assistant Director

Michelle Stricker, New Jersey State Library

Mi-Sun Lyu, LibraryLinkNJ

Andy Silverstein, Auditor

**CALL TO ORDER**

The meeting was called to order at 2:32 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 September 22, 2016 board meeting. Janice Cooper moved for approval. Steve Chudnick seconded the motion, which passed.

**TREASURER’S REPORT**

Rick Vander Wende, Treasurer, presented the September 2016 Report of Expenditures and moved to accept. Candice Brown seconded the motion, which passed. He also presented the September Report of Investments and moved to accept. Janice Cooper 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 Delivery Task Force met via conference call to evaluate two proposals for a delivery consultant and recommended Gregory Provenitz. Kathy Schalk-Greene completed a contract with him for work to be completed by March 2017. She also shared delivery survey results with the Board and Dynamex. Renewal proposal from Dynamex was received for review on October 18.
* **Discounts**. Jessica reported on current and future discount offerings.

***Advocacy, Collaboration, and Partnerships*.**

* **Advocacy.** Kathy Schalk-Greene attended the NJLA Public Policy Committee meeting on September 9 and acted as liaison with EveryLibrary’s Patrick Sweeney to propose an NJLA Preconference on Developing Winning Messages. She will act as moderator if the proposal is approved.
* **Collaboration.** 
  + VALE Users Council and Executive Committee. Kathy promoted On Site/On Demand Professional Development opportunities to VALE members and briefed them on delivery and strategic planning for LLNJ.
* **Projects.** 
  + *MentorNJ.*Mi Sun Lyu and the team continue working to promote MentorNJ and plan for Year 2 programs. Highlights were discussed.
  + *Diversity Resources Online.* Mi-Sun Lyu continues to administer the site.
  + *LibraryLinkNJ Podcast:* Joanne Roukens purchased recording equipment requested by Sophie Brookover.

***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.***

* + Kathy and Joanne discussed incubator projects for FY17 which included: Project Management, Futures Conference, Pending Mental Health Training, Pending Digital Public Library of America symposium and implementation, Pending Makerspace 2.0.
  + Mi-Sun Lyu continues to maintain the website and will make updates as necessary.
  + Social Media Management activities were reported by Sophie Brookover.

***Other Activities***

* + Additional Staff Activities were reported.

***Upcoming Events/Offers/Happenings***

* Sophie Brookover will be co-presenting Library Paparazzi: Next Level Tips for #LibrariesOfInstagram at the Library Marketing & Communications Conference in Dallas, TX, on November 16.

Cathy Boss moved to accept the Executive Director’s Report. Candice Brown seconded the motion, which passed.

**CORRESPONDENCE**

* Comments from Mary Lewis at Kawameeh Middle School about the Membership Meeting (9/29/16) and response from Kathy ***Schalk-Greene (9/30/16).*** Discussion about possible online participation in Membership Meetings. Kimberly Paone asked for a Taskforce on Membership Meetings. Steve Chudnick and Janice Cooper volunteered.
* **Thank** you letter from Mary Esche at Moorestown Public Library for On Site/On Demand funding, 10/4/16.

**UNFINISHED BUSINESS**

* **Strategic Plan Committee Report.**Heather Craven presented a request for proposal for a consultant and received three proposals. She recommended contracting with **Maverick & Boutique** Heather Craven moved to contract with **Maverick & Boutique** Steve Chudnick seconded the motion, which passed.
* **Delivery Contract Renewal for 2017***.* Kathy Schalk-Greene is negotiating with Dynamex.

**NEW BUSINESS**

* **FY16 Audit.**Auditor Andy Dorfman reviewed the FY16 audit and reported that there were no issues. Adele Puccio moved to accept the FY16 Audit. Rick Vande Wende seconded the motion, which passed.
* **Bylaws Review.** Heather Craven reported that there was one recommended revision. Heather Craven moved to schedule just one membership meeting annually. Candice Brownseconded the motion.
* **Executive Director Evaluation.** Kathy Schalk-Greene will conduct a self-evaluation with Candice Brown.

**AGENDA ITEMS FOR NEXT MEETING** (online, November 10, 2016)

* Delivery Contract Proposal

**ADJOURNMENT**

Adele Puccio moved to adjourn the meeting. Cathy Boss seconded the motion, which passed. The meeting was adjourned at 3:42 p.m.

Respectfully submitted,

Lynn Pascale, Secretary