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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

November 16, 2023, 2:30 PM via Zoom

EXECUTIVE BOARD

Present

Phillip Berg
Mary Fran Daley
Ranjna Das
John Foglia
Corey Fleming
Laura Giacobbe
Shannon Kish
Janina Kaldan
Bonnie Lafazan
Irene Langlois
Laurie Matassa
Joan Serpico
Michelle Sutton-Kerchner
Vickie Volyn

Absent

Allan Kleiman

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Michele Stricker, New Jersey State Library
Patricia Diaz, Dorfman Abrams Music
Rochelle Levin, Whippanong Library
Carol Fishwick (Minute Taker)

CALL TO ORDER

The meeting was called to order at 2:33 p.m. by President Ranjna Das who announced that the meeting was in compliance with the Open Public Meetings Act.

FY23 AUDIT PRESENTED

Patricia Diaz, auditor from Dorfman Abrams Music, presented the Audit Reports for FY23. Corey Fleming moved to approve the audit. Michelle Sutton-Kerchner seconded the motion, which passed.

APPROVAL OF MINUTES

Secretary Bonnie Lafazan presented the October 19, 2023 meeting minutes. The minutes were approved by unanimous consent.

TREASURER'S REPORT

Treasurer Mary Fran Daley presented the following reports to be accepted:

- October 16 - November 10, 2023, Check Detail Report with two corrections.
- October 2023 Operating Expenses/Bill List Report
- October 2023 Budget vs. Expense Report
- October 2023 Investment Report

All of the above reports were approved by unanimous consent.

The QuickBooks reports: FY 2024 Budget, Balance Sheet with Prior Year Comparison, and Statement of Operations with Prior Year Comparison, were reviewed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ralph Bingham presented a written report.

STATE LIBRARIAN'S REPORT

Michele Stricker presented a written report.

COMMITTEE REPORTS

- Bylaws Committee – Committee Chair Bonnie Lafazan reported that the Bylaws Committee met in October and determined that voting representation in the bylaws is dependent on the Library Network section of the NJ Administrative Code. NJSL has formed a working group to review and possibly update the Library Network section of the NJ Administrative Code.
- Finance Committee – Committee Chair Mary Fran Daley reported that the committee met with auditor Patricia Diaz. She also reported that \$800,000 was moved from the checking account to two CDs.
- Fund Development Committee - No Report
- Membership Committee - Committee Chair Joan Serpico reported that the committee met with Amanda Standerfer to assist in developing a membership engagement strategy.
- Nominating Committee - Ralph Bingham reported that we are seeking nominations for our representatives on the Library Network Review Board.
- Personnel Committee – No Report
- Planning Committee - Committee Chair Joan Serpico reported that the committee is tasked with helping the board create a core values statement. The committee met with Amanda Standerfer and discussed how a membership survey could help with the statement. The statement will be finalized at the Executive Board retreat in Spring 2024.
- Resource Sharing Committee – Committee Co-Chair Ranjna Das reported that they held two interviews for the Delivery Services Manager Position that did not work out. The committee will work on refining the job description before reposting the position.

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comment

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Phillip Berg moved to change the March Executive Board meeting from an in-person meeting to a zoom meeting and to change the May 16th Executive Board meeting to an in-person meeting at Monmouth University. Joan Serpico seconded the motion, which passed.

ADJOURNMENT

Bonnie Lafazan moved to adjourn the meeting. Irene Langlois seconded the motion which passed. The meeting was adjourned at 3:10 p.m.

Respectfully submitted by

Bonnie Lafazan
Secretary