****

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

Cheryl O’Connor, Executive Director [coconnor@librarylinknj.org](mailto:coconnor@librarylinknj.org)

EXECUTIVE BOARD MEETING

Thursday, September 17, 2015

# LibraryLinkNJ Office

LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

## EXECUTIVE BOARD

**Present Absent**

Candice Brown Karen Brodsky

Steve Chudnick Janice Cooper

Heather Craven Lynn Pascale

Jane L. Crocker Carolyn Ryan Reed

James Keehbler Kathy Schalk-Greene

Michelle McGreivey Robin Siegel

Kimberly Paone

Margaret Shapiro

Rick Vander Wende

### Also Attending

Cheryl O’Connor, Executive Director, LibraryLinkNJ

Michele Stricker, Deputy State Librarian

Joanne Roukens, Assistant Director, LibraryLinkNJ

Jeanine Creazzo, HSLANJ, Manager, Library Services, St. Peters Healthcare System

**Yingting Zhang**, HSLANJ, Information & Education Librarian, Robert Wood Johnson Library of the Health Sciences

Andrew Silverstein, Dorfman Abrams Music, Auditor

## **CALL TO ORDER**

The meeting was called to order at 2:33 p.m. by President Candice Brown, who announced that the meeting was in compliance with the Open Public Meetings Act. At this time Candice Brown introduced all in attendance.

## **APPROVAL OF MINUTES**

In the absence of the Board Secretary, Kimberley Paone presented and moved the minutes of the August 20, 2015 Executive Board meeting. Michele McGreivey seconded the motion, which passed with two abstentions.

## **TREASURER’S REPORT**

Board Treasurer Rick Vander Wende presented the financial reports and moved to accept the Report of Expenditures for August 2015. Margaret Shapiro seconded the motion, which passed. Rick Vander Wende also presented the Report of Investments for August 2015 and moved to accept the report. Margaret Shapiro seconded the motion, which passed. The reports were filed for audit.

## **STATE LIBRARY REPORT**

Michele Stricker presented a written report from the State Library.

**HSLANJ Presentation to Cheryl O’ConnoR**

Jeannine Creazzo read a resolution from the Health Sciences Library Association of New Jersey (HSLANJ) and made a presentation to retiring Executive Director Cheryl O’Connor.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Cheryl O’Connor submitted a written report which addressed the following issues:

* **Delivery Service.** Cheryl O’Connor reported on the recent delivery service survey. Summary is a separate document in the board packet.
* **Discounts.** Jessica Adler reported new and updated discount offers.
* **Staff Collaboration and Project Work.** Cheryl O’Connor 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.
* **Collaboration**. Joanne Roukens reported on staff activities.
* **Office Management.** Cheryl O’Connor reported on the transition plan due to her retirement and other activities including dental plan, Employee Handbook and Executive Director’s Annual Report.

Kimberly Paone moved to accept the Executive Director’s report. James Keehbler seconded the motion, which passed.

**CORRESPONDENCE**

* 7.21.15 – Jane Crocker thank you note to the Board for gift while she was recuperating.
* 8.5.15 –Anne Wodnick of Gloucester County Library System thank you to Joanne Roukens for subsidizing the GCLS On-site, On-Demand staff training.
* 8.7.15 – Janet Clark of NJASL thank you to office staff for use of our meeting room.

**UNFINISHED BUSINESS**

* **Reorganization Committee—**Kimberly Paone presented the restructuring of Officers and Committees and moved to accept the report. James Keehbler seconded the motion, which passed.
* **Executive Director Search Task Force—**Jane Crocker reported that currently nine candidates have applied for the position. Resumes will be reviewed and semifinalists will be selected in October. Joanne Roukens will assume the role of Interim Director on October 15.
* **Delivery Services –** Delivery Service Survey results were presented in a written report. There was consensus by the Board for Cheryl O’Connor and Joanne Roukens to move forward with negotiations with Dynamex on a contract renewal for 2016.

**NEW BUSINESS**

* **FY15 Audit.** Andrew Silverstein of Dorfman Abrams presented the two components of the FY15 audit report and reported that all is completed and in order. Rick Vander Wende moved to accept the audit report. Heather Craven seconded the motion, which passed. The Board acknowledged and thanked Business Administrator Nanette Cox and Executive Director Cheryl O’Connor for their continued excellence with LibraryLinkNJ’s finances.
* **2014 Form 990 IRS** Andrew Silverstein reported that management fulfilled all requirements

**AGENDA ITEMS FOR MEETING** (October 15, 2015)

2016 Delivery Services Contract Renewal

Executive Director Annual Report for FY15

**ADJOURNMENT**

Jane Crocker moved to adjourn the meeting. Steve Chudnick seconded the motion, which passed. The meeting was adjourned at 4:22 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.