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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

May 18, 2023, 2:30 PM via Zoom

EXECUTIVE BOARD

Present

Chris Carbone
Kathy Dempsey
Allan Kleiman
Bonnie Lafazan
Laurie Matassa
Jennifer Podolsky
Jennie Pu
Will Porter
Joan Serpico
Vickie Volyn

Absent

Phillip Berg
Ranjna Das
Corey Fleming
John Foglia
Janina Kaldan

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Carol Fishwick, LibraryLinkNJ (Minute Taker)
David Costa, Sparta Public Library
Michele Stricker, New Jersey State Library

CALL TO ORDER

The meeting was called to order at 2:31 p.m. by President Jennie Pu, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Secretary Kathy Dempsey presented the April 20, 2023, Executive Board Meeting minutes. The minutes were approved by unanimous consent.

PRESIDENT'S REPORT

Jennie Pu announced her resignation from the Executive Board effective June 30, 2023.

TREASURER'S REPORT

Treasurer Will Porter presented the Check Detail Report for April 17 through May 12, 2023, to be accepted. The Check Detail Report was approved by unanimous consent.

Treasurer Will Porter presented the April 2023 Operating Expenses/Bill List Report to be accepted. The Operating Expenses/Bill List Report was approved by unanimous consent.

Treasurer Will Porter presented the April 2023 Budget vs. Expense Report to be accepted. The Budget vs. Expense Report was approved by unanimous consent.

Treasurer Will Porter presented the April 2023 Investment Report to be accepted. The Investment Report was approved by unanimous consent.

The QuickBooks reports: FY2023 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.

STATE LIBRARIAN'S REPORT

Michele Stricker, New Jersey State Library, presented a written report.

COMMITTEE REPORTS

- Advocacy Committee - No Report
- Bylaws Committee - No Report
- Finance Committee - The committee is still working on the Finance manual.
- Fund Development Committee - No Report
- Membership Committee - No Report
- Nominations Committee - Laurie Matassa reported that she is sad to see Jennie Pu leave the Executive Board, and thanked all the Board Members who are leaving. She also reported that there is a full board slate to be presented to the membership on June 13.
- Personnel Committee - Chris Carbone reported they have some business to be discussed in closed session.
- Planning Committee - No Report
- Resource Sharing – Ralph Bingham reported that the committee recommends the creation of a full-time Resource Sharing and Delivery Manager position to be added to the FY24 budget.

CORRESPONDENCE AND PUBLIC COMMENTS

The Board received a thank you letter for LLNJ's support and contribution to New Jersey Makers Day.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Will Porter, on behalf of the Finance Committee, moved to adjust the budget lines in the Cooperative's Operating and Mandated Expenses sections in the FY23 Budget. The motion passed.

The Finance Committee recommends to approve and send the FY24 Budget to the membership at the June 13, 2023 Membership Meeting. The recommendation was approved.

At 3:00 pm, Chris Carbone moved to go into a closed Executive Session. Allan Kleiman seconded the motion, which passed. At 3:13 pm, Will Porter moved to adjourn the Executive Session. Kathy Dempsey seconded the motion, which passed.

The Personnel Committee moved to approve the Employee matter as discussed in the Executive Session. The motion passed.

ADJOURNMENT

Will Porter moved to adjourn the meeting. Bonnie Lafazan seconded the motion, which passed. The meeting was adjourned at 3:15 p.m.

Respectfully submitted by
Kathy Dempsey
Secretary