

## EXECUTIVE BOARD MEETING

Thursday, September 17, 2020 2:30 PM  
Zoom or Zoom by Phone

### MINUTES

#### EXECUTIVE BOARD

##### **Present**

Phillip Berg  
Ralph Bingham  
Chris Carbone  
Kathy Dempsey  
Kimberly Flanagan-Bouchard  
Corey Fleming  
Allan Kleiman  
Bonnie Lafazan  
Deborah Magnan  
Laurie Matassa  
Ricardo Pino  
Jennifer Podolsky  
Will Porter  
Jennie Pu  
Irene Sterling

##### **Absent**

##### **Also Attending**

Juliet Machie, Interim Executive Director  
Susanne Sacchetti, Executive Director  
Michelle Stricker, New Jersey State Library  
Carol Fishwick, LibraryLinkNJ

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

The meeting was called to order at 2:33 p.m. by Executive Board President Bonnie Lafazan, who announced that the meeting was in compliance with the Open Public Meetings Act.

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

Executive Board Secretary Ralph Bingham presented and moved the minutes of August 20, 2020. Irene Sterling seconded the motion, which passed with corrections and one abstention.

##### **PRESIDENTS REPORT**

There was no President's report..

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

Treasurer Ricardo Pino presented and moved to have the August 2020 Operating Expenses report accepted. Corey Fleming seconded the motion, which passed. Treasurer Ricardo Pino presented and moved the August 2021 Budget vs. Expense Reports. Corey Fleming seconded the motion, which passed. Treasurer Ricardo Pino presented and moved to have the August 2020 Investment report accepted. Irene Sterling seconded the motion, which passed. The reports were filed for audit. The QuickBooks reports (2021 Budget, Balance Sheet Previous Year Comparison, Statement of Operations with Prior Year Comparison) were reviewed.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Executive Director Susanne Sacchetti presented a written report.

## **REPORT OF THE STATE LIBRARY**

New Jersey State Library presented a written report.

## **COMMITTEE REPORTS**

- Bylaws Committee - No Report
- Delivery Task Force - Phillip Berg reported that the Delivery Task Force started the Delivery survey restart form, they put the delivery study back in motion with the consultant.
- Finance Committee - Ricardo Pino moved for LibraryLink NJ to obtain a debit card with withdrawal set at 0. Chris Carbone second the motion, which passed.
- Fund Development - Irene Sterling reported the committee met and have a number of ideas, they will meet to develop a charge.
- Membership Committee - No Report
- Strategic Planning Committee - They will meet after the Membership Meeting.
- TOPCATS - Will have a planning meeting to discuss TOPCATS going forward.
- Personnel Committee - Chris Carbone moved at 3:00pm for the Board to go into Executive Session, Ricardo Pino seconded the motion, which passed. At 4:35 Bonnie Lafazan moved to exit the Executive Session, Corey Fleming seconded the motion which passed. Chris Carbone moved to authorize the pay raises for full time and the part time employees to be retroactive from July 1, 2020. Corey Fleming seconded the motion, which passed. Ricardo Pino moved to approve the changes to the employee health plan contributions as discussed. Irene Sterling seconded the motion, which passed. Corey Fleming moved to authorize a bonus to employees with at least 10 years of service. Irene Sterling seconded the motion, which passed. Ricardo moved to adopt the staffing plan as discussed. Corey Fleming seconded the motion, which passed.

## **CORRESPONDENCE**

- A letter from Stan Cohen of Springfield NJ urging to have the inter library loans in New Jersey resumed.

## **NEW AND UNFINISHED BUSINESS**

- Executive Board Planning Meeting - September 21, 2020
- Membership Meeting - September 23, 2020

## **Agenda Items for Next Meeting**

## **ADJOURNMENT**

Ricardo Pino moved to adjourn the meeting. Jennifer Podolsky seconded the motion, which passed. The meeting was adjourned at 4:42 p.m.

Respectfully submitted,

Ralph Bingham, Secretary