

EXECUTIVE BOARD MEETING

April 15, 2021, 2:30 PM
Zoom

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg (arrived at 3:15 pm)
Ralph Bingham
Chris Carbone
Kathy Dempsey
Corey Fleming
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Ricardo Pino
Will Porter
Jennie Pu
Irene Sterling

Absent

Jennifer Podolsky

Also Attending

Keith McCoy, Interim Director, LLNJ
Kathleen Moeller-Peiffer, Deputy State Librarian, New Jersey State Library
Carol Fishwick, LibraryLinkNJ
Theresa Agostinelli, LibraryLinkNJ
Mi-Sun Lyu, LibraryLinkNJ

CALL TO ORDER

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

APPROVAL OF MINUTES

The Executive Board Secretary, Ralph Bingham presented the February 18, 2021, Executive Board meeting minutes. Ricardo Pino moved to approve the corrected February 18, 2021 minutes. Corey Fleming seconded the motion, which passed. The Executive Board Secretary, Ralph Bingham presented the March 18, 2021 Executive Board meeting minutes. The minutes were approved by unanimous consent.

PRESIDENTS REPORT

Bonnie Lafazan reported on March 24, 2021, that the New Jersey State Library and LibraryLinkNJ hosted a program on solidarity and support for the Asian American and Pacific Islanders communities. She also gave Jennie Pu a special thanks for reaching out and presenting at the program.

TREASURER'S REPORT

Treasurer Ricardo Pino presented and moved the March 2021 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent. Treasurer Ricardo Pino presented and moved the March 2021 Budget vs. Expense Report to be accepted. The Budget vs Expense report was approved by unanimous consent. Treasurer Ricardo Pino presented and moved for the March 2021 Investment Report to be accepted. The Investment Report was approved by unanimous

consent. The reports were filed for audit. The QuickBooks reports: 2021 Budget, Balance Sheet with Previous Year Comparison and Statement of Operations with Prior Year Comparison, were reviewed.

REPORT OF THE EXECUTIVE DIRECTOR

Interim Director Keith McCoy presented a written report.

REPORT OF THE STATE LIBRARY

No report. Kathy Moeller-Peiffer will send the report when it is available.

COMMITTEE REPORTS

- o Fund Development - Irene Sterling reported that Juliet Machie (NJLA) asked LLNJ for support for the NJLA annual conference. Bonnie Lafazan moved that LLNJ support the annual conference by providing \$1,500 worth of scholarships for 10 people to attend the NJLA conference. Bonnie also moved for LLNJ to purchase a booth for \$500 at the conference to be staffed by LLNJ Staff and Executive Board members. Kathy Dempsey seconded the motion, which passed. Bonnie Lafazan moved to appoint Juliet Machie (NJLA) to the Fund Development committee. Will Porter seconded the motion, which passed with 4 abstentions.
- o Bylaws Committee - Deborah Magnan submitted a written report.
- o Delivery Task Force - No Report
- o Finance Committee – The Finance Committee discussed stabilizing the cost of delivery. Ricardo reported that the committee will prepare a proposed 12-month budget with the anticipation that the budget will remain flat. They also will propose changing from a fiscal year to a calendar year.
- o Membership Committee - No Report
- o Strategic Planning - Allan Kleiman reported that the strategic planning committee has not met but will be meeting one more time to finalize the strategic plan for 21/22 to be presented at the Membership Meeting.
- o TOPCATS – Ralph Bingham reported that TOPCATS will be updating the website on what is happening in New Jersey with libraries. With the CDC relaxing quarantine, the committee will be working on best practices about ending quarantine in libraries. Some of the members met with Jen Nelson the New Jersey State Librarian. Allan Kleiman and Ralph Bingham met with Juliet Machie (NJLA) for NJLA and LLNJ to have a partnership to hire a researcher.
- o President Bonnie Lafazan moved to appoint Lisa Bakanas (Cherokee High School) to the Delivery Task Force. Ricardo Pino seconded the motion, which passed.
- o Programming Committee - No Report
- o Personnel Committee - Chris Carbone reported that the application for the Executive Director position ended on April 11, 2021. He reported that they have 20 applicants that will be reviewed with the search firm, the finalists should be known by the end of the month.
- o Nominations Committee - Irene Sterling presented and moved the slate for the LLNJ Executive Board.

C.L. Quillen (Spotswood Public Library)

Bonnie Lafazan (LLNJ Executive Board)

Ralph Bingham (LLNJ Executive Board)

Laurie Matassa (LLNJ Executive Board)

Ricardo Pino seconded the motion, which passed.

Bonnie Lafazan moved to appoint Jennie Pu to the Library Network Review Board. Ricardo Pino seconded the motion, which passed.

o **CORRESPONDENCE AND PUBLIC COMMENTS**

No Correspondence

NEW AND UNFINISHED BUSINESS

- No new Business

Agenda Items for Next Meeting

Executive Board Meeting, May 20, 2021, 2:30 pm

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Corey Fleming seconded the motion, which passed. The meeting was adjourned at 4:20 p.m.

Respectfully submitted by
Ralph Bingham, Secretary