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

EXECUTIVE BOARD MEETING  
Wednesday, August 15, 2019, 2:30 PM  
In Person – LibraryLinkNJ Office

## MINUTES

### EXECUTIVE BOARD

#### **Present**

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

#### **Absent**

Cory Fleming

#### **Also Attending**

Kathy Schalk-Greene, Executive Director  
Mi-Sun Lyu, LLNJ  
Kathleen-Moeller-Peiffer, NJ State Library  
Eileen Palmer, LMxAC

### **CALL TO ORDER**

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

### **APPROVAL OF MINUTES**

Chris Carbone presented the July 18, 2019 minutes. Allan Kleiman moved the minutes. Jennifer Podolsky seconded the motion, which passed with one correction.

### **PRESIDENTS REPORT**

President Chris Carbone thanked the Board for trusting him and is very happy the Executive Board hit the ground running. He also gave some committee updates. Ricardo Pino moved the President's report, Steve Chudnick seconded the motion which passed.

## **TREASURER'S REPORT**

Steve Chudnick, Treasurer, presented the May 2019 revised and the June 2019 Report of Expenditures. Laurie Matassa seconded the motion which passed with one opposed.

Steve Chudnick presented the June 2019 Report of Investments. Ricardo Pino 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 reported on the New State Library updates.

## **REPORT OF THE EXECUTIVE DIRECTOR**

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

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

#### *Delivery*

- Kathy Schalk-Greene checked to see how the transition with BCCLS sorting and delivery was going, no major problems to date.

### **Advocacy, Partnerships and Communication**

#### *Advocacy*

- Kathy attended the Statewide Database Meeting on May 7.

#### *Partnerships*

- Kathy attended the NJLA Public Policy meeting on July 12.

#### *Collaboration*

- Kathy attended a Digital Public Library of America conference call on July 9<sup>th</sup>.

#### *Projects*

- MentorNJ Task Force
  - In-Person Networking event on November 7, 2019
- Doug Baldwin, Piscataway Public Library continues to host MentorNJ tech small Meet-ups.
- Mi-Sun met with Peggy Cadigan on July 25<sup>th</sup> to discuss MentorNJ plans
- MentorNJ will meet in-person on September 24<sup>th</sup> to finalize some details for in-person networking events.

#### *Diversity Resources Online*

- Mi-Sun continues to administer the online resource page.
- Mi-Sun reached out to the NJLA Diversity and Outreach Section Leadership to discuss future maintenance plans.

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

#### CE Team

- Face-to-Face Events
  - Super Library Supervisor FY2020-Fall2019

#### CE Sponsorship of Other Organizations

- We have approved a subsidy for the following organizations, Vale \$1000.00, Special Library Association \$500.00 and Documents Association of NJ \$300.00.

#### Onsite, On Demand Staff Development Program

- We have approved up to \$500 subsidies for workshops to member libraries

#### Workshops, Conferences attended for CE Purposes:

- Kathy attended a webinar on Creating High Functioning Non Profits: who should Have What Financial Information

### ***Innovation and Reinvention***

- Website Report
  - Mi-Sun continues to maintain the website and support the staff and member's needs. Mi-Sun will work with New Media Solutions on the website upgrade.
- Other IT
  - Mi-Sun continues to support staff with tech-related issues.
  - At Kathy's request, Mi-Sun investigated some teleconference options for the Board.
  - Mi-Sun did all follow-up updates on our supporting accounts.
- Social Media Management
  - We continue to maintain the Facebook and Twitter accounts
- E-Updates Management & Mass Mailing
  - Published Super Library Supervisor Series Fall 2019 registration open announcement on July 9, 2019 & delivered to 4371 addresses
  - Published 'On-Site, On-Demand Professional Development' program announcement on July 11, 2019 & delivered to 4377 addresses
  - Published July E-Update on July 29, 2019 & delivered to 4384 addresses

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

- Kathy worked with President Chris Carbone, Committee Chairs Laurie Matassa and Michelle McGreivey to facilitate adding Membership representatives to the Nominating and Bylaws Committees and to find a suitable nominee for LLNJ Lay Representative.
- Kathy provided an electronic copy of the latest audit and 990 form to our new Board members, Corey Fleming, Allan Kleiman and Ricardo Pino.
- On July 1, Kathy announced her retirement, effective December 31, 2019.

### **Other Activities in Support of LLNJ** (ones that don't easily fit under Goals)

Followed-up on tasks from the FY19 Board Reorganization and approved meeting schedule

Steve Chudnick moved to accept the Executive Director's Report Jennifer Podolsky seconded the motion, which passed.

### **COMMITTEE REPORTS**

Steve Chudnick, Chair, reported the Finance Committee is going to look into more options in Quick Books to be able to print out a more detailed balance report.

Jennifer Podolsky, Chair, Personnel Committee moved to hire an interim Director for up to 28 hours a week to start December 2<sup>nd</sup> for period of 6 months at a rate of \$65 per hour. Steve Chudnick 2<sup>nd</sup> the motion which passed.

Jennifer Podolsky, moved to amend the hiring of an interim Director to start on December 10<sup>th</sup> instead of December 2<sup>nd</sup>. Steve Chudnick seconded the motion which passed.

Jennifer Podolsky moved to hire a consultant to help with hiring a new Executive Director. Allan Kleiman seconded the motion, which passed.

The Nominations Committee chair Laurie Matassa moved to appoint Karen Cohen as Lay Representative to fill the unexpired term of Rick VanderWende who resigned from the Board in July. Irene Sterling seconded the motion, which passed.

Michelle McGreivey reported that three new non-Board members were added to the Bylaws committee: Janet Marler, Ocean County College Library, Michael Maziekien, Cranford Public Library, and Will Porter, Sussex County Library. Also Robert Keith from the New Jersey State Library as State Library Liaison.

## **CORRESPONDENCE**

There was no correspondence

## **PUBLIC COMMENT**

There was no public comment

## **UNFINISHED BUSINESS**

- Strategic Planning – Chris Carbone, Chair, appointed committee members. Irene Sterling proposed forming Strategic Innovation Task Force. Ricardo Pino moved to establish a Strategic Innovation Task Force. Steve Chudnick seconded the motion, which passed. Motion was amended by Irene Sterling to have 12 members and a representative from the State Library. The motion which was seconded by Ricardo Pino was passed.
- Phillip Berg presented a written report, he moved to schedule Focus Group meetings in a mutual community setting. Motion was seconded by Steve Chudnick, which passed.

## **NEW BUSINESS**

- Committee Appointments – Chris Carbone moved to appoint new committee members as presented.
- Audit/IRS 990 – Ricardo Pino moved to post the audit report on the website on the document page for the Finance Committee. Irene Sterling seconded the motion which passed.

## **AGENDA ITEMS FOR NEXT MEETING**

September 19, 2:30 pm  
The LibraryLinkNJ office moving to Trenton  
Strategic Planning Consultant

## **ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting. Allan Kleiman seconded the motion, which passed. The meeting was adjourned at 4:28 pm

Respectfully submitted,

Deborah Magnan  
Secretary