****

 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](file:///C%3A%5CUsers%5CKathy%5CDownloads%5CKathy%40librarylinknj.org)

EXECUTIVE BOARD MEETING

Thursday, September 22, 2016

In Person at LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

## EXECUTIVE BOARD

**Present Absent**

Karen Brodsky Cathy Boss

Steve Chudnick Candice Brown

Janice Cooper Irene Sterling

Heather Craven

Ranjna Das

Tanya Finney Estrada

Michelle McGreivey

Kimberly Paone

Lynn Pascale

Adele Puccio

Rick Vander Wende

Anne Wodnick

### Also Attending

Kathy Schalk-Greene, Executive Director

Joanne Roukens, Assistant Director

Michelle Stricker, New Jersey State Library

Sophie Brookover, LibraryLinkNJ

**CALL TO ORDER**

The meeting was called to order at 2:34p.m. by President Kimberly Paone, who announced that the meeting was in compliance with the Open Public Meetings Act.

**APPROVAL OF MINUTES**

Michelle McGreivey presented the minutes of the July 21, 2016 board meeting and moved for approval. Steve Chudnick seconded the motion, which passed.

**TREASURER’S REPORT**

Rick Vander Wende, Treasurer, presented the August 2016 Report of Expenditures and moved to accept. Michelle McGreivey seconded the motion, which passed. He also presented the August Report of Investments and moved to accept. Janice Cooper seconded the motion, which passed. The reports were filed for audit.

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**. Met with Delivery Taskforce July26 and contacted absent members by phone. Then met with Dynamex, surveyed membership and discussed results of survey with Dynamex.
* **Discounts**. Jessica reported on current and future discount offerings.

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

* **Advocacy.** Kathy Schalk Greene attended the NJLA Public Policy meetings in July and August. She was appointed to the NJLA Public Policy Committee for 2016-17. She also met with State Librarian Mary Chute and NJLA President Chris Carbone,
* **Collaboration.**
	+ Kathy attended the VALE Members Council in July at which time FY17 budget was approved without VALID funding. VALE voted to return to LLNJ the $40,000 given to support the project.
	+ Michelle Stricker at the State Library coordinated meetings of the mental health and library communities to discuss joint training for library staff.
	+ Kathy met with Mary Chute and the NJLA president at their regular lunch meeting.
* **Projects.**
	+ *MentorNJ.*Mi Sun Lyu and the team continue working to promote MentorNJ and plan Fall 2016 programs. Plans for the networking event on November 9 at the Monroe Public Library were discussed.
	+ *Diversity Resources Online.* Mi-Sun Lyu continues to administer the site.
	+ *LibraryLinkNJ Podcast:* Joanne Roukens purchased recording equipment and Sophie Brookover began the planning phase.

***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.
	+ 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 at the Library Marketing & Communications Conference in Dallas, TX, on November 16.
* Joanne Roukens will be presenting at the Monroe Township Public Library on October 13.
* Joanne Roukens will be representing LLNJ at the NJASL Conference at Ocean Place, Long Branch, on November 17-19.

Ann Wodnick moved to accept the Executive Director’s Report. Steve Chudnick seconded the motion, which passed.

**NEW BUSINESS**

* **Delivery Task Force Report.** Ann Wodnick reported that the task force met.
* **Delivery Survey.** Summary of the survey was shared with the board.
* **Delivery Contract Process Renewal for 2017.** Kathy Schalk Greene recommended to renew the contract with Dynamex. Anne Wodnick moved to renew the contract with negotiations. Janice Cooper seconded the motion, which passed.
* **Delivery Consultant.** Kathy met with the task force and reviewed candidates. Anne Wodnick moved to contract with Greg Provonitz in the amount of $8000 with a timeline of October to March 17. Lynn Pascale seconded the motion, which passed.
* **Line Revisions for FY17.** Kathy Schalk-Greene requested an increase in expense items to include Delivery consultant and an increase for the Strategic Plan consultant for the total amount of $23,000. Rajna Das moved to make the change and Anne Wodnick seconded the motion, which passed.
* **Bylaws Review Process Overview.** Kathy Schalk-Greene reported to the board that the Bylaws need to be reviewed every three years. She asked the committee to review the Bylaws and recommend any necessary changes.

**AGENDA ITEMS FOR NEXT MEETING** (online, October 20, 2016)

 FY2016 Audit

**ADJOURNMENT**

Michelle McGreivey moved to adjourn the meeting. Janice Cooper seconded the motion, which passed. The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

Lynn Pascale, Secretary