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

EXECUTIVE BOARD MEETING
Wednesday, May 15, 2019, 2:30 PM
Online and in Person – LibraryLinkNJ Office

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Chris Carbone
Steve Chudnick
Ranjna Das
Tanya Finney Estrada
Deborah Magnan (arrived at 3:30p.m.)
Laurie Matassa
Michelle McGreivey
Adele Puccio
Courtenay Reece
Irene Sterling

Absent

Bonnie Lafazan
Jennifer Podolsky
Elizabeth Sosnowska
Rick Vander Wende

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Mi-Sun Lyu, LLNJ
Kathleen Moeller-Peiffer, NJ State Library

Eileen Palmer, LMxAC

CALL TO ORDER

The meeting was called to order at 2:33 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 April 18, 2019 minutes. Adele Puccio moved the minutes. Chris Carbone seconded the motion, which passed.

TREASURER'S REPORT

Michelle McGreivey, Assistant Treasurer, presented the April 2019 Report of Expenditures. Adele Puccio moved the report. Courtenay Reece 2nd the motion which passed with one abstention and one opposed.

Michelle McGreivey presented the March 2019 Report of Investments. Phillip Berg moved the report. Steve Chudnick 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

- We've collected 97% of the \$138,000 delivery cost share billing for FY19.

Advocacy, Collaboration, and Partnerships

Advocacy

- Kathy attended the NJLA Public Policy Committee meeting on April 5.

Collaboration

- Kathy attended the VALE Executive Committee meeting on April 4
- Kathy attended the Statewide Database Advisory Committee on April 15.
- Kathy attended the final online meeting of the Statewide Infrastructure Study Groupon April 18.

Projects

MentorNJ

- Mi-Sun continues to serve as the MentorNJ TF Chair.
- In-Person Workshop: New Technology and "Fake News" on May 2.
- Mi-Sun worked with Mimi Hui to participate in the Rutgers SC&I Career Fair on April 1.
- Doug Baldwin, Piscataway Public Library hosted a Tech meet-up on April 12 at the Ocean City Public library.
- Doug Baldwin led a special tech meet-up at the Tech Boot Camp.
- M-Sun Lyu has a conference call with the Maryland Library Association liaison for the collaboration plan between NJ and MD.

Diversity Resources Online

- Mi-Sun continues to administer the online resource page.

Knowledge, Skills and Professional Growth

CE Team

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

Face to Face events

- Complete for FY19

CE Sponsorship of Other Organizations

- Complete for FY19

Onsite, On Demand Staff Development for LLNJ and Our Members

- Complete for FY19

Innovation and Reinvention

- Website Report
 - Mi-Sun continues to maintain the website and support the staff and member's needs.
 - On April 2 Mi-Sun found some suspicious code and immediately took Action.
 - Mi-Sun drafted a document for Kathy to review for our website upgrade plan.
 - Mi-Sun hared a website upgrade plan draft with Kathy and Joanne.
- Other IT
 - Mi-Sun continues to support staff with tech-related issues.
 - We decided to deactivate our MailChimp account that we used for our Snapshots publication.

- Social Media Management
 - Sophie Brookover created and completed a detailed checklist for transferring responsibilities for services to Mi-Sun Lyu.
 - Sophie also removed herself as an administrator from Adobe Connect and published long-term away posts on Twitter and Tumblr.

- E-Updates Management & Mass Mailing
 - Sophie developed & edited the April 2019 issue.
 - Published April E-Update April 24, 2019 & delivered to 4367 addresses
 - Published March E-Update on April 1, 2019 & delivered to 4375 addresses.
 - Published Continuing the Cooperative: The Road Ahead on March 28,2019 & delivered to 372 addresses

Organizational Development for LLNJ and Our Members

- Finance Committee, April 3
 - Conference call to review draft budget.
- Strategic Planning Committee, April 5
 - Conference call to review FY20 Strategic Initiatives
- Meet the Funders
 - A program on fundraising for nonprofits in NJ.
- Staff Team Meeting
 - Met with CE Team to revise FY20 Strategic Initiatives
- Sophie Brookover exit interview

Courtenay Reece moved to accept the Executive Director's Report. Irene Sterling seconded the motion, which passed.

CORRESPONDENCE

There was no correspondence.

PUBLIC COMMENT

There was no public comment

UNFINISHED BUSINESS

At 2:51 p.m. Adele Puccio moved to go in to executive session for personnel matters. Irene Sterling seconded the motioned which passed.

Courtenay Reece move to go in to Open Session. Adele Puccio seconded the motion which passed.

Rajna Das presented an employee cost share to Health Premium benefits. Phillip Berg moved to adopt the cost share for FY20. Adele Puccio seconded the motion which passed.

Adele Puccio moved that the delivery cost share for FY20 is a single rate of \$3.82 per stop statewide as a more equitable way to assign costs. Michelle McGreivey seconded the motion, which passed.

Mi-Sun Lyu updated the Executive Board on continuing with the Drupal Core Upgrade Plan.

Kathy Schalk-Greene presented the draft Budget for FY20. Steve Chudnick moved to approve the draft budget. Tanya Finney Estrada seconded the motion, which passed.

Kathy Schalk-Greene explained how the June 5th membership meeting will be in person and on-line.

PUBLIC COMMENT

Joanne Roukens read an e-mail from Eileen Palmer, LMxAC.

AGENDA ITEMS FOR NEXT MEETING

Follow-up from membership meeting.

Thursday, July 18, In-Person at the LibraryLinkNJ Office

Thursday, July 18th - 10:00 a.m. – 1:15 p.m. Board Retreat

Thursday, July 18th – 2:30 – 4:00 – Reorganization meeting.

ADJOURNMENT

Adele Puccio moved to adjourn the meeting. Tanya Finney Estrada seconded the motion, which passed. The meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Tanya Finney Estrada
Secretary