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MOVING FORWARD TOGETHER

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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

March 20, 2025, 2:30 PM - In-Person at LLNJ Office and via Zoom

EXECUTIVE BOARD

Present

Amy Behr-Shields
Donna Butler
Mary Fran Daley
Ranjna Das
Helen-Ann Brown Epstein
John Foglia
Allan Kleiman
Irene Langlois
Luca Manna
Joan Serpico
Michelle Sutton-Kerchner
Vickie Volyn

Absent

Corey Fleming

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Jenn Brenner, Deputy State Librarian, New Jersey State Library
Carol Fishwick, Minute Taker

CALL TO ORDER

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

APPROVAL OF MINUTES

Secretary Amy Behr-Shields presented the February 20, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent with one abstention.

PRESIDENT'S REPORT

President Joan Serpico reported the following information for committee members:

- LLNJ's Executive Board is a working board. This is being emphasized to new board applicants.
- Ralph provides tasks for each committee at the beginning of the year based, in part, on the strategic plan. Those can be used to help determine meeting frequency, help create agendas and communicate need for member participation.
- LLNJ committees have different needs in terms of meeting frequency. Some may need to meet monthly. Some less frequently.
- Committee members need not be board members. Non-board members can be recruited based on interest and expertise and may become a pool from which to gather future board members.
- Committee members who will be unable to attend a meeting should alert the chair in advance, if possible.

TREASURER'S REPORT

Board Treasurer Mary Fran Daley presented the following reports to be accepted:

- February 15, 2025 - March 15, 2025, Check Detail Report
- February 2025 Operating Expenses/Bill List Report
- February 2025 Budget vs. Expense Report
- February 2025 Investment Report

The above reports were approved by unanimous consent.

The QuickBooks reports: FY 2025 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.

NEW JERSEY STATE LIBRARY REPORT

Jenn Brenner updated the Board on New Jersey State Library news and planning for different outcomes related to IMLS funding.

COMMITTEE REPORTS

- Bylaws Committee – Chair Amy Behr-Shields reported that the committee is on hold for the remainder of the year.
- Finance Committee – Chair Mary Fran Daley reported that the committee discussed where we are with the FY26 budget, personnel salaries, and investment options.
- Membership/Planning Committee - No Report
- Nominating Committee - Chair Amy Behr-Shields reported that the committee is working on finalizing the Executive Board slate for FY26.
- Personnel Committee – Co-Chair Joan Serpico reported that the committee reviewed the performance evaluation summary and a contract renewal for Ralph Bingham. The committee also discussed a cost-of-living increase for staff in FY26.
- Resource Sharing Committee - The committee completed scoring of statewide delivery proposals and will present a report in closed session. The committee is also discussing changes to the cost share formula.

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comments.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Mary Fran Daley moved to appoint Amy Steinbauer as Member-at-Large, filling the remainder a term expiring on June 30, 2026. Michelle Sutton-Kerchner seconded the motion, which passed.

Executive Director Ralph Bingham reviewed the tasks completed by LLNJ Committees in FY25.

Bylaws

- Bylaws Committee work put on hold

Finance/Fund Development

- Reviewed FY24 Audit
- Currently working on the FY26 Budget
 - Revised budget timeline
 - Reviewed drafts of budget

- Reviewed projections for rest of FY25
- Continuing to review investments and options for investing unrestricted funds

Membership/Planning

- Completed Member Engagement Plan
- Extended Strategic Plan two years through FY27 to present to membership
- Finalized our Organizational Values Statements

Nominating/Reorganization

- Currently working through the process for nomination of new board members for FY26
 - Issued call
- Completed nominations process for two vacant positions on board
 - School Library Representative
 - Member-at-Large
- Filled vacant Board Secretary position

Personnel

- Reviewed and recommended the job description for new grant-funded Communications & Outreach Assistant position
- Created Statement in support of NJLA Statement on Salary Transparency
- Advised on staff performance evaluation form and process
- Reviewed and recommended Retirement Plan Policy update
- Determined salary increases for FY26
- Conducted Executive Director performance evaluation
- Currently updating Executive Director Contract

Resource Sharing

- Continuing to move forward with USPS Pilot Project
- Reviewed Statewide Delivery Service RFP published in November
- Evaluated vendor proposals for Statewide Delivery Service

Helen-Ann Brown Epstein moved to go into closed Executive Session at 3:12 pm. Donna Butler seconded the motion, which passed.

Irene Langlois moved to end the closed Executive Session at 3:31 p.m. John Foglia seconded the motion, which passed.

ADJOURNMENT

Luca Manna moved to adjourn the meeting. Michelle Sutton-Kerchner seconded the motion which passed. The meeting was adjourned at 3:33 pm.

Respectfully submitted by



Amy Behr-Shields
Secretary