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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING MINUTES**

**November 21, 2024, 2:30 PM via Zoom**

### **EXECUTIVE BOARD**

#### **Present**

Amy Behr-Shields  
Mary Fran Daley  
Helen-Ann Brown Epstein  
Ranjna Das  
Laura Giacobbe  
John Foglia  
Allan Kleiman  
Irene Langlois  
Luca Manna  
Joan Serpico  
Michelle Sutton-Kerchner  
Vickie Volyn

#### **Absent**

Corey Fleming

#### **Also Attending**

Ralph Bingham, Executive Director  
Jennifer Bruno, Minute Taker

### **CALL TO ORDER**

The meeting was called to order at 2:32 p.m. by Board President Joan Serpico who announced that the meeting was in compliance with the Open Public Meetings Act.

### **FY24 AUDIT PRESENTATION**

Robert J. Butvilla, CPA, Partner from Suplee, Clooney and Company, presented the Audit Report for FY24. Mary Fran Daley moved to approve the audit. Michelle Sutton-Kerchner seconded the motion, which passed.

### **APPROVAL OF MINUTES**

Board Secretary Laura Giacobbe presented the November 21, 2024, Executive Board Meeting Minutes, which were approved by unanimous consent.

### **TREASURER'S REPORT**

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

- October 13, 2024 - November 15, 2024, Check Detail Report
- October 2024 Operating Expenses/Bill List Report
- October 2024 Budget vs. Expense Report
- October 2024 Investment Report

All of the above reports were approved by unanimous consent with Amy Behr-Shields abstaining.

The QuickBooks reports: FY 2025 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.

### **COMMITTEE REPORTS**

- Bylaws Committee – No Report
- Finance Committee – Mary Fran Daley reported that the committee met with Auditor Robert J. Butvilla to review the FY24 audit and 990 Form.
- Membership/Planning Committee - No Report
- Nominating Committee - No Report
- Personnel Committee - Helen-Ann Brown Epstein reported that the committee met to review the committee tasks.
- Resource Sharing Committee - Luca Manna reported Ralph Bingham gave an update on the delivery RFP. He also reported that the committee is looking at other options for delivery to low volume libraries.

### **CORRESPONDENCE AND PUBLIC COMMENTS**

No correspondence or public comment.

### **UNFINISHED BUSINESS**

No unfinished business

### **NEW BUSINESS**

Ranjna Das moved to approve the Statewide Delivery Service RFP. Luca Mana seconded the motion, which passed.

Amy Behr-Shields moved to approve the Statement in Support of the NJLA Statement on Pay Transparency for All New Jersey Library Workers. Irene Langlois seconded the motion, which passed.

Helen-Ann Brown Epstein moved to go into closed Executive Session at 3:04 p.m. Luca Manna seconded the motion, which passed.

Luca Manna moved to return to Open Session at 3:11 pm. Ranjna Das seconded the motion, which passed.

Amy Behr-Shields moved to approve the hiring plan discussed in closed session. Helen-Ann Brown Epstein seconded the motion, which passed.

### **ADJOURNMENT**

John Foglia moved to adjourn the meeting. Vickie Volyn seconded the motion which passed. The meeting was adjourned at 3:13 pm.

Respectfully submitted by

Laura Giacobbe  
Secretary