



LibraryLinkNJ

THE NEW JERSEY LIBRARY COOPERATIVE

EVERY NEW JERSEY LIBRARY

Connected and Thriving

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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

October 19, 2023, 2:30 PM via Zoom and In-Person

EXECUTIVE BOARD

Present

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

Absent

Corey Fleming
Bonnie Lafazan

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Michele Stricker, New Jersey State Library
Carol Fishwick (Minute Taker)
Carina Gonzalez, NJLA

CALL TO ORDER

The meeting was called to order at 2:37 p.m. by President Ranjna Das who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

President Ranjna Das presented the September 21, 2023, meeting minutes. The minutes were approved by unanimous consent.

TREASURER'S REPORT

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

- September 18 - October 14, 2023, Check Detail Report
- September 2023 Operating Expenses/Bill List Report
- September 2023 Budget vs. Expense Report
- September 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 – Ralph Bingham reported that the Bylaws Committee met on September 18 and determined that voting representation in the bylaws is dependent on the Library Network section of the NJ Administrative Code. Working with LLNJ, NJSL has issued a call for volunteers for working groups to identify areas of the Library Network and Per Capita State Aid regulations which would benefit from being updated (if any) and to propose new or amended language to the regulations.
- Finance Committee – Committee Chair Mary Fran Daley reported that the committee along with the attorney created an extensive credit card policy. The committee also discussed investing in CDs.
- Fund Development Committee - No Report
- Membership Committee - Committee Chair Joan Serpico reported that the committee is tasked with creating a member engagement strategy. Amanda Standerfer will attend their next meeting on October 20 to gather information for a proposal to assist us with creating that strategy.
- Nominating Committee - The committee is working to fill three positions for the Library Review Board.
- Personnel Committee - Committee Chair Laurie Matassa reported the Delivery Services Manager position has been posted.
- Planning Committee - The committee was tasked with helping the Executive Board create a core values statement to be discussed at an Executive Board retreat in spring 2024.
- Resource Sharing Committee - No Report

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comment

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Treasurer Mary Fran Daley moved to approve the new credit card policy that was a recommendation from the Finance Committee. The motion passed.

The Executive Director presented the FY23 - FY25 strategic plan update.

ADJOURNMENT

Laurie Matassa moved to adjourn the meeting. Vickie Volyn seconded the motion which passed. The meeting was adjourned at 3:26 p.m.

Respectfully submitted by

Joan Serpico
Vice President