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MOVING FORWARD TOGETHER

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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING

December 16, 2021, 2:30 PM
Zoom

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Ranjna Das
Kathy Dempsey
Corey Fleming
Janina Kaldan
Allan Kleiman
Bonnie Lafazan
Laurie Matassa
Ricardo Pino
Jennifer Podolsky
Will Porter
Jennie Pu
Irene Sterling

Absent

Chris Carbone

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Carol Fishwick, LibraryLinkNJ (Minutes Taker)
Kathleen Moeller-Pfeiffer, Deputy State Librarian

CALL TO ORDER

The meeting was called to order at 2:32 p.m. by Will Porter, Executive Board Vice President, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

The Executive Board Secretary Kathy Dempsey presented the November 18, 2021 Executive Board Meeting Minutes. The minutes were approved by unanimous consent.

PRESIDENT'S REPORT

No Report

TREASURER'S REPORT

Treasurer Ricardo Pino presented and moved to approve the November 2021 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent.

Treasurer Ricardo Pino presented and moved to approve the November 2021 Budget vs. Expense Report to be accepted. The Budget vs. Expense report was approved by unanimous consent.

Treasurer Ricardo Pino presented and moved to approve the November 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 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.

REPORT OF THE STATE LIBRARY

The State Library presented a written report.

COMMITTEE REPORTS

- Bylaws Committee - No Report
- Delivery Task Force - Philip Berg reported that two thirds of the libraries on delivery responded to the fortnight count. The committee is reviewing delivery procedures and delivery eligibility.
- Finance Committee - Ricardo Pino reported the committee met and began the process of creating a new financial policy manual.
- Fund Development Committee - No Report
- Membership Committee - No Report
- Nominations Committee - The nominations Committee Chair, Laurie Matassa offered new candidates to fill open spots on the Library Network Review Board.
- Personnel Committee - Ralph Bingham reported that with changing Health Insurance providers the price will not go up. A new telecommuting policy will be voted on in new business.
- Planning Committee - Allan Kleiman reported that the RFQ for hiring a strategic planning facilitator was published.
- TOPCATS - No Report

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Ralph Bingham presented the final draft of the delivery RFP, which was reviewed by the attorney and the Delivery Task Force. Ricardo Pino moved to have the RFP approved as drafted for posting. Phillip Berg seconded the motion, which passed.

Phillip Berg moved to recommend Tanya Finney-Estrada be added to the Delivery Task Force with the resignation of Courtney Reese. Allan Kleiman seconded the motion, which passed.

Laurie Matassa moved for the nominations committee to appoint John Foglia, Georgian Court University Library; Katelyn Nesi, Wall High School Library; and Natalie Niziolek, Cape May County Library to fill open spots on the Library Network Review Board. Also, to appoint David Costa, Sparta Public Library for

a second term.

Ricardo Pino moved to approve of the EDI Statement of Intent as amended. Corey Fleming seconded the motion, which passed.

Ricardo Pino moved to approve the Telecommuting Policy to be added to the Employment Manual. Will Porter seconded the motion, which passed.

Ricardo Pino moved to have the January, February, and March Executive Board meeting on Zoom, the meetings locations will be revisited in March. Will Porter seconded the motion, which passed.

AGENDA ITEMS FOR THE NEXT REGULAR MEETING

Executive Board Meeting, January 20, 2022, 2:30 pm

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Allan Kleiman seconded the motion, which passed. The meeting was adjourned at 4:01 p.m.

Respectfully submitted by
Kathy Dempsey, Secretary