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## EXECUTIVE BOARD MEETING

June 17, 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  
Jennifer Podolsky  
Will Porter  
Jennie Pu  
Irene Sterling

##### **Absent**

Laurie Matassa  
Ricardo Pino

##### **Also Attending**

Keith McCoy, Interim Director, LLNJ  
Carol Fishwick, LibraryLinkNJ  
Mi-Sun Lyu, LibraryLinkNJ  
Darby Malvey, LibraryLinkNJ  
Kathleen Moeller-Pfeiffer, Deputy State Librarian

##### **CALL TO ORDER**

The meeting was called to order at 2:32 p.m. by Executive Board President Bonnie Lafazan, who announced that the meeting was in compliance with the Open Public Meetings Act.

##### **APPROVAL OF MINUTES**

The Executive Board Secretary, Ralph Bingham presented the May 4, 2021 Executive Board Special Meeting Minutes, May 20, 2021 Executive Board Minutes, and the May 27, 2021 Executive Board Special Meeting Minutes. The minutes were approved by unanimous consent.

##### **PRESIDENTS REPORT**

No Report

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

Assistant Treasurer Phillip Berg presented and moved the May 2021 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent. Assistant Treasurer Phillip Berg presented and moved the May 2021 Budget vs. Expense Report to be accepted. The Budget vs Expense report was approved by unanimous consent. Assistant Treasurer Phillip Berg presented and moved for the May 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**

Interim Director Keith McCoy presented a written report.

### **REPORT OF THE STATE LIBRARY**

Kathleen Moeller-Pfeiffer, Deputy State Librarian presented a written Report.

### **COMMITTEE REPORTS**

- o Fund Development - No Report.
- o Bylaws Committee - No Report.
- o Delivery Task Force - The Delivery Task Force put the finishing touches on a Project Management Calendar for the new delivery RFP.
- o Finance Committee – Phillip Berg reported a better relationship needs to be formed with the other Statewide Partners. A better job needs to be done for diversity projects. A small task Force should be formed to provide new services with the money that has not been spent, so the members do not lose faith in LibraryLinkNJ. After discussion it was decided that this should go to the Programming Committee
- o Membership Committee - No Report
- o Strategic Planning - Allan Kleiman reported that their work was completed for this year with a one-year plan approved at the June Membership Meeting.
- o TOPCATS – Ralph Bingham reported that TOPCATS met on June 2, 2021 and decided to take the summer off to recharge and start fresh in the fall when the group will redefine its charge and focus on recovery.
- o Personnel Committee - Phillip Berg moved to have the NJ Whistle Blower Act provisions adopted in the personnel manual. The Act does not automatically apply to small offices with under 10 employees. Chris Carbone seconded the motion, which passed.
- o Programming Committee - No report
- o Nominations Committee - Irene Sterling reported that there is an open two-year At-Large seat for the LibraryLinkNJ Executive Board.

### **CORRESPONDENCE AND PUBLIC COMMENTS**

No Correspondence

### **NEW AND UNFINISHED BUSINESS**

No new business

### **Agenda Items for Next Meeting**

Executive Board Meeting, July 15, 2021, 2:30 pm

### **ADJOURNMENT**

Will Porter moved to adjourn the meeting. Phillip Berg seconded the motion, which passed. The meeting was adjourned at 3:14 p.m.

Respectfully submitted by  
Ralph Bingham, Secretary