



**MOVING FORWARD TOGETHER**

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## EXECUTIVE BOARD MEETING MINUTES

Thursday, May 21, 2020 2:30 PM

Zoom or Zoom by Phone

### MINUTES

#### **Present**

Phillip Berg  
Ralph Bingham  
Chris Carbone  
Steve Chudnick  
Karen Cohen  
Corey Fleming  
Allan Kleiman  
Bonnie Lafazan  
Deborah Magnan  
Michelle McGreivey  
Ricardo Pino  
Jennifer Podolsky  
Elizabeth Sosnowska  
Irene Sterling

#### **Absent**

Laurie Matassa (Excused)

#### **Also Attending**

Juliet Machie, Interim Executive Director  
Kathleen Moeller-Peiffer, Deputy State Librarian, New Jersey State Library  
Nanette Cox, LibraryLinkNJ, Carol Fishwick LibraryLinkNJ

#### **CALL TO ORDER**

The meeting was called to order at 2:35 p.m. by President Chris Carbone, who announced that the meeting was in compliance with the New Jersey Open Public Meetings Act.

#### **APPROVAL OF MINUTES**

Bonnie Lafazan presented the minutes of the April 16, 2020 Executive Board Meeting. Phillip Berg moved to accept the minutes. Allan Kleiman seconded the motion, which passed.

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

President Chris Carbone thanked everyone for participating in the Executive Board Meeting, wishing everyone well. President Chris Carbone also thanked **TOPCATS** and Interim Executive Director Juliet Machie for all their hard work.

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

Treasurer Steve Chudnick presented the April 2020 Operating Expenses Report. Allan Kleiman moved to accept the report. Ricardo Pino seconded the motion, which passed. Treasurer Steve Chudnick presented the April 2020 Budget vs. Expense Report. Corey Fleming moved to accept the report. Jennifer Podolsky seconded the motion, which passed. The reports were filed for audit. The QuickBooks reports: Balance Sheet with Prior Year Comparison; Statement of Operations with Prior Year Comparison; 2020 Budget (043020); and Investment Report were reviewed.

**REPORT OF THE EXECUTIVE DIRECTOR**

Interim Executive Director, Juliet Machie submitted a written report.

**COMMITTEE REPORTS**

Finance Committee Chair Steve Chudnick presented a First Quarter FY21 Budget proposal. Bonnie Lafazan moved to accept the budget proposal. Ralph Bingham seconded the motion, which passed. The budget will be advanced to the membership for approval.

Personnel Committee Chair Jennifer Podolsky reported that the Personnel Committee did not meet.

The Search Committee presented a written report.

The Strategic Planning Committee Chair, Irene Sterling, presented an FY21 Operations Plan for Board review and approval. Irene Sterling moved to accept FY21 Operations Plan. Jennifer Podolsky seconded the motion, which passed. The plan will be advanced to the membership for a vote.

The Bylaws Committee Chair, Michelle McGreivey, presented a proposal to amend the Bylaws. Michelle McGreivey moved to send the Bylaws amendments to the membership meeting to be voted on. Ricardo Pino seconded the motion, which passed. The amendments will be advanced to the membership for a vote.

The Nominations Committee recommended the appointment of Jennie Pu, Dean of Libraries at Hudson County Community College, to complete the Board term vacated by Steve Chudnick. Steve Chudnick moved to approve the appointment. Jennifer Podolsky seconded the motion, which passed. The nominations committee presented five candidates for the FY21 Board slate. Steve Chudnick moved to approve the Board slate. Jennifer Podolsky seconded the motion, which passed. The slate will be advanced to the membership for a vote.

Delivery Task Force Chair, Phillip Berg reported that the delivery task force continues to meet monthly.

TOPCATS Task Force submitted a written report compiled by Mi-Sun Lyu.

**REPORT OF THE NEW JERSEY STATE LIBRARY**

Kathleen Moeller-Peiffer of the New Jersey State Library presented a written report.

**CORRESPONDENCE**

There was no correspondence.

**PUBLIC COMMENT**

There were no public comments.

**NEW & UNFINISHED BUSINESS**

Membership Meeting - June 17, 2020 @ 1 p.m. - Zoom

**AGENDA ITEMS FOR NEXT MEETING**

Board meeting, June 18, 2020, 2:30 p.m. Zoom

**ADJOURNMENT**

Allan Kleiman moved to adjourn the meeting. Steve Chudnick seconded the motion, which passed. The meeting was adjourned at 4:14 p.m.

Respectfully submitted,

Bonnie Lafazan  
Secretary