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Kathy Schalk-Greene, Executive Director Kathy@librarylinknj.org

EXECUTIVE BOARD MEETING
Thursday April 19, 2018
In-Person Monroe Township Library, (Middlesex County)
2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

John Bonney
Cathy Boss
Steve Chudnick
Janice Cooper
Heather Craven
Tanya Finney Estrada
Michele McGreivey
Kimberly Paone
Jennifer Podolsky
Adele Puccio
Irene Sterling
Rick Vander Wende
Anne Wodnick

Absent

Ranjna Das
Lynn Pascale

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Sophie Brookover, LibraryLinkNJ
Mi-Sun Lyu, LibraryLinkNJ
Carol Fishwick, LibraryLinkNJ
Nanette Cox, LibraryLinkNJ
Mary Chute, New Jersey State Library

CALL TO ORDER

The meeting was called to order at 2:36 p.m. by President Kimberly Paone, who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

President Kimberly Paone presented and moved to accept the minutes of the March 15, 2018 board meeting, Adele Puccio seconded the motion, which passed.

TREASURER'S REPORT

Rick Vander Wende, Treasurer presented the revised February 2018 Report of Expenditures and the February Report of Investments and moved to accept. Tanya Finney Estrada seconded the motion which

passed. He also presented March 2018 Report of Expenditures and moved to accept Jennifer Podolsky seconded the motion which passed. Rick Vander Wende, presented the March Report of investments and moved to accept. Michele McGreivey seconded the motion which passed. The reports were filed for audit.

REPORT OF THE STATE LIBRARY

Mary Chute, New Jersey State Librarian presented a written report from the State Library.

REPORT OF THE EXECUTIVE DIRECTOR

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

Economic Savings through Resource Sharing

- **Delivery**
 - March 2, Delivery Bid Opening at LLNJ office.
 - March 6, 12, 26 – Conference calls with Expak senior management.
 - March 9, Delivery evaluation Team Meeting.
 - March 12, Consortia Conference call regarding delivery updates.
 - March 15 and ongoing, communication with TForce regarding their bid proposal and the delivery contract.

Collaboration, Partnerships and Communication

- **Outside Collaboration by Staff with Other Organizations or Projects**
- **Collaboration**
 - Appraised Mary Chute, NJ state Librarian of the LLNJ FY19 budget planning and the need for more funds.
- **Projects**
 - MentorNJ, The Mentor NJ Ask Force met to discuss planning details for the rest of FY2018 and FY 2019.
 - Diversity Resources Online: Mi-Sun continues to administer the online resource page.
 - Professional Meetings attended by Staff

Knowledge, Skills and Professional Growth

- **CE Team**
 - Webinars Scheduled, Recently Completed or in Progress
 - Face-to-Face-Events
 - CE Sponsorship of Other Organizations
 - Onsite, On-Demand Staff Development Program
 - Online Learning: Examples: Lynda.com, ALA, other
 - Smores
 - Workshops, Conferences attended for CE Purposes

Innovation and Reinvention

- Website Report
- Other IT
- Rent-A-Consultant
- Social Media Management
- E-update Management
- Pilot Projects
- **Upcoming Events/Offers/Happenings**
 - LibraryLinkNJ staff will be presenting or co-presenting at the NJLA Conference sessions.

John Bonney moved to except the Executive Directors Report. Heather Craven seconded the Motion, which passed.

CORRESPONDENCE

- Letter from Dave Franz of Hillsdale Public library with concerns of the Spring Membership meeting.

UNFINISHED BUSINESS

- Kathy updated the Executive Board on delivery.
- At 3:51 p.m. the Executive Board went into Executive Session, the Board returned at 4:02 p.m. Tanya Finney-Estrada moved to increase the salary of the Executive Director by 2.5% retroactive from January 2018. John Bonney seconded the motion which passed.
- Tanya Finney-Estrada also moved to accept changes to the employee manual. LLNJ pays 85% of coverage and the employee pays 15%. Adele Puccio seconded the motion which passed.

NEW BUSINESS

- At 4:09 pm the Executive Board went into Executive session, the Board returned at 5:18 pm. The discussion on the budget was tabled.
- Kimberly Paone moved the attached proposed bylaws change. Michele McGreivey seconded to motion which passed.
- Rick Vander Wende moved to increase budget line 7756 (Legal) from \$27,000 to 39,000. Adele Puccio seconded the motion which passed.

ADJOURNMENT

Kimberly Paone moved to adjourn the meeting. Michele McGreivey seconded the motion which passed. The meeting was adjourned at 5:33 p.m.

Respectfully submitted,

Kathy Schalk-Greene, Secretary