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

EXECUTIVE BOARD MEETING
Thursday, November 21, 2019, 2:30 PM
In Person – LibraryLinkNJ office

MINUTES

EXECUTIVE BOARD

Present

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

Absent

Cory Fleming

Also Attending

Kathy Schalk-Greene, Executive Director
Kathleen Moeller-Peiffer, NJ State Library
Abby Straus, Maverick & Boutique

CALL TO ORDER

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

APPROVAL OF MINUTES

Deborah Magnan presented the October 17, 2019 minutes. Irene Sterling moved the minutes, Ricardo Pino seconded the motion, which passed.

Deborah Magnan presented the October 30, 2019 minutes. Ricardo Pino moved the minutes, Irene Sterling seconded the motion, which passed with one correction.

Deborah Magnan presented the November 12, 2019 minutes. Irene Sterling moved the minutes, Ricardo Pino seconded the motion, which passed with one abstention.

PRESIDENT'S REPORT

President Chris Carbone commended the work being done by various Committees and Task Forces..

TREASURER'S REPORT

Steve Chudnick, moved the October 2019 Budget vs. Expenses Report. Jenifer Podolsky 2nd the motion which passed with 1 abstention. Steve Chudnick moved October 2019 Report of Investments, Ricardo Pino seconded the motion which passed. The reports were filed for audit. The QuickBooks reports: 2020 Budget, July through October; Balance Sheet Previous Year Comparison; Operating Expenses; and Statement of Operations with Prior Year Comparisons were reviewed. The Board requests a list from Kathy of recurring expenses which could be approved and paid without prior monthly review, with the intention of holding other checks until the Board has approved these.

PERSONNEL

Jennifer Podolsky reported that the committee will be making an offer for the Interim Director position.

REPORT OF THE STATE LIBRARY

Kathleen Moeller-Peiffer of the New Jersey State Library submitted a written report.

REPORT OF THE EXECUTIVE DIRECTOR

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

Economic Savings through Resource Sharing

Delivery

- o Sterling High School was added as a new delivery stop.
- o Kathy is working on a Super Spreadsheet with the Delivery Task Force.

Advocacy, Partnerships and Communication

Advocacy

- o Kathy attended the NJLA Public Policy at Long Branch Public Library.

Collaboration

- o Kathy attended the Library Network Review Board Meeting.
- o Kathy attended the Statewide Services meeting.
- o Kathy attended the VALE Executive Committee Meeting.

Projects

- o MentorNJ
 - The MentorNJ TF submitted the MentorNJ FY2019 Annual Report to the State Library.
 - In-Person Networking Event FY2020, was held on Thursday, November 7, 2019, 10am-3:30pm @ Monroe Township Public Library.
- o MentorNJ Small meet-ups
 - Doug Baldwin (Head of Technology, Piscataway Public Library) hosted a Tech Meet-up'
 - There are three upcoming Tech Meet-ups.
- o Going Fine Free
 - A meet-up was hosted by Ralph Bingham (Gloucester County Library System) on October 23rd.
- MentorNJ TF continues its discussions to host more meet-ups.

- o Diversity Resources Online:
 - Mi-Sun continues to administer the online resource pages.
 - DO-Diversity Resource Task Force
 - Mi-Sun hosted a kick-off meeting for Oct. 9 to discuss the details of the future plans of the Task Force.

Knowledge, Skills and Professional Growth

CE Team

- o Face-to-Face Events
 - Super Library Supervisor FY2020-Fall2019
 - Super Library Supervisor FY2020-Spring 2020 series
 - The Monroe Public Library main meeting room is booked for Spring 2020 series.

CE Sponsorship of Other Organizations

- o DANJ (Documents Association of New Jersey) Annual Conference took place on Friday, October 25th.

Onsite, On Demand Staff Development Program

- During the month of October, 6 subsidy requests were approved.

