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MOVING FORWARD TOGETHER

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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

September 21, 2023, 2:30 PM via Zoom

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 (joined meeting but excused early)
Bonnie Lafazan

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Michele Stricker, New Jersey State Library

CALL TO ORDER

The meeting was called to order at 2:33 p.m. by Vice President Joan Serpico who announced that the meeting was in compliance with the Open Public Meetings Act.

APPROVAL OF MINUTES

Vice President Joan Serpico presented the August 17, 2023, meeting minutes. John Foglia moved to accept the August minutes. Michelle Sutton-Kerchner seconded the motion, which passed with one abstention.

President Ranjna Das joined the meeting at 2:36 p.m. due to technical difficulties.

TREASURER'S REPORT

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

- August 14 - September 15, 2023, Check Detail Report
- August 2023 Operating Expenses/Bill List Report
- August 2023 Budget vs. Expense Report

- August 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 – The 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. The Executive Director will contact the State Librarian about reviewing the NJAC.
- Finance Committee – Committee Chair Mary Fran Daley reported that the committee met on September and begin working on a credit card policy. The committee also discussed investment options including CDs and sweep accounts.
- Fund Development Committee - No Report
- Membership Committee - No Report. The committee will meet on September 22.
- Nominating Committee - No Report. The committee will meet on September 29.
- Personnel Committee - Committee Chair Laurie Matassa reported that the committee met on September 15 and reviewed the job description for the Delivery Services Manager position.
- Planning Committee - No Report. The committee will meet on September 26.
- Resource Sharing - No Report

CORRESPONDENCE AND PUBLIC COMMENTS

No correspondence or public comment

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Personnel Committee Chair Laurie Matassa moved to approve the job description for the Delivery Services Manager position as recommended by the committee. The motion was approved.

Ranjna Das moved to add 50% of the catering cost (\$2,148.00) for the upcoming Super Library Supervisors workshops to the Bill List. Phillip Berg seconded the motion, which passed.

ADJOURNMENT

John Foglia moved to adjourn the meeting. Laurie Matassa seconded the motion which passed. The meeting was adjourned at 3:00 p.m.

Respectfully submitted by

Joan Serpico
Vice President