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EXECUTIVE BOARD MEETING

Thursday, September 17, 2015
LibraryLinkNJ Office
LibraryLinkNJ Office – 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Candice Brown
Steve Chudnick
Heather Craven
Jane L. Crocker
James Keebler
Michelle McGreivey
Kimberly Paone
Margaret Shapiro
Rick Vander Wende

Absent

Karen Brodsky
Janice Cooper
Lynn Pascale
Carolyn Ryan Reed
Kathy Schalk-Greene
Robin Siegel

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 Keebler 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 Keebler 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.