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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING**

**February 17, 2022, 2:30 PM**  
**Zoom**

### **MINUTES**

#### **EXECUTIVE BOARD**

##### **Present**

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

##### **Absent**

Corey Fleming

##### **Also Attending**

Ralph Bingham, Executive Director, LibraryLinkNJ  
Carol Fishwick, LibraryLinkNJ (Minutes Taker)  
Kathleen Moeller-Peiffer, Deputy State Librarian  
Patricia Diaz, CPA, Dorfman, Abrams, Music

#### **CALL TO ORDER**

The meeting was called to order at 2:31 p.m. by Jennie Pu, Executive Board President, who announced that the meeting was in compliance with the Open Public Meetings Act.

#### **FY20 IRS Form 990 Presentation**

Ricardo Pino moved to accept the IRS 990 form as presented by Patricia Diaz, CPA, Dorfman, Abrams, Music. Kathy Dempsey seconded the motion, which passed.

#### **APPROVAL OF MINUTES**

The Executive Board Secretary Kathy Dempsey presented the January 20, 2022 Executive Board Meeting Minutes. Kathy Dempsey moved to approve the January 20, 2022 minutes. Ranjna Das seconded the motion, which passed.

## **PRESIDENT'S REPORT**

No Report, but Jennie Pu thanked Ralph Bingham for shepherding the strategic planning process to help the Board stick with the short timeline for completing it.

## **TREASURER'S REPORT**

Treasurer Ricardo Pino presented the January 2022 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent.

Treasurer Ricardo Pino presented the January 2022 Budget vs. Expense Report to be accepted. The Budget vs. Expense report was approved by unanimous consent.

Treasurer Ricardo Pino presented the January 2022 Investment Report to be accepted. The Investment Report was approved by unanimous consent.

The reports were filed for audit.

The QuickBooks reports: 2022 Budget, Balance Sheet with Prior Year Comparison, and Statement of Operations with Prior Year Comparison, were reviewed.

Phillip Berg moved to create an investment policy, Kathy Dempsey seconded the motion, which passed.

## **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 the task force met. The Task Force split into two groups, one being called policies and procedures. They are reviewing the content of the LLNJ delivery webpage. The second group is working on eligibility levels. One delivery bid has been received, and it's from TForce.
- Fund Development Committee - Irene Sterling reported that the Fund Development Committee met and focused the discussion on what they wanted to get from the Strategic Planning process in terms of building fund development into LLNJ's activities going forward. They are looking at the purpose of raising money and planning to have meetings with organizations outside the library community.
- Finance Committee - The Committee reviewed the IRS 990 form. They also started on next year's budget, also looking at expenditures for this year. They also want to start having conversations earlier this year with the State Library
- Membership Committee - No Report
- Nominations Committee - No Report
- Personnel Committee - Chris Carbone reported that the committee met and discussed the action item in New Business, staff pay increases for the coming year, and the Executive Director's evaluation.
- Planning Committee - Bonnie Lafazan reported that the committee met with Amanda Standerfer from Fast Forward Libraries and they reviewed the member survey. Allan Kleiman reported that Amanda's agenda and timeline are very ambitious.
- TOPCATS - No Report

## **CORRESPONDENCE AND PUBLIC COMMENTS**

No correspondence

## **UNFINISHED BUSINESS**

No unfinished business

## **NEW BUSINESS**

Ricardo Pino moved to support the prospectus for the NJLA Spectrum Scholarship initiative and to provide funds. Bonnie Lafazan seconded the motion, which passed. Ricardo Pino amended the motion to fund the prospectus for the NJLA Spectrum Scholarship and to provide funds for \$17,000. Bonnie Lafazan seconded the motion, which passed with four nays.

Ricardo Pino moved to classify Delivery Associate, Business Administrator and part-time employees as Non-Exempt employees, and Program Outreach Specialist, Executive Director, and IT Project Manager as Exempt Employees. Will Porter seconded the motion, which passed.

Burlington County Library will host the Executive Board Strategic Plan Design Session.

## **AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

Executive Board Meeting, March 17, 2022, 2:30 pm

## **ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting. Jennifer Podolsky seconded the motion, which passed. The meeting was adjourned at 3:51 p.m.

Respectfully submitted by  
Kathy Dempsey, Secretary