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Ralph S. Bingham III, Executive Director

**EXECUTIVE BOARD MEETING MINUTES**

**December 19, 2024, 2:30 PM via Zoom**

**EXECUTIVE BOARD**

**Present**

Amy Behr-Shields  
Mary Fran Daley  
Helen-Ann Brown Epstein  
John Foglia  
Allan Kleiman  
Irene Langlois  
Luca Manna  
Joan Serpico

**Absent**

Ranjna Das  
Corey Fleming  
Laura Giacobbe  
Michelle Sutton-Kerchner  
Vickie Volyn

**Also Attending**

Ralph Bingham, Executive Director, LibraryLinkNJ  
Carol Fishwick, Minute Taker

**CALL TO ORDER**

The meeting was called to order at 2:32 p.m. by Board President Joan Serpico who announced that the meeting was in compliance with the Open Public Meetings Act.

**APPROVAL OF MINUTES**

Vice President Irene Langlois presented the November 19, 2024, Executive Board Meeting Minutes, which were approved by unanimous consent.

**TREASURER'S REPORT**

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

- November 16, 2024 - December 13, 2024, Check Detail Report
- November 2024 Operating Expenses/Bill List Report
- November 2024 Budget vs. Expense Report
- November 2024 Investment Report

All of the above reports were approved by unanimous consent with Amy Behr-Shields abstaining.

The QuickBooks reports: FY 2025 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.

## **COMMITTEE REPORTS**

- Bylaws Committee – No Report
- Finance Committee – Treasurer Mary Fran Daley reported that she and Assistant Treasurer Corey Fleming met with the Executive Director to discuss a proposal from Your Part Time Controller for CPA services. The committee will discuss further at their next meeting.
- Membership/Planning Committee - No Report
- Nominating Committee - No Report
- Personnel Committee - No Report
- Resource Sharing Committee – Co-Chair Luca Manna reported that Delivery Service RFP was published on our website and advertised via public notices. A bidder's conference was held with three vendors attending.

## **CORRESPONDENCE AND PUBLIC COMMENTS**

No correspondence or public comment

## **UNFINISHED BUSINESS**

No unfinished business

## **NEW BUSINESS**

No new business

## **ADJOURNMENT**

Luca Manna moved to adjourn the meeting. Irene Langlois seconded the motion which passed. The meeting was adjourned at 2:27 pm.

Respectfully submitted by

Irene Langlois  
Vice President