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

EXECUTIVE BOARD MEETING
Thursday, October 17, 2019, 2:30 PM
In Person – Talking Book and Braille Center

MINUTES

EXECUTIVE BOARD

Present

Phillip Berg
Chris Carbone
Karen Cohen
Allan Kleiman
Bonnie Lafazan
Deborah Magnan
Laurie Matassa
Ricardo Pino
Jennifer Podolsky
Irene Sterling

Absent

Steve Chudnick
Cory Fleming
Michelle McGreivey
Courtenay Reece
Elizabeth Sosnowska

Also Attending

Kathy Schalk-Greene, Executive Director
Kathleen Moeller-Peiffer, NJ State Library
Andrew Silverstein, Dorfman Abrams Music

CALL TO ORDER

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

APPROVAL OF MINUTES

Deborah Magnan presented the September 19, 2019 minutes. Ricardo Pino moved the minutes, Jennifer Podolsky seconded the motion, which passed with one correction.

AUDITORS REPORT PRESENTED

Andy Silverstein presented the Audit Report for FY2019. Ricardo Pino moved to accept the report. Bonnie Lafazan seconded the motion, which passed.

Federal Form 990 was made available to the Executive Board.

PRESIDENT'S REPORT

President Chris Carbone thanked everyone for coming to the Talking Book and Braille Center. He also thanked committee members for their participation.

TREASURER'S REPORT

Ricardo Pino, moved the September 2019 Budget vs. Expenses Report. Jenifer Podolsky 2nd the motion which passed with 2 abstentions. Ricardo Pino moved September 2019 Report of Investments, Phillip Berg seconded the motion which passed with one opposition. The reports were filed for audit.

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

- The Statewide Delivery System was maintained in September.

Advocacy, Partnerships and Communication

Advocacy

- Kathy attended the NJLA Public Policy meeting on August 2.

Collaboration

- Kathy meet on September 24 at the Talking Book & Braille Center about the Digital Public Library of America project implementation in New Jersey and Delaware.
- Kathy met at The College of New Jersey with the VALE Member's Council and Executive Committee on September 27.

Projects

- MentorNJ
 - The MentorNJ TF met on September 24, 2019 at the Princeton Public Library and discussed FY2019 plan details.
 - In-Person Networking Event FY2020, Thursday, November 7, 2019, 10am-3:30pm @ Monroe Township Public Library.
- MentorNJ Small meet-ups
 - **Four more Tech Meet-ups** have been scheduled by Doug Baldwin (Head of Technology, Piscataway Public Library). 10am-12pm.
 - Previous tech meet-up notes are available on [the past meet-up page](#).
 - Upcoming meet-up on 'Going Fine Free'
 - All upcoming meet-up schedules are announced via e-blast and E-Update
- Diversity Resources Online:
 - Mi-Sun continues to administer the online resource pages.
 - Diversity Resource Task Force
 - Mi-Sun organized 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

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

CE Sponsorship of Other Organizations

- SLA - NJ - one chapter now (NJSLA) - Annual Technology Meeting took place on September 12, 2019

Onsite, On Demand Staff Development Program

- During the month of September, 7 subsidy requests were approved.
- 5 libraries' on-site, on-demand program were completed in September
- FY2019 Budget can accommodate up to 30 subsidy requests, and as of September 30, 2019, 22 subsidies have been received and approved.

Innovation and Reinvention

- Website Report
 - Mi-Sun continues to maintain the website and support the staff and member's needs.
 - The website upgrade (Drupal) work started with New Media Solutions (NMS)
 - Mi-Sun has been updating the delivery info, as she was notified by the office staff/the delivery vendor.
- Other IT:
 - Mi-Sun continues to support the staff with tech-related issues other than the website8/7 - Building Renovation Meeting.
 - On September 12, Mi-Sun had a conference call & online meeting with the AdobeConnect Representative.
 - Chris, Board President, expressed his concern about the possibility of the Board members email addresses being taken to be used in some phishing emails.
 - Mi-Sun shared with Chris that she had already consulted with NMS and followed through their recommendations, to make sure we securely list everyone's email address on our website.

Social Media Management

- We continue to maintain our Facebook and Twitter accounts.

E-Update & Mass Mailing Management

- We decided to publish E-Updates in early date each month, instead of towards the end of the month.
- Published 'MentorNJ Networking Event' announcement on September 18, 2019 & delivered to 4390 addresses
- Published the upcoming MentorNJ Small Meet-up schedule on September 26, 2019 & delivered to 4390 addresses

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

- 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 October 1st E-Update issue
 - Provided tech-support for the Finance Committee's online meeting on September 11

COMMITTEE REPORTS

Steve Chudnick presented a written statement that the Finance Committee was unable to meet in between the two Executive Board meetings, the Finance Committee will meet on October 28th.

Jennifer Podolsky, Chair, Personnel Committee reported that the Interim Executive Director position has been posted with a closing date of October 28, 2019.

The Strategic Planning Committee, Chair Irene Sterling presented a written LibraryLinkNJ Board retreat agenda.

Executive Director Kathy Schalk-Greene Bylaws presented a written report from Committee Chair Michelle McGreivey. Jennifer Podolsky moved that a quote of up to \$900 be accepted for a parliamentarian's review of the bylaws with recommendations for electronic voting. Ricardo Pino seconded and the motion passed.

Delivery Task Force Chair Phillip Berg presented a draft Request for Quote. Phillip Berg moved to approve the RFQ to hire a Consultant to provide recommendations on the NJ statewide library materials delivery system. Ricardo Pino Seconded the motion which passed.

CORRESPONDENCE

An e-mail from the law firm of Genova Burns about the OPMA and how it impacts the planned retreat. All Board meetings with a quorum and conducting business are considered open public meetings.

PUBLIC COMMENT

There was no public comment

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- Andy Silverstein presented the Audit Report for FY2019. Riccardo Pino moved to accept the report. Bonnie Lafazan seconded the motion, which passed.
- Federal Form 990 was made available to the Executive Board.
- Developing a Code of Conduct was passed on to the Membership Committee.
- It was decided to have a Town Hall meeting instead of a Membership meeting in December.

AGENDA ITEMS FOR NEXT MEETING

November 21, 2:30 PM, In-person at the LLNJ Office & telephone.

ADJOURNMENT

Ricardo Pino moved to adjourn the meeting. Phillip Berg seconded the motion, which passed. The meeting was adjourned at 4:20

Respectfully submitted,

Deborah Magnan
Secretary