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## EXECUTIVE BOARD MEETING

Thursday, October 15, 2015  
*LibraryLinkNJ Office*  
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  
Michelle McGreivey  
Lynn Pascale  
Margaret Shapiro  
Robin Siegel  
Kimberly Paone  
Rick Vander Wende

#### **Absent**

James Keebler  
Carolyn Ryan Reed  
Kathy Schalk-Greene

#### **Also Attending**

Joanne Roukens, Interim, Executive Director  
Mary Chute, New Jersey State Librarian  
Sophie Brookover, LibraryLinkNJ

### **CALL TO ORDER**

The meeting was called to order at 2:35 p.m. by President Candice Brown, who announced that the meeting was in compliance with the Open Public Meetings Act.

### **APPROVAL OF MINUTES**

Kimberly Paone presented and moved approval of the minutes of the September 17, 2015 Executive Board meeting. Jane Crocker seconded the motion, which passed with four abstentions.

### **TREASURER'S REPORT**

Rick Vander Wende presented the financial reports and moved to accept the Report of Expenditures for September 2015. Steve Chudnick seconded the motion, which passed. Rick Vander Wende also presented the Report of Investments for September 2015 and moved to accept the report. Steve Chudnick seconded the motion, which passed. The reports were filed for audit.

### **STATE LIBRARY REPORT**

Mary Chute presented a written report from the State Library.

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

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

- **Delivery Service.** Discussions for renewal of the contract with Dynamex are ongoing. To maintain continuity in negotiations, retired Executive Director Cheryl O'Connor offered to complete the negotiation of this contract at no cost. Heather Craven moved to ask Cheryl O'Connor to complete negotiation of this contract. Margaret Shapiro seconded the motion which passed.
- **Discounts.** Jessica Adler reported new and updated discount offers.
- **Staff Collaboration and Project Work.** Joanne Roukens reported the collaboration activities of staff members.
- **Continuing Education Management.** Activities and Webinars in progress and completed were reported by Joanne Roukens.
- **Social Media Management.** Sophie Brookover reported on the management and promotion of social media accounts.
- **Website Management.** Mi-Sun Lyu reported on her activities.
- **Office Management.** Joanne Roukens reported on the transition activities since Cheryl O'Connor's last day in the office. She also reported updates on Dental Plan, Employee Handbook and the Executive Director's Annual FY15 Report to the membership.

Heather Craven moved to accept the Assistant Director's report. Margaret Shapiro seconded the motion, which passed.

## **CORRESPONDENCE**

- 10.9.15 – Thank you letter from Cheryl O'Connor.
- Letter of resignation to the Board as of November 1, 2015 from Kathy Schalk-Greene.

## **UNFINISHED BUSINESS**

- **Executive Director Search Task Force**—Jane Crocker presented a written report. As of September 27, 2015, 18 applications were submitted. Interview process was also discussed.
- **Delivery Services** – see above in Assistant Director Report.

## **NEW BUSINESS**

- **Revised Code of Ethics for LLNJ Board**—Board members were asked to review this document and sign.
- **New Jersey Library Network Review Board** -- Replacement nominations were discussed. Nominating Committee is Michelle McGreivey, Lynn Pascale, and Karen Brodsky.
- **LLNJ Board Public Library Representative** – Kathy Schalk-Greene is retiring on November 1<sup>st</sup> and has resigned from the Board. The Nominating Committee will seek a replacement to recommend to the Board.

## **AGENDA ITEMS FOR NEXT MEETING** (November 19, 2015, in person at the LLNJ office.)

New Jersey Library Network Review Board—vote on LLNJ appointments

Delivery Service Contract Recommendation—vote on contract renewal

New Executive Director-vote on job offer

## **ADJOURNMENT**

Rick Vander Wende moved to adjourn the meeting. Janice Cooper seconded the motion, which passed. The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

Lynn Pascale  
Secretary

**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 funding of the New Jersey Library Network.