



EVERY NEW JERSEY LIBRARY
Connected and Thriving

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

October 16, 2025, 3:00 p.m. - Via Zoom and In-Person

EXECUTIVE BOARD

Present

Amy Behr-Shields
Donna Butler
Mary Fran Daley
Michael DiCamillo
Helen Ann Brown Epstein
Kristin Hayes
James Keehbler
Irene Langlois
Ann-Marie Latini
Luca Manna
Dana Nicklas
Joan Serpico
Michelle Sutton-Kerchner

Absent

Amy Steinbauer

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Jen Brenner, Deputy State Librarian, New Jersey State Library
Carol Fishwick, Minute Taker

CALL TO ORDER

The meeting was called to order at 3:08 p.m. by Board President Irene Langlois who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Vice President Amy Behr-Shields presented the September 18, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent.

TREASURER'S REPORT

Treasurer Mary Fran Daley presented the Financial Reports. Ann-Marie Latini moved to adopt the *Operating Expenses/Bill List, Budget vs. Expense Report* and *Investment Report* into the 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

Jen Brenner, Deputy State Librarian, presented both a verbal and a written report.

COMMITTEE REPORTS

- Bylaws Committee – Ralph Bingham reported that the committee will meet on October 28.
- Finance Committee – Mary Fran Daley reported that the committee met on October 10 to outline the upcoming tasks for FY26, including reviewing the Finance Manual for any changes, creating policies and procedures for delinquent payments and receiving credit card payments.
- Fund Development – No Report. The committee has not met.
- Membership/Planning Committee – Amy Behr-Shields reported that the committee met on October 16 and discussed potential projects for the year ahead. As its initial task, the committee will review the *LLNJ Code of Conduct* and recommend possible revisions.
- Nominating/Reorganization Committee – Ralph Bingham reported that the committee met on October 15. Its next task is to fill the Executive Board vacancy left from the resignation. They are also tasked with finding four nominations for the Library Network Review Board.
- Personnel Committee – Joan Serpico reported that the committee has not met since the last board meeting and will meet next on November 4.
- Resource Sharing Committee – Luca Manna reported that the committee met on October 1 to outline their tasks for FY26. The main task for the year is to assist staff with updating the delivery policies and procedures on our website.

CORRESPONDENCE AND PUBLIC COMMENTS

On September 25, 2025, we received an email from IMLS notifying us that our application for the FY2025 Laura Bush 21st Century Librarian Grant Program is not among those we they fund this year. This year they received 141 applications requesting \$35,874,435. Of these, they selected 23 projects to receive funding totaling \$4,742,010.

UNFINISHED BUSINESS

LLNJ will move forward with working with NJ Makers Day on a project plan to map out how LLNJ can transition their services to an LLNJ project. After a project plan is in place, it will be formalized with an asset transfer agreement and an MOU for the project.

NEW BUSINESS

Luca Manna moved to appoint James Keehler as Executive Board Secretary. Ann Marie Latini seconded the motion, which passed with one abstention.

ADJOURNMENT

Luca Manna moved to adjourn the meeting. Irene Langlois seconded the motion, which passed. The meeting was adjourned at 3:42 p.m.

Respectfully submitted by,

James Keehler
Secretary