



**LibraryLinkNJ**

THE NEW JERSEY LIBRARY COOPERATIVE

**MOVING FORWARD TOGETHER**

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Ralph S. Bingham III, Executive Director

## **EXECUTIVE BOARD MEETING**

**September 16, 2021, 2:30 PM**  
**Zoom**

### **MINUTES**

#### **EXECUTIVE BOARD**

##### **Present**

Phillip Berg  
Chris Carbone  
Ranjna Das  
Kathy Dempsey  
Corey Fleming  
Laurie Matassa  
Ricardo Pino  
Jennifer Podolsky  
Will Porter  
Jennie Pu  
C. L. Quillen  
Irene Sterling

##### **Absent**

Janina Kaldan  
Allan Kleiman  
Bonnie Lafazan

##### **Also Attending**

Ralph Bingham, Executive Director, LLNJ  
Carol Fishwick, LibraryLinkNJ  
Kathleen Moeller-Peiffer, Deputy State Librarian

#### **CALL TO ORDER**

The meeting was called to order at 2:31 p.m. by Jennie Pu, Executive Board President, who announced that the meeting was in compliance with the Open Public Meetings Act.

#### **APPROVAL OF MINUTES**

The Executive Board Secretary Kathy Dempsey presented the August 19, 2021, Executive Board Meeting Minutes. Ricardo Pino moved to accept the amended August 19, 2021 minutes. Kathy Dempsey seconded the motion, which passed with three abstentions.

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

No Report

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

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

Treasurer Ricardo Pino presented and moved the August 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 August 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.

## **REPORT OF THE STATE LIBRARY**

Kathleen Moeller-Peiffer, Deputy State Librarian, presented a written report.

## **COMMITTEE REPORTS**

- Bylaws Committee - No Report
- Delivery Task Force - Phillip Berg reported that the task force has been focusing on four main tasks. 1) Fortnight Count to get a better understanding of current delivery activity. Participating libraries will be doing a two-week count of all items and packages sent out in delivery. 2) Recommendations for new delivery requirements. 3) RFP and maybe 4) potential delivery questionnaire.
- Finance Committee - Ricardo Pino reported the Finance Committee met and talked about going through the budget very carefully making changes to the reports.
- Fund Development - Irene Sterling reported the committee met and had discussed various avenues for fund development and with a focus on EDI initiatives.
- Membership Committee - No Report
- Nominations Committee - No Report
- Personnel Committee - Chris Carbone reported that the committee discussed the staff holiday schedule. Ricardo Pino moved to add Election Day as a staff holiday beginning in November 2021. Corey Fleming seconded the motion, which passed.
- Planning - Jennie Pu reported that the committee met and talked about launching the Strategic Planning Process, they confirmed the budget to hire a Strategic Planning firm.
- TOPCATS - Ralph Bingham reported that Eileen Palmer (LMxAC) has agreed to chair the TOPCATS Task Force.

## **CORRESPONDENCE AND PUBLIC COMMENTS**

No Correspondence

## **UNFINISHED BUSINESS**

No unfinished business

## **NEW BUSINESS**

There was a discussion about holding the December Membership Meeting. Ralph Bingham would like to delay the Board retreat until there can be focus group work as part of the strategic planning process. Ralph Bingham presented the EDI Statement of Intent for discussion. There was also a discussion about how to refer to Columbus Day on LLNJ's calendar. The board might change it to Indigenous Peoples Day or simply call it a State Holiday. The final decision will be made later.

## **AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

Executive Board Meeting, October 21, 2021, 2:30 pm

**ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting Corey Fleming seconded the motion, which passed.  
The meeting was adjourned at 3:57 p.m.

Respectfully submitted by  
Kathy Dempsey, Secretary