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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING**

**October 21, 2021, 2:30 PM**  
**Zoom**

### **MINUTES**

#### **EXECUTIVE BOARD**

##### **Present**

Phillip Berg  
Chris Carbone  
Ranjna Das  
Kathy Dempsey  
Corey Fleming  
Janina Kaldan  
Allan Kleiman  
Bonnie Lafazan  
Laurie Matassa  
Ricardo Pino  
Jennifer Podolsky  
Will Porter

##### **Absent**

Jennie Pu  
C. L. Quillen  
Irene Sterling

##### **Also Attending**

Ralph Bingham, Executive Director, LLNJ  
Carol Fishwick, LibraryLinkNJ  
Jen Nelson, State Librarian  
Patricia Diaz, Dorfman Abrams Music

##### **CALL TO ORDER**

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

##### **REPORT OF THE STATE LIBRARY**

State Librarian Jen Nelson presented a written report.

##### **FY21 AUDIT PRESENTED**

Patricia Diaz, auditor from Dorfman Abrams Music, presented the Audit Report for FY21. Ricardo Pino moved to accept the report. Corey Fleming seconded the motion, which passed.

##### **APPROVAL OF MINUTES**

The Executive Board Secretary Kathy Dempsey presented the September 16, 2021, Executive Board Meeting Minutes. The minutes were approved by unanimous consent.

##### **PRESIDENT'S REPORT**

No Report

##### **TREASURER'S REPORT**

Treasurer Ricardo Pino presented and moved the September 2021 Operating Expenses Report to be accepted. The Operating Expenses report was approved by unanimous consent.

Treasurer Ricardo Pino presented and moved the September 2021 Budget vs. Expense Report to be accepted. The Budget vs. Expense report was approved by unanimous consent.

Treasurer Ricardo Pino presented and moved the September 2021 Investment Report to be accepted. The Investment Report was approved by unanimous consent.

The reports were filed for audit.

The QuickBooks reports: 2021 Budget, Balance Sheet with Prior Year Comparison, and Statement of Operations with Prior Year Comparison, were reviewed.

### **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Ralph Bingham presented a written report.

### **COMMITTEE REPORTS**

- Bylaws Committee - No Report
- Delivery Task Force - Phillip Berg reported that the task force has met regularly every month. They are waiting for the Fortnight Count figures to come back. Once they have that data, the task force will work on completing the Delivery RFP.
- Finance Committee - Ricardo Pino reported for the Finance Committee. Per recommendation in the FY21 audit, the State Library contract requires LLNJ to use the accrual basis of accounting. Ricardo Pino moved to have LLNJ switch to an accrual basis of accounting. Phillip Berg seconded the motion, which passed.
- Fund Development - No Report
- Membership Committee - No Report
- Nominations Committee - No Report
- Personnel Committee - No Report
- Planning - Allan Kleiman reported that the committee discussed a timeline for an RFP to hire a consultant for the Strategic Plan.
- TOPCATS - No Report.

### **CORRESPONDENCE AND PUBLIC COMMENTS**

A thank you letter from Maurice Pine Library for choosing their children's department for the "Most Creative Video" during NJ Snapshot Day.

### **UNFINISHED BUSINESS**

No unfinished business

### **NEW BUSINESS**

Ready for Anything Mini grants received 29 proposals totaling \$118,868 in requested funds. The 12 highest scoring projects will be funded for a total of \$50,321. Ricardo Pino moved to authorize the additional \$321.00 from the special projects line to be used to allow the 12<sup>th</sup> project to be funded above the previously authorized \$50,000 as outlined by Ralph Bingham. Allan Kleiman seconded the motion, which passed.

Ricardo Pino moved beginning January 1, 2022, to accept the new holiday list as presented. Laurie Matassa seconded the motion, which passed. Staff Holidays will be as follows:

New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday

Memorial Day  
Juneteenth Day  
Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

Chris Carbone moved to change the personnel manual to add: "All part-time employees working 1,000 hours or more in their first 12 months of employment or in a plan year are eligible to participate in the 403(b) annuity plan and receive the 10% employer contribution." Jennifer Podolsky seconded the motion, which passed.

Corey Fleming moved to go into Executive Session at 3:21 pm. Ricardo Pino seconded the motion, which passed.

Ricardo Pino moved to convert the current part-time Program & Outreach Specialist position to a full-time position at a salary of no more than \$35.00 an hour. Corey Fleming seconded the motion, which passed.

It was decided that a parliamentarian would not be needed for the Membership Meeting.

**AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

Executive Board Meeting, November 18, 2021, 2:30 pm

**ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting Jennifer Podolsky seconded the motion, which passed. The meeting was adjourned at 4:04 p.m.

Respectfully submitted by  
Kathy Dempsey, Secretary