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2300 Stuyvesant Avenue
Trenton, NJ 08618

LibraryLinkNJ.org

TEL: 732-752-7720

FAX: 732-752-7785

Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

November 20, 2025, 3:00 p.m. - Via Zoom

EXECUTIVE BOARD

Present

Amy Behr-Shields
Donna Butler
Mary Fran Daley
Michael DiCamillo
Kristen Hayes
James Keehbler
Irene Langlois
Luca Manna
Dana Nicklas
Joan Serpico
Michelle Sutton-Kerchner

Absent

Helen-Ann Brown Epstein
Ann-Marie Latini
Amy Steinbauer

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Robert J. Butvilla, CPA, Suplee, Clooney & Company
Carol Fishwick, Minute Taker

CALL TO ORDER

The meeting was called to order at 3:04 p.m. by Board President Irene Langlois who announced that the meeting was in compliance with the Open Public Meetings Act.

AUDIT

Robert J. Butvilla (CPA & Partner of Suplee, Clooney & Company) presented the drafts of the FY25 Audit and IRS 990 Form. Mary Fran Daley moved to accept the audit. James Keehbler seconded the motion, which passed.

APPROVAL OF MINUTES

Secretary James Keehbler presented the October 16, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent.

TREASURER'S REPORT

Treasurer Mary Fran Daley presented the Financial Reports. Mary Fran Daley moved to adopt the operating Expenses/Bill List, Budget vs. Expense Report and Investment report into record and approve the Check Detail Report for payment. Irene Langlois seconded the motion, which passed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ralph Bingham presented both a verbal and a written report.

NEW JERSEY STATE LIBRARY REPORT

NJSL submitted a written report.

COMMITTEE REPORTS

- Bylaws Committee - James Keebler reported that the committee met on October 28 and is working on updating the Bylaws to reflect recent changes in the New Jersey Administrative Code.
- Finance Committee – Mary Fran Daley reported that the committee met with the auditor to review the draft audit on November 12. The committee also discussed the increase in 2026 health insurance premiums and the project to review the finance manual.
- Fund Development - Mary Fran Daley reported that the committee met on November 3 to discuss seeking external funding and to establish a formal plan and policy that surrounds it.
- Membership/Planning Committee - Amy Behr-Shields reported that the committee met on November 6 to discuss proposed revisions to LibraryLinkNJ Code of Conduct.
- Nominating/Reorganization Committee - James Keebler reported that the committee found a nominee to fill the vacant spot on the Executive Board which will be discussed in new business.
- Personnel Committee - Joan Serpico reported that the committee met on November 4 and will recommend to amend our 403(b) retirement plan in new business.
- Resource Sharing Committee - Luca Manna reported that the committee met to discuss the policy and procedures related to delivery. They also discussed the on-route sorting pilot project.

CORRESPONDENCE AND PUBLIC COMMENTS

No Correspondence or Public Comment

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

James Keebler presented the recommendation of the Nominating/Reorganization Committee to nominate Akiema Buchanan, Director, Free Public Library of Audubon to fill the vacant Member-at-Large Executive Board position. Joan Serpico seconded the motion, which passed.

Joan Serpico presented the recommendation of the Personnel Committee to amend the 403(b) Retirement Plan to add Roth contributions by January 1, 2026. Dana Nicklas seconded the motion, which passed.

ADJOURNMENT

Joan Serpico moved to adjourn the meeting. Michelle Sutton-Kerchner seconded the motion, which passed. The meeting was adjourned at 3:32 p.m.

Respectfully submitted by,

James Keebler
Secretary