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

EXECUTIVE BOARD MEETING
Thursday, November 9, 2017
Online and In-Person
2:30 p.m. start time

MINUTES

EXECUTIVE BOARD

Present

Cathy Boss
Steve Chudnick
Janice Cooper
Heather Craven
Ranjna Das
Tanya Finney Estrada
Michele McGreivey
Jennifer Podolsky
Adele Puccio
Anne Wodnick

Absent

John Bonney
Lynn Pascale
Kimberly Paone
Irene Sterling
Rick Vander Wende

Also Attending

Kathy Schalk-Greene, Executive Director
Joanne Roukens, Assistant Director
Sophie Brookover, LibraryLinkNJ
Michele Stricker, New Jersey State Library

CALL TO ORDER

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

APPROVAL OF MINUTES

Michele McGreivey presented the minutes of the October 19, 2017 board meeting and moved to accept. Janice Cooper seconded the motion, which passed.

TREASURER'S REPORT

November 2017 Report of Expenditures and the November 2017 Report of Investments were postponed until the January meeting due to the early scheduling of the meeting in November.

REPORT OF THE STATE LIBRARY

Kathy Pfeiffer presented a brief 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. Several meetings and conference calls were held in October leading up to Kathy Schalk-Greene signing a Memo of Understanding with EXPAK Logistics for statewide library delivery and refining of a transition plan. Final contract is in development.

Advocacy, Collaboration and Partnerships

- **Advocacy**
 - **NJLA Public Policy Committee**
- **Outside Collaboration by Staff with Other Organizations or Projects**
 - Collaboration: Public Library Directors Summit, Infrastructure Study, Digital Public Library of America (DPLA), NJLA Conference, Diversity Conference (FY2019)

Knowledge, Skills and Professional Growth

- Kathy Schalk-Greene reported on activities of the CE team including: Webinars, Face-to-Face events, Project Management Series, CE Sponsorship of other organizations, Onsite, On-Demand Staff Development Projects, Online Learning, Workshops and Conferences attended.
- **Continuing Education.** The webinar schedule was concluded for FY17.

Other Activities in Support of LLNJ

- Additional staff activities were reported.

Upcoming Events/Offers/Happenings

- LLNJ Staff Day, 12/14/17

Steve Chudnick moved to accept the Executive Directors Report. Adele Puccio seconded the motion which passed.

CORRESPONDENCE

- "Great Day Yesterday [Library Director's Summit]" --Brian Auger email.

UNFINISHED BUSINESS

- ***Delivery Contract-*** Memo of Understanding has been signed. Anne Wodnick moved to authorize permission for Kathy Schalk-Greene to negotiate and sign the contract. Michele McGreivey seconded the motion which passed.
- ***Delivery Transition.*** A draft of the Transition Plan was presented.
- ***Office Lease - Option to Renew.*** Janice Cooper moved to exercise the option to extend for three years. Michele McGreivey seconded the motion, which passed.

NEW BUSINESS

- ***Personnel Committee: Review of Executive Director Evaluation Process.*** Evaluation of Kathy Schalk-Greene is nearly completed. Performance has been agreed upon.
- ***Results of Referendum Vote.*** Referendum passed easily.

AGENDA ITEMS FOR NEXT MEETING-Online, December 21, 2017, 2:30 p.m. (canceled)

Online, January 18, 2018, 2:30 p.m.

- Executive Director Evaluation

ADJOURNMENT

Steve Chudnick moved to adjourn the meeting. The meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Kathy Schalk-Greene, Secretary