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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

September 18, 2025, 3:00 p.m. - Via Zoom

EXECUTIVE BOARD

Present

Amy Behr-Shields
Donna Butler
Mary Fran Daley
Ranjna Das
Kristin Hayes
James Keehler
Irene Langlois
Ann-Marie Latini
Luca Manna
Dana Nicklas
Joan Serpico
Amy Steinbauer
Michelle Sutton-Kerchner

Absent

Helen-Ann Brown Epstein
Michael DiCamillo

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 3:00 p.m. by Board President Irene Langlois who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Board Secretary Ranjna Das presented the August 21, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent.

PRESIDENT'S REPORT

President Irene Langlois reported that the LibraryLinkNJ's Virtual Conference is on September 30, 2025. it would be very nice if everyone on the Executive Board could participate.

TREASURER'S REPORT

Assistant Treasurer Luca Manna 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. Michelle Sutton-Kerchner seconded the motion, which passed.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Ralph Bingham presented a verbal and written report.

NEW JERSEY STATE LIBRARY REPORT

Jen Brenner, Deputy State Librarian, presented a report.

COMMITTEE REPORTS

- Bylaws Committee - The committee is scheduled to meet on October 28.
- Finance Committee - The committee is scheduled to meet on October 10.
- Fund Development - No Report
- Membership/Planning Committee - The committee is scheduled to meet on October 2.
- Nominating/Reorganization Committee - The committee is scheduled to meet on October 15.
- Personnel Committee - Joan Serpico reported the committee met on September 2. The topic of the meeting will be discussed in the Executive closed session.
- Resource Sharing Committee - The committee is scheduled to meet on October 1.

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comments.

UNFINISHED BUSINESS

Amy Behr-Shields moved to form the internal EDI Assessment Task Force. Ann-Marie Latini seconded the motion, which passed.

NEW BUSINESS

The process for scheduling committee meeting dates was discussed to gather feedback about how the process can be improved.

Executive Director Ralph Bingham presented a proposal from the New Jersey Makers Day Board asking that LLNJ explore the possibility of continuing the work of NJMD by agreeing to the transfer of their assets to LLNJ. Makers Day would dissolve as an independent 501(c)(3) nonprofit organization and continue to operate as a project of LibraryLinkNJ. Discussion will continue at the October Board Meeting.

CLOSED EXECUTIVE SESSION FOR PERSONNEL ITEMS

Irene Langlois moved to go into closed Executive Session. Luca Manna seconded the motion which passed.

James Keehbler moved to end the closed Executive Session. Irene Langlois seconded the motion which passed.

James Keehbler moved to approve the salary recommendations of the Personnel Committee. Amy Steinbauer seconded the motion which passed.

ADJOURNMENT

Luca Manna moved to adjourn the meeting. Amy Behr-Shields seconded the motion which passed. The meeting was adjourned at 3:45 p.m.

Respectfully submitted by,

Irene Langlois

Board President