

EXECUTIVE BOARD MEETING
Thursday, August 20, 2020 2:30 PM
Zoom or Zoom by Phone

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Ralph Bingham
Chris Carbone
Kathy Dempsey
Kimberly Flanagan-Bouchard
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Ricardo Pino
Jennifer Podolsky
Jennie Pu
Irene Sterling

Absent

Cory Fleming (Excused)
Will Porter (Excused)

Also Attending

Juliet Machie, Interim Executive Director
Susanne Sacchetti, Executive Director
Kathleen Moeller-Peiffer, Deputy State Librarian, New Jersey State Library
Carol Fishwick LibraryLinkNJ

CALL TO ORDER

The meeting was called to order at 2:30 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

Executive Board Secretary Ralph Bingham presented and moved for the minutes of July 16, 2020 Executive Board meeting to be adopted. Ricardo Pino seconded the motion, which passed with corrections.

PRESIDENTS REPORT

President Bonnie Lafazan presented an updated the FY21 Board Committee Roster and Committee Chairs.

TREASURER'S REPORT

Treasurer Ricardo Pino presented and moved to accept the July 2020 Operating Expenses Report. Bonnie Lafazan seconded the motion, which passed. Treasurer Ricardo Pino presented and moved to accept the July 2020 Budget vs. Expense Report. Irene Sterling seconded the motion, which passed. Treasurer Ricardo Pino presented and moved to accept the July 2020 Investment Report. Irene Sterling seconded the motion, which passed. Treasurer Ricardo Pino presented and moved to accept the amended June 2020 Budget vs. Expense Report. Irene Sterling seconded the motion, which passed. The reports were filed for audit. The QuickBooks reports: (2021 Budget, Balance Sheet with Previous Year Comparison, Statement of Operations with Prior Year Comparison) were reviewed and filed.

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Interim Executive Director Juliet Machie submitted a written report. She noted that it has been a great pleasure to serve LLNJ and the New Jersey library community. She thanked the Executive Board, staff, NJSL and the LLNJ membership for the opportunity to serve.

REPORT OF THE EXECUTIVE DIRECTOR

Executive Director Susanne Sacchetti thanked Juliet Machie and the Executive Board for all their help and support. She noted that her immediate goal has been to make contact and connections with LLNJ's stakeholders.

REPORT OF THE STATE LIBRARY

Kathleen Moeller-Peiffer, New Jersey State Library presented a written report. She thanked Interim Director Juliet Machie for leading the organization through difficult challenges in the last few months.

COMMITTEE REPORTS

- Finance Committee – Treasurer Ricardo Pino presented an FY21 Budget summary and an amended FY21 six-month budget. He explained that the six-month budget reflected an amendment from a three-month budget that was approved at the June 17, 2020 membership meeting. He observed that the Finance Committee was presenting a six-month budget because the New Jersey State Library has only funded LLNJ for six months, pending an FY21 budget approval from the State of New Jersey. Treasurer Ricardo Pino moved to accept the FY21 six-month budget. Ralph Bingham seconded the motion, which passed. The six-month budget and budget summary will be forwarded to the membership for approval.
- Personnel Committee – Personnel Committee Chair, Chris Carbone welcomed the new Executive Director Susanne Sacchetti and noted that the Personnel Committee will be meeting soon.
- Bylaws Committee - Bylaws Committee Chair, Deborah Magnan presented a written report.
- Delivery Task Force – Delivery Task Force Chair, Phillip Berg reported that the Task Force has successfully completed the Project Empty Warehouse. The DTF is ready to restart and complete the delivery study with Greg Pronevitz. They will also begin work on a delivery RFP.
- TOPCATS - Ralph Bingham reported that TOPCATS are having bi-weekly meetings. Discussions are in progress about restructuring the work of TOPCATS and possibly transitioning the work to a permanent task force.

CORRESPONDENCE & PUBLIC COMMENTS

There was no correspondence. There were no public comments.

NEW AND UNFINISHED BUSINESS

- Membership Meeting – The Board approved to schedule a membership meeting on September 23, 2020 at 1:00 p.m. to approve an FY21 amended six-month budget. Phillip Berg moved to hire a new parliamentarian. Allan Kleiman seconded the motion, which passed.
- Irene Sterling moved to create a Fund Development Committee. Jennifer Podolsky seconded the motion, which passed.
- A written proposal for an FY21 Executive Board retreat was submitted. The Board agreed to use Doodle Poll to find a date and time for the Executive Board Planning Meeting.

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Allan Kleiman seconded the motion, which passed. The meeting was adjourned at 4:34 p.m.

Respectfully submitted,

Ralph Bingham, Secretary