



MOVING FORWARD TOGETHER

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EXECUTIVE BOARD MEETING MINUTES

Thursday, March 19, 2020 2:30 PM

Zoom <https://zoom.us/j/236582496>

EXECUTIVE BOARD

Present

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

Absent

Ralph Bingham (excused)
Corey Fleming

Also Attending

Juliet Machie, Interim Executive Director
Kathleen Moeller-Pfeiffer, Deputy State Librarian, New Jersey State Library

CALL TO ORDER

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

APPROVAL OF MINUTES

Deborah Magnan presented the February 20, 2020 minutes. Ricardo Pino moved the minutes. Steve Chudnick seconded the motion, which passed with one correction. The motion was carried.

PRESIDENT'S REPORT

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

REPORT OF THE EXECUTIVE DIRECTOR

Interim Executive Director, Juliet Machie submitted a written report.

COVID-19 CONTINGENCIES

LLNJ is frequently updating the website on the dynamic Covid-19 situation. An e-blast was sent to members to inform them that delivery was suspended effective March 17. LLNJ staff are working from home and serving the membership through virtual resources. The MentorNJ Task Force is developing an engagement portal which is scheduled to launch on April 1st.

TREASURER'S REPORT

Treasurer Steve Chudnick presented the February 2020 Operating Expenses. Ricardo Pino moved to accept the February 2020 Operating Expenses and Chris Carbone 2nd the motion, which passed. Treasurer Steve Chudnick also presented the February 2020 Budget vs. Expense Reports. Ricardo Pino moved to accept the February 2020 Budget vs. Expense Report. Jennifer Podolski 2nd 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 Comparisons and Investment Report were reviewed.

COMMITTEE REPORTS

Finance Committee Chair, Steve Chudnick, reported that the Finance Committee had two meetings to articulate the FY21 budget. The committee's goal is to present the draft FY21 budget at the April Board meeting. It is anticipated that there would be cost savings on account of suspended delivery but we are waiting to get the March bills from TForce.

The Strategic Planning Committee Chair, Irene Sterling submitted a written report. She also noted that Board training on "Reimagining Library Cooperatives," is scheduled for March 24 at 10 a.m. A roll call poll was taken to determine the number of board members who could attend the training. Only one board member had a schedule conflict and would not be able to attend the training. The strategic planning committee will meet following the March 24 training to debrief.

Jennifer Podolsky, Chair of the Search Committee presented a written report from Jobeth Bradbury of Bradbury Miller Associates. Only one person had applied for the executive director position at the time of the report.

Michelle McGreivey, Chair of the Bylaws Committee reported that the committee will meet next week to review the parliamentarian's responses to proposed Bylaws revisions. The document will be sent for attorney review following the committee's response to the parliamentarian's comments.

Delivery Task Force Chair, Phillip Berg, reported that the delivery study will be paused while everything is suspended. It is anticipated that deliveries will resume when 50% of libraries reopen.

REPORT OF THE NEW JERSEY STATE LIBRARY

Kathleen Moeller-Pfeiffer of the New Jersey State Library updated the Board on the State Libraries activities.

CORRESPONDENCE & PUBLIC COMMENTS

There was no correspondence. There were no public comments.

RELOCATION UPDATE

Juliet Machie, Interim Executive Director, submitted a written report. She reported that she reached out to NJSL's CIO to apprise him that the LLNJ Executive Board accepted NJSL's offer to serve as LLNJ's ISP, once relocated to the TBBC. Subsequently, she received an email from Sheri Shafer, NJSL CFO, to inform that an MOU is needed before any actions could proceed. NJSL's attorney is drafting the MOU which will be sent to LLNJ for review when it is ready.

UNFINISHED BUSINESS

There were no unfinished business.

AGENDA ITEMS FOR NEXT MEETING

The next Board meeting is scheduled on April 16, 2020, 2:30 p.m., via Zoom.
The Finance Committee will present a draft FY 21 budget.

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Alan Kleiman seconded the motion, which passed.
The meeting was adjourned at 3:22 p.m.

Respectfully submitted by
Deborah Magnan
Secretary.