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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

April 18, 2024, 2:30 PM via Zoom

EXECUTIVE BOARD

Present

Mary Fran Daley
Ranjna Das
Corey Fleming
John Foglia
Laura Giacobbe
Shannon Kish
Allan Kleiman
Irene Langlois
Bonnie Lafazan
Laurie Matassa
Joan Serpico
Michelle Sutton-Kerchner

Absent

Phillip Berg
Janina Kaldan
Vickie Volyn

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Bob Keith, Director of Library Law, State Aid and Statistics, NJ State Library
Claire Houghton-Kiel, Passaic County Technical Institute, LNRB Representative
Carol Fishwick (Minute Taker)

CALL TO ORDER

The meeting was called to order at 2:32 p.m. by President Ranjna Das who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Secretary Bonnie Lafazan presented the March 21, 2024, meeting minutes. The minutes were approved by unanimous consent.

TREASURER'S REPORT

Treasurer Mary Fran Daley presented the following reports to be accepted:

- March 18, 2024 - April 12, 2024 Check Detail Report
- March 2024 Operating Expenses/Bill List Report
- March 2024 Budget vs. Expense Report
- March 2024 Investment Report

All of the above reports were approved by unanimous consent.

The QuickBooks reports: FY 2024 Budget, Balance Sheet with Prior Year Comparison, and Statement of Operations with Prior Year Comparison, were reviewed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ralph Bingham presented a written report.

STATE LIBRARIAN'S REPORT

Bob Keith, Director of Library Law, State Aid and Statistics, presented a written report.

COMMITTEE REPORTS

- Bylaws Committee – No Report
- Finance Committee – The Finance Committee met on April 10, 2024, they reviewed FY25 budget drafts.
- Fund Development Committee - No Report
- Membership and Planning Committees - Joan Serpico reported that the committees will meet again with Amanda E. Standerfer on May 22 to prepare for the Board Retreat on May 16.
- Nominating Committee - No Report
- Personnel Committee - No Report
- Resource Sharing Committee - No Report

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comment.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Allan Kleiman moved to approve an extension of the statewide delivery service contract with TForce Logistics for the term of July 1, 2024 to June 30, 2025 at \$90,176.50 per month. Corey Fleming seconded the motion, which passed.

At 2:50 p.m., Corey Fleming moved to go into closed Executive Session. Irene Langlois seconded the motion, the motion passed. At 3:07 p.m., Corey Fleming moved to adjourn the Executive Session. Irene Langlois seconded the motion, which passed.

The Personnel Committee moved to approve the following addition to the Employee Handbook, which passed.

Promotional Increases

When employees receive a promotion, the new salary will reflect not less than a five percent (5%) increase.

The Personnel Committee moved to approve the draft of the Executive Director's contract discussed in Executive Session and to send it to the attorney for review, which passed.

ADJOURNMENT

Michelle Sutton-Kerchner moved to adjourn the meeting. Corey Fleming seconded the motion, which passed. The meeting was adjourned at 3:12 p.m.

Respectfully submitted by

Bonnie Lafazan
Executive Board Secretary