



**EVERY NEW JERSEY LIBRARY**  
Connected and Thriving

2300 Stuyvesant Avenue  
Trenton, NJ 08618

*LibraryLinkNJ.org*

TEL: 732-752-7720  
FAX: 732-752-7785

Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING MINUTES**

**March 19, 3:00 p.m. - Via Zoom and In-Person**

### **EXECUTIVE BOARD**

#### **Present**

Amy Behr-Shields  
Donna Butler  
Mary Fran Daley  
Michael DiCamillo  
Kristin Hayes  
James Keehbler  
Michelle Sutton-Kerchner  
Irene Langlois  
Ann-Marie Latini  
Luca Manna  
Dana Nicklas  
Joan Serpico  
Amy Steinbauer

#### **Absent**

Akiema Buchanan  
Helen-Ann Brown Epstein

#### **Also Attending**

Ralph Bingham, Executive Director, LibraryLinkNJ  
Jen Brenner, New Jersey State Library  
Carol Fishwick, Minute Taker

### **CALL TO ORDER**

The meeting was called to order at 3:01 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 Keehbler presented the February 26, 2026, Executive Board Meeting Minutes, which were approved by unanimous consent.

### **TREASURER'S REPORT**

The Treasurer Mary Fran Daley presented the Financial Reports. Mary Fran Daley moved to adopt the Operating Expenses/Bill List, Budget vs. Expense Report Investment report into record and approve the Check Detail Report for payment. Amy Behr-Shields seconded the motion, which passed.

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

Executive Director Ralph Bingham presented a report.

## **NEW JERSEY STATE LIBRARY REPORT**

Jen Brenner, Deputy State Librarian, presented a report.

### **COMMITTEE REPORTS**

- Bylaws Committee - No Report
- Finance Committee - Mary Fran Daley reported that the committee met on March 13 and reviewed the budget timeline for the FY27 budget and the draft FY27 budget. The committee also reviewed potential changes to the *Finance Policies and Procedures* and discussed sending a letter to NJSL requesting an increase in funding for FY27.
- Fund Development - No Report
- Membership/Planning Committee - Amy Behr-Shields reported that the committee did not meet as a group in March but worked via email to approve sending the final draft of the *Code of Conduct* to the full board for approval.
- Nominating/Reorganization Committee - James Keebler reported that the committee met on March 18 to review the Call to fill open positions for the FY27 Executive Board.
- Personnel Committee - Joan Serpico reported that the committee met on March 3 and reviewed the most recent draft of the Employee Handbook and the evaluation form for the Executive Director. The committee agreed to put a hold on filling the vacant part-time Programming & Outreach Specialist position.
- Resource Sharing Committee - Luca Manna reported that the committee met on March 4 and reviewed the progress of revisions to the delivery policy and procedures.

### **CORRESPONDENCE AND PUBLIC COMMENTS**

No Correspondence

### **UNFINISHED BUSINESS**

No Unfinished Business

### **NEW BUSINESS**

Amy Behr-Shields moved the Membership/Planning Committee's recommendation to adopt the revised *Code of Conduct*. The motion passed.

### **ADJOURNMENT**

Joan Serpico moved to adjourn the meeting, which passed. The meeting was adjourned at 3:26 p.m.

Respectfully submitted by,

*James Keebler*

Secretary