



44 Stelton Road, Suite 330 TEL: 732-752-7720 or 866-505-5465 librarylinknj.org
Piscataway, NJ 08854 FAX: 732-752-7785 or 800-793-8007
Kathy Schalk-Greene, Executive Director Kathy@librarylinknj.org

EXECUTIVE BOARD MEETING
Thursday, October 20, 2016
Online and in Person – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Cathy Boss
Candice Brown
Steve Chudnick
Janice Cooper
Heather Craven
Ranjna Das
Michelle McGreivey
Kimberly Paone
Lynn Pascale
Adele Puccio
Irene Sterling
Rick Vander Wende
Anne Wodnick

Absent

Karen Brodsky
Tanya Finney Estrada

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 Brown seconded 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