



MOVING FORWARD TOGETHER

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EXECUTIVE BOARD MEETING
Thursday, April 16, 2020 2:30 PM
Zoom Meeting

MINUTES

EXECUTIVE BOARD

Present

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

Absent

Also Attending

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

CALL TO ORDER

The meeting was called to order at 2:31 p.m. by President Chris Carbone, who announced that the meeting was following the Open Public Meetings Act.

APPROVAL OF MINUTES

Deborah Magnan presented the minutes of the March 19, 2020 meeting and moved for the minutes to be adopted. Ricardo Pino seconded the motion. The motion was passed with two name corrections with two abstentions.

Deborah Magnan presented the minutes of the April 6, 2020 special Executive Board meeting and moved for the minutes to be adopted. Bonnie Lafazan seconded the

motion. There were two name corrections. The minutes were adopted as corrected, with one abstention.

PRESIDENT'S REPORT

President Chris Carbone thanked everyone for participating in the Executive Board Meeting, wishing everyone well.

TREASURER'S REPORT

Treasurer Steve Chudnick presented and moved to accept the March 2020 Operating Expenses report. Allan Kleiman seconded the motion, which passed. Steve Chudnick presented and moved to accept the March 2020 Budget vs. Expense Reports. Allan Kleiman seconded the motion, which passed. Ricardo Pino moved to accept the March 2020 Investment Report. Allan Kleiman seconded the motion which passed. The reports were filed for audit. The QuickBooks reports: 2020 Budget - July through June; Balance Sheet Previous Year Comparison; Statement of Operations with Prior Year Comparison were reviewed.

REPORT OF THE EXECUTIVE DIRECTOR

Interim Executive Director, Juliet Machie submitted a written report. She expressed gratitude to the LLNJ Executive Board for their commitment and diligence in the last few weeks to address the budget situation. She reported that LLNJ's Cares Act Payroll Protection Program Loan application was submitted on April 10, 2020.

COMMITTEE REPORTS

Finance Committee Chair Steve Chudnick presented a written report. Steve Chudnick moved to accept the report, Corey Fleming seconded the motion which passed.

Personnel Committee Chair Jennifer Podolsky and President Chris Carbone reported that the Interim Director has been working more hours than articulated in her contract, due to the COVID-19 pandemic and resulting budget issues. Jennifer Podolsky made a motion to convert the Interim Director Juliet Machie, from part time to full time employment, retroactive to March 1, 2020, for as long as needed. Steve Chudnick seconded the motion, which passed. The Board expressed gratitude to Juliet for guiding the organization through this turbulent period.

The Search Committee presented a written report from Jobeth Bradbury of Bradbury Miller Associates, updating the Executive Director search process.

The Strategic Planning Committee Chair, Irene Sterling submitted a written report.

Michelle McGreivey, Chair of the By-Laws Committee submitted a written report. Ricardo Pino moved to seek attorney clarification on conducting a virtual membership meeting due to the Covid-19 situation. Allan Kleiman seconded the motion, which passed.

Membership Committee Chair Ralph Bingham reported that he is scheduled to have a meeting with Juliet to convene the Membership Committee.

Nominations Committee Chair, Laurie Matassa reported that Board Secretary, Deborah Magnan submitted a letter resigning as Board Secretary. Deborah will continue to serve as a Board member. Phillip Berg moved to accept Deborah Magnan's letter of resignation. Allan Kleiman seconded the motion, which passed.

Nominations Committee Chair, Laurie Matassa reported that Bonnie Lafazan has been nominated to become the new Executive Board Secretary. The Executive Board made a unanimous decision to elect Bonnie Lafazan as Board Secretary, effective April 17, 2020.

Delivery Task Force Chair, Phillip Berg reported that the Delivery Task Force is preparing for some difficult decisions ahead.

REPORT OF THE NEW JERSEY STATE LIBRARY

Deputy State Librarian, Kathleen Moeller-Peiffer presented an update from NJSL.

CORRESPONDENCE

- A letter from Rutgers University, cancelling the June 17, 2020 Membership Meeting.
- Deborah Magnan wrote a letter to resign her position as secretary for the LibraryLinkNJ Executive Board.

PUBLIC COMMENT

There were no public comments.

NEW & UNFINISHED BUSINESS

Ralph Bingham presented a motion to create a Task Force for reopening libraries. Allan Kleiman seconded the motion, which passed.

AGENDA ITEMS FOR NEXT MEETING

Board meeting, May 21, 2020, 2:30 p.m. – Zoom

Membership Meeting, June 17, 2021 – Virtual Meeting.

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Allan Kleiman seconded the motion, which passed. The meeting was adjourned at 4:18 p.m.

Respectfully submitted,

Bonnie Lafazan,
Secretary.