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Ralph S. Bingham III, Executive Director

EXECUTIVE BOARD MEETING MINUTES

February 20, 2025, 2:30 PM via Zoom

EXECUTIVE BOARD

Present

Amy Behr-Shields
Mary Fran Daley
Ranjna Das
Helen-Ann Brown Epstein
Allan Kleiman
Irene Langlois
Luca Manna
Joan Serpico
Michelle Sutton-Kerchner
Vickie Volyn

Absent

Corey Fleming
John Foglia

Also Attending

Ralph Bingham, Executive Director, LibraryLinkNJ
Michael Maziekien, New Jersey State Library
Carol Fishwick, Minute Taker

CALL TO ORDER

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

President Joan Serpico moved to add an item to the agenda under new business to discuss committee work, which was approved by unanimous consent.

APPROVAL OF MINUTES

Vice President Irene Langlois presented the January 16, 2025, Executive Board Meeting Minutes, which were approved by unanimous consent with Allan Kleiman abstaining.

TREASURER'S REPORT

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

- January 16, 2025 - February 14, 2025, Check Detail Report
- January 2025 Operating Expenses/Bill List Report
- January 2025 Budget vs. Expense Report
- January 2025 Investment Report

The above reports were approved by unanimous consent.

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 verbal and written report.

NEW JERSEY STATE LIBRARY REPORT

Michael Maziekien from the New Jersey State Library updated the Board on New Jersey State Library news.

COMMITTEE REPORTS

- Bylaws Committee – No Report
- Finance/Fund Development Committee – Chair Mary Fran Daley reported that the committee discussed a 6-month budget forecast; they also decided not to continue with CDs and are looking at other investment options.
- Membership/Planning Committee – Chair Irene Langlois reported that the committee discussed the extension of the Strategic Plan.
- Nominating Committee - The committee is working to find a replacement for Laura Giacobbe who resigned.
- Personnel Committee - Joan Serpico reported that the committee sent the Executive Director's evaluation to Board members. The committee will present the updated retirement plan policy for discussion.
- Resource Sharing Committee - Luca Manna reported that the committee will meet in March to review Delivery proposals, discuss the cost-share model and the pilot Project for USPS delivery.

CORRESPONDENCE AND PUBLIC COMMENTS

Correspondence from Gloucester County Special School District to become a member.

Email from Janet Hage, Atlantic Cape Community College complimenting the Copyright First Responders cohort.

Email from Jeannine Creazzo notifying of the passing of Roberta Bronsen Fitzpatrick, a former Infolink Board President.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Luca Manna moved to appoint Amy Behr-Shields as the new Executive Board Secretary. Irene Langlois seconded the motion, which passed.

Irene Langlois moved to appoint Donna Butler to fill the School Librarian Representative position. Helen-Ann Brown Epstein seconded the motion, which passed.

Irene Langlois moved to take the FY 26-27 updated Strategic Plan Extension to the membership for a vote. Allan Kleiman seconded the motion, which passed.

Amy Behr-Shields moved to adopt the proposal to amend the LLNJ retirement plan policy in the employee handbook. Mary Fran Daley seconded the motion, which passed.

The March LLNJ Executive Board meeting will be in person and hybrid.

There was a discussion to streamline committee work to make it easier for Board Members.

ADJOURNMENT

Luca Manna moved to adjourn the meeting. Michelle Sutton-Kerchner seconded the motion which passed. The meeting was adjourned at 3:21 pm.

Respectfully submitted by

Amy Behr-Shields
Secretary