

EXECUTIVE BOARD MEETING

February 18, 2021, 2:30 PM
Zoom

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Ralph Bingham
Chris Carbone
Kathy Dempsey
Corey Fleming
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Ricardo Pino
Jennifer Podolsky
Will Porter
Jennie Pu
Irene Sterling

Absent

Kimberly Flanagan-Bouchard

Also Attending

Susanne Sacchetti, Executive Director
Kathleen Moeller-Peiffer, Deputy State Librarian, New Jersey State Library
Jen Nelson, State Librarian, New Jersey State Library
Carol Fishwick, LibraryLinkNJ
Theresa Agostinelli
Darby Malvey

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. Bonnie introduced Jen Nelson the new New Jersey State Librarian

APPROVAL OF MINUTES

The Executive Board Secretary, Ralph Bingham presented the January 20, 2021 Executive Board meeting minutes. The minutes were approved by unanimous consent.

PRESIDENTS REPORT

There was no report.

TREASURER'S REPORT

Treasurer Ricardo Pino presented and moved for the January 2021 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent. Treasurer Ricardo Pino presented and moved the January 2021 Budget vs. Expense Report to be accepted. The Budget vs Expense report was approved by unanimous consent. Treasurer Ricardo Pino presented and moved for the January 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 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.

COMMITTEE REPORTS

- Bylaws Committee - Deborah Magnan reported that the ByLaws Committee did not meet.
- Delivery Task Force - Phillip Berg reported that the Delivery Task Force did not meet.
- Finance Committee – The Finance Committee discussed stabilizing the cost of delivery. Ricardo Pino moved to empower Susanne Sacchetti to accept a flat rate of \$75,000.00 a month until June 2021. Will Porter seconded the motion, which passed. Ricardo Pino suggested that the By-Laws Committee investigate changing the accounting period from a fiscal year to a calendar year.
- Fund Development - The committee discussed having Susanne Sacchetti investigate the possibility of developing relationships with additional vendors. Irene Sterling moved to offer grant awards to member libraries in the amount of \$500.00 to \$5,000.00 increments for pandemic-related projects, having the programming committee offer an RFP to members for innovation. Will Porter seconded the motion, which passed.
- Membership Committee - Chair Corey Fleming reported that the Committee reviewed the Code of Conduct. Corey Fleming moved to accept the Code of Conduct as written, Ricardo Pino seconded the motion, which passed.
- Strategic Planning Committee – Allan Kleiman reported that the Committee will work on a survey at the next meeting. Hopefully the Strategic Plan will be able to be presented at the Membership Meeting.
- TOPCATS – Ralph Bingham reported that TOPCATS is reviewing the results of the most recent survey.
- Programming Committee - Bonnie Lafazan moved to accept Alexandria Arnold (Bernardsville Public Library) as a new committee member. Corey Fleming seconded the motion, which passed.
- Personnel Committee - Chris Carbone moved to offer Programming and Outreach Specialist positions to Theresa Agostinelli and Darby Malvey. Corey Fleming seconded the motion, which passed. Chris Carbone welcomed Darby and Theresa.
- **CORRESPONDENCE**
No Correspondence

NEW AND UNFINISHED BUSINESS

- No new Business

Agenda Items for Next Meeting

Executive Board Meeting, March 18, 2021, 2:30 pm

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Corey Fleming seconded the motion, which passed. The meeting was adjourned at 4:09 p.m.

Respectfully submitted by
Ralph Bingham, Secretary