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

EXECUTIVE BOARD MEETING  
Thursday September 20, 2018  
Online – LLNJ Office, 2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

**Present**

Phillip Berg  
Cathy Boss  
John Bonney  
Chris Carbone  
Steve Chudnick  
Ranjna Das  
Bonnie Lafazan  
Deborah Magnan  
Laurie Matassa  
Michele McGreivey  
Jennifer Podolsky  
Irene Sterling  
Rick Vander Wende

**Absent**

Tanya Finney Estrada  
Adele Puccio

**Also Attending**

Kathy Schalk-Greene, Executive Director  
Joanne Roukens, Assistant Director  
Sophie Brookover, LibraryLinkNJ  
Mi-Sun Lyu, LibraryLinkNJ  
Bob Keith, New Jersey State Library

**CALL TO ORDER**

The meeting was called to order at 2:30 p.m. by President Ranjna Das, who announced that the meeting was in compliance with the Open Public Meetings Act.

**APPROVAL OF MINUTES**

John Bonney presented the September 20, 2018 minutes and October 16, 2018. Jennifer Podolsky moved to accept the minutes, Rick Vander Wende seconded the motion, which passed with one correction.

## **TREASURER'S REPORT**

Treasurer Rick Vander Wende, moved the August 2018 Report of Expenditures. Cathy Boss seconded the motion which passed. Treasurer Rick Vander Wende, moved the August 2018 Report of investments., Jennifer Podolsky seconded the motion which passed. The reports were filed for audit.

## **REPORT OF THE STATE LIBRARY**

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*

- *Contract renewal FOR 2019.*
- *BCCLS meeting outline three potential delivery options.*

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

#### *Advocacy*

- Kathy Schalk-Greene attended NJLA Public Policy meeting on July 13<sup>th</sup>.

#### *Collaboration*

- Kathy attended online meetings of the State Library's Infrastructure Study.

#### *Projects*

- Powering Up: Library Charging Stations project update.
- MentorNJ: The team met in-person to discuss their FY19 plan items.

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

#### *CE Team*

- Webinars Scheduled recently completed.
- Face to Face events.
- CE Sponsorship of Other Organizations
- Onsite, On-Demand Staff Development Program
- Social Media Consultations

### **Innovation and Reinvention**

- Website Report
- Other IT
- Social Media Management
- E-Update Management

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

- New Jersey State Library
- Kivvit
- Foundations
- Online Town Hall meetings
- Invationa Meeting on the Future of LLNJ

### **Other Activities in Support of LLNJ**

Staff Activities were listed.

### **Upcoming Events/Offer/Happenings**

Events were listed

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

### **CORRESPONDENCE**

- Kivvit Contract
- Transferability of Delivery Contract
- Delivery Renewal

### **UNFINISHED BUSINESS**

- Delivery Cost Share  
A policy is needed for those libraries who choose not to pay the cost share. A draft will be developed and presented at a future meeting.

### **NEW BUSINESS**

- Planning for the Best
  - Foundations and Other Funding Opportunities -- Irene Sterling [update]
  - Online Town Hall Meeting, 9/18/18 – Kathy Schalk-Greene [update]
  - Advocacy Task Force – Kathy Schalk-Greene [update]  
Composition, Survey, Meetings with Government Officials
  - Statewide Meeting on the Future of LLNJ, 10/15 – Kathy Schalk-Greene [update]
- Preparing for the Worst
  - Closing – Kathy Schalk-Greene [update]

### **AGENDA ITEMS FOR NEXT MEETING**

Online Executive Board Meeting, October 18, 2018.

### **ADJOURNMENT**

Rick Vander Wende moved to adjourn the meeting. Deborah Magnan seconded the motion, which passed. The meeting was adjourned at 3:54 p.m.

Respectfully submitted,

John Bonney, Secretary