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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING MINUTES**

**January 15, 2026, 3:00 p.m. - Via Zoom**

### **EXECUTIVE BOARD**

#### **Present**

Akiema Buchanan  
Donna Butler  
Kristin Hayes  
James Keebler  
Irene Langlois  
Ann-Marie Latini  
Luca Manna  
Dana Nicklas  
Joan Serpico  
Michelle Sutton-Kerchner

#### **Absent**

Amy Behr-Shields  
Helen-Ann Brown Epstein  
Mary Fran Daley  
Michael DiCamillo  
Amy Steinbauer

#### **Also Attending**

Ralph Bingham, Executive Director, LibraryLinkNJ  
Michael Maziekien, 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 Keebler presented the December 18, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent.

### **TREASURER'S REPORT**

Assistant Treasurer Luca Manna presented the Financial Reports. Ann-Marie Latini moved to adopt the Operating Expenses/Bill List, Budget vs. Expense Report Investment report into record and approve the Check Detail Report for payment. Irene Langlois seconded the motion, which passed.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Ralph Bingham presented a report.

### **NEW JERSEY STATE LIBRARY REPORT**

Michael Maziekien, NJSL Project Specialist for Shared Services, presented a report.

## **COMMITTEE REPORTS**

- Bylaws Committee - The committee did not meet in December and is scheduled to meet next on January 26.
- Finance Committee - Ralph Bingham reported that the committee met on January 8 and reviewed the budget calendar for FY27. It was decided to open a secondary account with the NJ Cash Management Fund for our unrestricted funds
- Fund Development - Ralph Bingham reported that the committee met on January 6 and continued to discuss sponsorship plan options.
- Membership/Planning Committee - The committee did not meet in January and is scheduled to meet next on February 5 to continue to update the Code of Conduct.
- Nominating/Reorganization Committee - The committee did not meet in December and is scheduled to meet next on January 21.
- Personnel Committee - Joan Serpico reported that the committee is reviewing changes to the personnel manual that Kristin Hayes suggested. The committee also discussed changes to the part-time Programming & Outreach Specialist position.
- Resource Sharing Committee - Luca Manna reported that Ralph Bingham and Jennifer Bruno continue to update the statewide delivery policies behind the scenes. The committee will meet next on February 4.

## **CORRESPONDENCE AND PUBLIC COMMENTS**

An email from someone commenting that there was no public transportation to get to the Leadership Lab at Monroe Township Public Library.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

James Keebler moved to approve the Memorandum of Understanding with New Jersey Makers Day. The motion was seconded and passed.

Ralph Bingham presented an update about the open part-time Programming & Outreach Specialist position.

## **ADJOURNMENT**

Luca Manna moved to adjourn the meeting. Michelle Sutton-Kerchner seconded the motion, which passed. The meeting was adjourned at 3:28 p.m.

Respectfully submitted by,  
*James Keebler*  
Secretary