



2300 Stuyvesant Avenue
Trenton, NJ 08618

TEL: 732-752-7720
FAX: 732-752-7785

Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

November 17, 2022, 2:30 PM via Zoom

EXECUTIVE BOARD

Present

Phillip Berg
Chris Carbone
Ranjna Das
Kathy Dempsey
John Foglia
Janina Kaldan
Allan Kleiman
Will Porter
Joan Serpico

Absent

Corey Fleming
Bonnie Lafazan
Laurie Matassa
Jennifer Podolsky
Jennie Pu
Vickie Volyn

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Carol Fishwick, LibraryLinkNJ (Minutes Taker)
Bob Keith, New Jersey State Library
Patricia Diaz, Dorfman Abrams Music
Muhammad Hassan, Kean University, Nancy Thompson Library
Natalie Niziolek, Cape May County Library

CALL TO ORDER

The meeting was called to order at 2:32 p.m. by Treasurer Will Porter, who announced that the meeting was in compliance with the Open Public Meetings Act.

FY22 AUDIT PRESENTED

Patricia Diaz, auditor from Dorfman Abrams Music, presented the Audit Report for FY22. The Finance Committee recommended accepting the Audit Report. The report was approved by unanimous consent.

APPROVAL OF MINUTES

Secretary Kathy Dempsey presented the October 20, 2022, Executive Board Meeting minutes. The minutes were approved by unanimous consent.

TREASURER'S REPORT

Treasurer Will Porter presented the October 2022 Operating Expenses/Bill List Report to be accepted. The Operating Expenses/Bill List Report was approved by unanimous consent.

Treasurer Will Porter presented the October 2022 Budget vs. Expense Report to be accepted. The Budget vs. Expense Report was approved by unanimous consent.

Treasurer Will Porter presented the October 2022 Investment Report to be accepted. The Investment Report was approved by unanimous consent.

The QuickBooks reports: FY2023 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

Bob Keith, State Library, said the State Librarian's written report was not quite ready yet.

COMMITTEE REPORTS

- Bylaws Committee - No Report
- Finance Committee - The Committee reported that they are working on creating a Finance Manual.
- Fund Development Committee - No Report
- Membership Committee - The Committee met with Ralph Bingham to discuss the Committee responsibilities. Meetings were set for the first Tuesday of every month at 9 a.m.
- Nominations Committee - No Report
- Personnel Committee – The Personnel Committee is working on Ralph Bingham's evaluation.
- Planning Committee - The Committee has a document under New Business for approval.
- Resource Sharing - The Committee is looking for ways to reduce the cost of delivery. They are also looking to hire a Logistics Consultant.

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comment

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

The Resource Sharing Committee recommended replacing Committee Member Robert Lackie of Rider University with Janet Hauge of Atlantic Cape Community College. The motion passed.

The Planning Committee recommended approving the draft LibraryLinkNJ Strategic Plan Activity Plan FY2023-FY2025. The motion passed. The approved activity plan will be presented to members at the December Membership Meeting, but no vote is necessary at that time.

At 3:07 p.m., Phillip Berg moved to go into closed Executive Session. Ranjna Das seconded the motion, which passed.

At 3:14 p.m., Phillip Berg moved to end closed Executive Session. Janina Kaldan seconded the motion, which passed.

Chris Carbone moved to hire Jennifer Bruno to the position of Administrative Operations Manager as defined in closed Executive Session. Ranjna Das seconded the motion, which passed.

ADJOURNMENT

Allan Kleiman moved to adjourn the meeting. Janina Kaldan seconded the motion, which passed. The meeting was adjourned at 3:15 pm.

Respectfully submitted by
Kathy Dempsey
Secretary