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Kathy Schalk-Greene, Executive Director [Kathy@librarylinknj.org](mailto:Kathy@librarylinknj.org)

EXECUTIVE BOARD MEETING  
Thursday, April 18, 2019, 2:30 PM  
In Person – LLNJ Office, 2:30 p.m. start time

## MINUTES

### EXECUTIVE BOARD

#### **Present**

Phillip Berg  
Chris Carbone  
Steve Chudnick  
Ranjna Das  
Bonnie Lafazan  
Deborah Magnan  
Laurie Matassa  
Michelle McGreivey  
Adele Puccio  
Courtenay Reece

#### **Absent**

Tanya Finney Estrada  
Jennifer Podolsky  
Irene Sterling  
Rick Vander Wende  
Elizabeth Sosnowska

#### **Also Attending**

Kathy Schalk-Greene, Executive Director  
Joanne Roukens, Assistant Director  
Kathleen Moeller-Pfeifer, NJ State Library  
Mary Chute, NJ State Library

Eileen Bornash, Wharton Public Library  
Lesley Karczewski, Chester Public Library  
Eileen Palmer, LMxAC

### **CALL TO ORDER**

The meeting was called to order at 2:35 p.m. by President Ranjna Das, who announced that the meeting was in compliance with the Open Public Meetings Act.

### **APPROVAL OF MINUTES**

President Ranjna Das presented the March 21, 2019 minutes. Adele Puccio moved the minutes. Bonnie Lafazan seconded the motion, which passed with one correction.

### **TREASURER'S REPORT**

Michelle McGreivey, Assistant Treasurer, presented the March 2019 Report of Expenditures. Courtenay Reece 2<sup>nd</sup> the motion which passed.

Michelle McGreivey presented the March 2019 Report of Investments. Deborah Magnan seconded the motion which passed. The reports were filed for audit.

### **REPORT OF THE STATE LIBRARY**

Kathleen Moeller-Peiffer of the New Jersey State Library presented a written report.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Kathy Schalk-Greene reported on the following issues:

### **Economic Savings through Resource Sharing**

#### *Delivery*

- Kathy met with BCCLS staff on March 25 regarding their withdrawal from NJ Statewide Delivery System by June 30<sup>th</sup>.

### **Advocacy, Collaboration, and Partnerships**

#### *Advocacy*

- Governor Phil Murphy gave his Budget Message on March 5<sup>th</sup>, all the Legislatures attention now moves to FY20 for budget concerns,
- No further advocacy is planned for the New Jersey Library Network funding bills.

#### *Collaboration*

- Kathy Schalk-Greene visited potential office spaces on March 6 at the Talking Book & Braille Center that the New Jersey State Library is offering for free.
- Kathy attended a VALE Executive Committee meeting on March 7.
- Kathy attended the HSLANJ Annual Business meeting and CE Program on March 28 to give a LLNJ update.

#### *Projects*

##### **MentorNJ**

- In-Person Workshop on May 2, 2019 at Monroe Public Library: New Technology and Fake News Diversity Resources Online
- Mi-Sun continues working with the office staff to prepare workshop materials
- Mi-Sun worked with Mimi Hui to participate in the Rutgers SC&I Career Fair on April 1.
- There are three upcoming Technology small meet-ups led by Doug Baldwin (Piscataway Public Library)
- Mi-Sun continues to administer the online resource pages.

### **Knowledge, Skills and Professional Growth**

#### **CE Team**

- Webinars Scheduled recently completed or in Progress
  - Concluded for FY19

#### *Face to Face events*

- Concluded for FY19

#### *CE Sponsorship of Other Organizations*

- Concluded for FY19

#### **Onsite, On Demand Staff Development for LLNJ and Our Members**

- Concluded for FY19

#### **Online Learning**

- Concluded for FY19

### **Innovation and Reinvention**

- Website Report
  - Mi-Sun continues to maintain the website and support the staff
  - Created a voting rep update on-line form
  - Mi-Sun drafted a document for Kathy to review for our website upgrade plan.
- Other IT
  - Mi-Sun continues to support staff with tech-related issues.
- E-Updates Management
  - Issue published on April 1, 2019

### **Organizational Development for LLNJ and Our Members**

- Personnel Committee, March 14<sup>th</sup>
  - Kathy spoke with Committee representatives from Finance and Strategic Planning.
- One-on-one staff appointments
  - Kathy met with all staff regarding staffing changes and the impact on their jobs
- Advocacy for Sustainable Funding
  - Online Town Hall Meeting for LLNJ member, March 26.
- Staff Team Meeting
  - Met with CE Team to revise FY20 Strategic Initiatives

### **Upcoming Events/Offers/Happenings**

- LLNJ Membership Meeting-Wednesday, June 5, 2019

Phillip Berg moved to accept the Executive Director's Report. Adele Puccio seconded the motion, which passed.

### **CORRESPONDENCE**

There was no correspondence.

### **PUBLIC COMMENT**

The Board heard from Eileen Bornash, Wharton Public Library on how delivery is crucial to her library.

### **UNFINISHED BUSINESS**

There was no unfinished business

### **NEW BUSINESS**

Rajna Das gave an overview of the Strategic Plan. Deborah Magnan moved to approve the Strategic Plan as amended per discussion.

At 3:17 pm Adele Puccio moved to go into executive session. Phillip Berg seconded the motion which passed.

At 3:43 pm Phillip Berg motioned to go into open session. Chris Carbone seconded the motion which passed.

Deborah Magnan moved to adopt the FY20 draft budget. Phillip Berg seconded the motion. Michelle McGreivey moved to amend the motion to reconsider the budget at the next Executive Board Meeting. Chris Carbone seconded the motion which passed.

Steve Chudnick presented the FY20 Executive Board slate to be voted on at the membership meeting.

Phillip Berg moved to approve the FY20 Board Committees. Chris Carbone seconded the motion which passed.

Kathy updated the board on the delivery cost share proposal to be presented at the May Meeting.

The June 5<sup>th</sup> Membership meeting at Monroe Township Public Library will be serving light desserts and coffee. 59 voting reps are needed for there to be a quorum.

### **PUBLIC COMMENT**

Eileen Palmer, LMxAC as cost share becomes a bigger share of library budgets consider the library's budget preparation time frame.

**AGENDA ITEMS FOR NEXT MEETING**

Cost Share Proposal  
FY20 Budget

**ADJOURNMENT**

Chris Carbone moved to adjourn the meeting. Adele Puccio seconded the motion, which passed. The meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Tanya Finney Estrada  
Secretary