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2300 Stuyvesant Avenue
Trenton, NJ 08618

LibraryLinkNJ.org

TEL: 732-752-7720
FAX: 732-752-7785

Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

December 18, 2025, 3:00 p.m. - Via Zoom

EXECUTIVE BOARD

Present

Amy Behr-Shields
Akiema Buchanan
Donna Butler
Michael DiCamillo
Kristin Hayes
James Keehbler
Irene Langlois
Ann-Marie Latini
Luca Manna
Dana Nicklas
Amy Steinbauer

Absent

Helen-Ann Brown Epstein
Mary Fran Daley
Joan Serpico
Michelle Sutton-Kerchner

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Jen Brenner, Deputy State Librarian, New Jersey State Library
Carol Fishwick, Minute Taker

CALL TO ORDER

The meeting was called to order at 3:02 p.m. by Board President Irene Langlois who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Secretary James Keehbler presented the November 20, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent.

TREASURER'S REPORT

Executive Director Ralph Bingham presented the Financial Reports. Irene Langlois moved to adopt the Operating Expenses/Bill List, Budget vs. Expense Report Investment report into record and approve the Check Detail Report for payment. James Keehbler seconded the motion, which passed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ralph Bingham presented a report.

NEW JERSEY STATE LIBRARY REPORT

Jen Brenner, Deputy State Librarian, New Jersey State Library presented a report.

COMMITTEE REPORTS

- Bylaws Committee – James Keebler reported that the committee did not meet in November and will not meet in December. They will meet next on January 27, 2026, to continue reviewing the bylaws for updates.
- Finance Committee – Ralph Bingham reported that the committee did not meet in December. Their next meeting is on January 8, 2026.
- Fund Development - Ralph Bingham reported that the committee is working on a Sponsorship Plan.
- Membership/Planning Committee – Amy Behr-Shields reported that the committee did not meet in December. The next meeting is scheduled for January 6, 2026. The Committee continues to focus on developing an abbreviated Code of Conduct and exploring the potential involvement of volunteers and trustees with LLNJ.
- Nominating/Reorganization Committee - James Keebler reported that the committee did not meet in December and will meet next on January 21, 2026.
- Personnel Committee - No Report
- Resource Sharing Committee - No Report

CORRESPONDENCE AND PUBLIC COMMENTS

No Correspondence or Public Comments

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

ADJOURNMENT

Amy Behr- Shields moved to adjourn the meeting. Luca Manna seconded the motion, which passed. The meeting was adjourned at 3:22 p.m.

Respectfully submitted by,

James Keebler

Secretary