Innovation and Reinvention

- o Website Report
 - Mi-Sun continues to maintain the website and support the staff and member's needs.
 - Mi-Sun has been updating the delivery info, as she was notified by the office staff/the delivery vendor.
- o Other IT:
 - Mi-Sun continues to support the staff with tech-related issues other than the website.
 - We have renewed the web hosting service with New Media Solutions, as a fiscal agent for the Gloucester County Library System and the Woodbridge Public Library.

Social Media Management

- We continue to maintain our Facebook and Twitter accounts.

E-Update & Mass Mailing Management

- Published October E-Update on October 1, 2019 & delivered to 4388 addresses.
- Published the Executive Board's Special meeting on October 24, 2019 & delivered to 4388 addresses.

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

- o Mi-Sun Lyu
 - Continued to manage all logistics for the Super Library Supervisor Fall 2019 Series
 - Managed all logistics for the On-Site, On-Demand Professional Development Subsidy offer
 - Managed other CE subsidy request processes
 - Worked with Kathy to publish the November 4th E-Update issue
 - Provided tech-support for the Board Retreat online session on October30th.

COMMITTEE REPORTS

Steve Chudnick presented a written report for the Finance Committee. Ricardo Pino would like feedback from the Executive Board on the new financial reports.

The Membership Committee has no updates to report.

Laurie Matassa, Chair of the Nominations Committee presented the following Library Network Review Board Nominations: Brian Auger, Director, Somerset County Library System; David Costa, Director of the Sparta Public Library; Denise O'Shea, Sprague Library Montclair State University. Irene Sterling moved and Chris Carbone seconded the motion which passed.

The Strategic Planning Committee Chair, Irene Sterling, presented a report on Desirable Qualities/Skills for the LLNJ Executive Director.

Michelle McGreivey, Chair of the Bylaws Committee presented a written report.

LLNJ Delivery Task Force chair, Phillip Berg presented the Task Force Minutes from October 28, 2019.

CORRESPONDENCE

A resignation letter from Courtenay Reece from the Executive Board was presented. Irene Sterling moved acceptance, seconded by Bonnie Lafazan, which was passed.

PUBLIC COMMENT

There was no public comment

UNFINISHED BUSINESS

Ricardo Pino moved to accept the offer to move the LibraryLinkNJ office to the Talking Book and Braille. Steve Chudnick seconded motion which passed.

EXECUTIVE SESSION

Deborah Magnan moved to go into Executive Session at 3:50 PM. Phillip Berg seconded the motion, which passed.

Allan Kleiman moved to return to open public session at 4:15, Steve Chudnick seconded the motion which passed.

NEW BUSINESS

- Ricardo Pino moved that the Board offer a total package not to exceed \$75,000 for the candidate chosen as the Interim Director. Steve Chudnick seconded the motion, which passed.
- Ricardo Pino moved the following, seconded by Steve Chudnick, which passed.
 - Kathy Schalk-Greene will continue as a full-time employee until 1/17/20 with health insurances paid for January 2020
 - Kathy Schalk-Greene's life insurance was paid annually for a year through August 2, 2020. It cannot be partially paid or cancelled for reimbursement. Total paid in August 2019: \$2407.50. Kathy will not be charged for the difference.
 - Kathy Schalk-Greene will retain the 4-year old Dell laptop she has been using.
- Laurie Matassa, Chair of the nominations committee moved to nominate Ralph Bingham, Director, Gloucester County Library System to fill the remaining LLNJ Executive Board Term of Courtenay Reese, Member at Large, through June 30,2021. Jennifer Podlowski seconded the motion, which passed.
- Chris Carbone moved to add Maryann Ralph (Plainsboro) Public Library and Chris appointed Ralph Bingham to the Membership Committee. Phillip Berg seconded the motion which passed.

AGENDA ITEMS FOR NEXT MEETING

December 19, 2019-Special Meeting Special Meeting 9:45-12:15 (Coffee 9:15)
Lunch with staff 12:30-2:00pm
In-Person At the LLNJ Office & telephone 2:30-4:00 pm

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Steve Chudnick seconded the motion, which passed. The meeting was adjourned at 4:35

Respectfully submitted,

Deborah Magnan
Secretary