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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING**

**January 20, 2022, 2:30 PM**  
**Zoom**

### **MINUTES**

#### **EXECUTIVE BOARD**

##### **Present**

Phillip Berg  
Chris Carbone  
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**

##### **Also Attending**

Ralph Bingham, Executive Director, LibraryLinkNJ  
Carol Fishwick, LibraryLinkNJ (Minutes Taker)

#### **CALL TO ORDER**

The meeting was called to order at 2:34 p.m. by Jennie Pu, Executive Board 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 December 16, 2021 Executive Board Meeting Minutes. The minutes were approved by unanimous consent.

#### **PRESIDENT'S REPORT**

No Report

#### **TREASURER'S REPORT**

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

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

Treasurer Ricardo Pino presented the December 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**

- Membership Committee - Ricardo Pino moved to accept the membership application from the New Jersey Center for Teaching and Learning. Corey Fleming seconded the motion, which passed.
- Delivery Task Force - Philip Berg reported that some members of the Task Force met briefly in January. Ralph Bingham reported on the status of the RFP. Task Force members will be working on updating delivery policies and procedures and defining service levels.
- Finance Committee - No Report
- Fund Development Committee - No Report
- Nominations Committee - No Report
- Personnel Committee - No Report
- Planning Committee - Allan Kleiman reported that they received seven responses to the Strategic Planning Facilitator RFQ. Bonnie Lafazan then reported that the committee unanimously decided to recommend the proposal from Fast Forward Libraries.
- TOPCATS - No Report

### **CORRESPONDENCE AND PUBLIC COMMENTS**

No correspondence

### **UNFINISHED BUSINESS**

No unfinished business

### **NEW BUSINESS**

Ricardo Pino moved to contract with Fast Forward Libraries as the Strategic Planning Facilitator. Corey Fleming seconded the motion, which passed.

Ralph Bingham sought approval to hire Stephanie Sendaula as our new part-time Program & Outreach Specialist. Corey Fleming moved to hire Stephanie Sendaula to fill our vacant part-time Program & Outreach Specialist position at \$30.00 per hour. Ricardo Pino seconded the motion, which passed.

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

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

**ADJOURNMENT**

Will Porter moved to adjourn the meeting. Ricardo Pino seconded the motion, which passed.  
The meeting was adjourned at 3:07 p.m.

Respectfully submitted by  
Kathy Dempsey, Secretary