

EXECUTIVE BOARD MEETING

Thursday, October 15, 2020, 2:30 PM
Zoom

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Ralph Bingham
Chris Carbone
Kimberly Flanagan-Bouchard
Corey Fleming
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Ricardo Pino
Jennifer Podolsky
Will Porter
Jennie Pu

Absent

Kathy Dempsey
Irene Sterling

Also Attending

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

CALL TO ORDER

The meeting was called to order at 2:33 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

Ralph Bingham presented the September 17, 2020 minutes. Ricardo Pino moved for the minutes of the September 17, 2020 Executive Board meeting to be accepted. Corey Fleming seconded the motion, which passed with one correction..

PRESIDENTS REPORT

President Bonnie Lafazan nominated Corey Fleming to be the new Membership Committee Chairman. Ralph Bingham moved to accept the nomination. Jennifer Podolsky seconded the motion, which passed.

TREASURER'S REPORT

Treasurer Ricardo Pino presented and moved for the September 2020 Operating Expenses Report to be accepted. Ralph Bingham seconded the motion, which passed. Treasurer Ricardo Pino presented and moved for the September 2020 Budget vs. Expense Report to be accepted. Jennifer Podolsky seconded the motion, which passed. Treasurer Ricardo Pino presented and moved for the September 2020 Investment Report to be accepted. Corey Fleming seconded the motion, which passed. 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

Executive Director Susanne Sacchetti presented a written report.

REPORT OF THE STATE LIBRARY

New Jersey State Library presented a written report.

AUDITORS REPORT PRESENTED

Patricia Diaz, auditor from Dorfman Abrams Music presented the Audit Report for FY2020. Chris Carbone moved to accept the report. Ricardo Pino seconded the motion, which passed.

COMMITTEE REPORTS

- o Bylaws Committee - Deborah Magnan reported that she met with Juliet Machie and Susanne Sacchetti and reported that they need more members.
- o Delivery Task Force - Phillip Berg reported that the Delivery will start on Monday October 19, 2020.
- o Finance Committee – After discussing moving costs with Juliet Machie and Susanne Sacchetti Ricardo Pino moved to hire Palmeri movers for the move to the Talking Book and Braille. Jennifer Podolsky seconded the motion, which passed.

Ricardo requested and moved to authorize Executive Director Susanne Sacchetti to request \$1,840,000.00 on behalf of the membership for the remaining balance for the fiscal year. Corey Fleming seconded the motion, which passed.
- o Fund Development – No Report
- o Membership Committee - No Report
- o Strategic Planning Committee – Chairman Allan Kleiman will be sending out a Doodle Poll.
- o TOPCATS – Ralph Bingham thanked the 32 people who attended the October 8, 2020 meeting and hit the ground running. Workgroups were reorganized and the status of the projects were reviewed..
- o Personnel Committee - Chris Carbone moved to update the personnel manual to allow employees to take 3% to be added to annuity in lieu of health insurance benefits. Ricardo Pino seconded the motion, which passed.

CORRESPONDENCE

- There was no correspondence.

NEW AND UNFINISHED BUSINESS

- Part 2 Executive Board Planning Meeting
- Membership Meeting – December 9, 2020 at 1:00pm

Agenda Items for Next Meeting

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Jennifer Will Porter seconded the motion, which passed. The meeting was adjourned at 3:53 p.m.

Respectfully submitted by
Ralph Bingham, Secretary