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

EXECUTIVE BOARD MEETING  
Wednesday, September 19, 2019, 2:30 PM  
In Person – LibraryLinkNJ Office

MINUTES

EXECUTIVE BOARD

**Present**

Phillip Berg  
Chris Carbone  
Steve Chudnick  
Karen Cohen  
Allan Kleiman  
Deborah Magnan  
Laurie Matassa  
Michelle McGreivey  
Ricardo Pino  
Jennifer Podolsky  
Courtenay Reece  
Elizabeth Sosnowska

**Absent**

Cory Fleming  
Bonnie Lafazan (Excused)  
Irene Sterling

**Also Attending**

Kathy Schalk-Greene, Executive Director  
Kathleen Moeller-Peiffer, NJ State Library

**CALL TO ORDER**

The meeting was called to order at 2:33 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 and moved the August 15, 2019 minutes. Steve Chudnick seconded the motion, which passed.

**PRESIDENT'S REPORT**

President Chris Carbone welcomed new Executive Board Member Karen Cohen. He also thanked committee members for their participation.

**TREASURER'S REPORT**

Steve Chudnick, Treasurer, presented the August 2019 Report of Expenditures. Debora Magnum 2<sup>nd</sup> the motion which passed.

Steve Chudnick presented the August 2019 Report of Investments. Ricardo Pino moved the report, Michelle McGreivey 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*

- Talking Book & Braille Center restarted on delivery system after a several year absence.
- Kathleen Moeller-Peiffer came for a Statewide Delivery System tutorial on August 1.

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

#### *Advocacy*

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

#### *Collaboration*

- Kathy attended the NJ Association of School Librarians meeting on August 7.
- *Projects*
- Michelle McGreivey has agreed to be a LLNJ liaison to the NJASL Board when Kathy cannot attend.

#### *Projects*

- MentorNJ
  - The State Library requested more stats and future plan details before they finalize the FY2020 budget for MentorNJ
  - The MentorNJ Task Force is planning to conduct two mentor/mentee surveys during FY2020
  - In-Person Networking Event FY2020, Thursday, November 7, 2019, 10am-3:30pm @ Monroe Township Public Library
- MentorNJ Small meet-ups
  - Tech Meet-up was hosted by Doug Baldwin (Head of Technology, Piscataway Public Library) on August 23rd @ Warren County Library.
  - Upcoming meet-up on 'Going Fine Free'
  - MentorNJ TF continues its discussions to host more meet-ups on various topics.
- MentorLIB Directory (MentorNJ + MentorMD): mentors
  - We currently have 86 NJ mentors & 15 MD mentors on the directory. Mi-Sun will work with the TF and the Maryland Library Association team to promote the directory info to a broader audience
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- Diversity Resources Online:
  - Mi-Sun continues to administer the online resource pages.
  - NJLA Diversity & Outreach (D&O) Section leadership has formed 'DO-Diversity Resource Task Force'

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

#### CE Team

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

#### CE Sponsorship of Other Organizations

- We have received a follow-up letter with a supporting document from the Special Library Association - NJ Chapter (NJSLA) for their subsidy request for their Annual Technology Meeting program on "Artificial Intelligence and Ethics" on 9/12/2019.

#### Onsite, On Demand Staff Development Program

- During the month of August, we have received 9 subsidy requests.
- One library's request is in process, as the library is finalizing their workshop details with one of the suggested consultants.
- Samuel and Sandra Hekemian library's on-site, on-demand program was completed in August.
- Mi-Sun worked with Joanne and added four new programs with her to the suggested program list for FY2020.

#### ***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.
- Social Media Management
  - We continue to maintain the Facebook and Twitter accounts
- E-Updates Management & Mass Mailing
  - Published August E-Update on August 26, 2019 & delivered to 4391 addresses

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

- Kathy
  - 8/5, 6 – Annual Audit
  - 8/7 - Building Renovation Meeting
  - 8/14,16 - Barbara Perez, Bank Mgr, meetings about changing account signatures
  - 8/15 - Board Meeting
  - 8/22 - Bylaws Committee

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

- Kathy
  - New conference phone installed on August 8
- Mi-Sun Lyu
  - Managed all logistics for the Super Library Supervisor Fall 2019 Series
  - Managed all logistics for the On-Site, On-Demand Professional Development Subsidy offers
  - Managed other CE subsidy request processes
  - Worked with Kathy to publish the August E-Update

#### **COMMITTEE REPORTS**

Steve Chudnick presented a written summary of the Finance Committee Meeting on September 11, 2019,

Jennifer Podolsky, Chair, Personnel Committee presented and moved a written description for the Interim Executive Director's position. Deborah Magnan 2<sup>nd</sup> the motion which passed.

Jennifer Podolsky, moved to amend the job description for the Interim Executive Director's position by adding other duties as assigned. Deborah Magnan seconded the motion which passed.

Ricardo Pino moved to post the Interim Executive Director's position. Steve Chudnick seconded the motion which passed.

The Strategic Planning Committee, Chair Irene Sterling presented a written report. After some discussion Allan Kleiman moved to hire Maverick & Boutique as the Strategic Planning consultant for \$5600. Steve Chudnick seconded the motion, which passed.

Bylaws committee Chair Michelle McGreivey presented a written report.

Delivery Task Force Chair Phillip Berg presented a written report.

### **CORRESPONDENCE**

There was no correspondence

### **PUBLIC COMMENT**

There was no public comment

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

- Chris Carbone moved to have the October 17, 2019 Executive Board Meeting to the Talking Book and Braille Center. Ricardo Pino seconded the motion with 3 abstentions.

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

990

Audit Report

### **ADJOURNMENT**

Steve Chudnick moved to adjourn the meeting. Deborah Magnan seconded the motion, which passed. The meeting was adjourned at 4:15 pm

Respectfully submitted,

Deborah Magnan  
Secretary