



Minutes - Thursday, September 14, 2017 | Meeting called to order by Ruth Lufkin at 1:41pm

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## In Attendance

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Ruth Lufkin, Debbie Maynard, Susan Calantone, Siobhan Koch, Lesley Karczewski, Jayne Beline, Stephanie Cotton, Karen Brodsky, Therese McClachrie, Stephanie Iberer and Lyn Begraft. Also present was Phillip Berg, Executive Director.

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## Agenda Review – R. Lufkin

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Accepted as written.

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## Presentation of the Minutes from July 13, 2017 – L. Begraft

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Ms. Cotton made the motion to accept the minutes, with Ms. Maynard seconding. Ms. Brodsky and Ms. McClachrie abstained; remaining members in favor.

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## Treasurer's Report – S. Koch

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Ms. Koch presented the financial packet by highlighting the following:

- Total liabilities and equity: \$1,043,953.14
- Review of bills paid and check detail report

It was noted that there was no action to update signatory paperwork at the time of this reporting.

Ms. Beline called for a motion to approve and pay the bills presented for \$167,125.42, with Ms. Begraft seconding. All were in favor. Mention was made to the amount, as the bill for Innovative was included on this listing.

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## President's Report –

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Ms. Lufkin began her portion by bringing forward a recommendation from the Nominating Committee for Stephanie Iberer to fill the vacancy of Representative for Medium Libraries. This term is for the remainder of 2017 and all of 2018. All were in favor.

Ms. Lufkin also welcomed Therese McClachrie to the Board for Small Libraries Representative, as well as thanking Siobhan Koch for assuming the position of Treasurer. A big thank you to these directors who willingly agreed to serve as members of the MAIN Executive Board.

Ms. Lufkin remarked that the evaluation of the Executive Director would occur after this meeting.



A question from the membership was raised regarding MAIN's responsibility to fund additional SIP licenses to libraries who need them. In the past these were one time license payments; now they are an annual cost. It was decided that the responsibility would lie with the library and not MAIN. The Board will look at this need again in the future when the contract with Innovative is renegotiated.

Ms. Lufkin noted that the Tech Committee will be co-chaired by Val Smith and Dave Krolak. Ms. Lufkin and Executive Director Berg have been meeting with them, to prepare them for the responsibility. A highly detailed document that covered the charge of the Tech Committee as well as a clearly defined structure and tasks was presented at this meeting. Ms. Brodsky was concerned about the complexity of the document, while Ms. Beline felt strongly that the directives for this and all committees in MAIN must be clear and concise. Ms. Karczewski encouraged the adherence to two-year terms for all MAIN committee chairs. After further review and discussion, Ms. Brodsky made a motion to adopt the Technology Committee Charge, with Ms. Beline seconding. Ms. Iberer abstained. The remainder of the members were in favor.

Ms. Maynard asked for an invitation to the Tech Committee's meeting in October, as she will be rising to the position of Executive Board President in 2018.

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#### Executive Director's Report – P. Berg

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Executive Director Berg thanked Harding Public Library for hosting the meeting, and for those that were able to attend. He also made a special note that Deena Leary is now the Assistant County Administrator, succeeding Cathy Burd.

#### Human Resources

1. Employee that was out on medical leave has returned
2. Second quarter checkpoints took place with staff

#### MAIN Office

1. 33 of the 35 2017 membership agreements have been received
2. Will be applying for the LLNJ On-site, On-Demand training grant for \$750 for a Sustaining Libraries program presented by Rebekkah Smith Aldrich
3. MAIN survey schedule was reported for 2018
4. LLNJ Delivery Task Force will be reviewing proposals for delivery service soon
5. NJLA Executive Board eliminated vendor committee for conference planning
6. No new agreement was approved at the Open Borrowing meeting
7. "Start, Manage, & Grow Your Business with Reference USA" training with MCEDC upcoming

#### Finance

1. Two libraries are using the payment plan



2. Digital Services Committee looking to share cost of upcoming project with MCEDC

#### Technology

1. Group purchase open with ordering ongoing. Don't miss those nicely priced Dell tablets!
2. The Meraki firewall implementation is going well
3. Executive Director Berg and Marina are working together to better illustrate the results from the equipment survey
4. MAIN is now on Google with an Ad

#### Innovative

1. Thirteen libraries have implemented LEAP
2. Morristown Festival of Books in PAC
3. Novelist Select is now fully operational

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#### Library Representative Reports

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Small Libraries – no report

Medium Libraries – meeting date set for 10/27

Large Libraries – will be meeting on 11/3 at noon at the Chand Palace

Ms. Beline commented on the importance of attending MAIN meetings. She wondered if the library representatives should reach out to their libraries to encourage those who consistently do not attend. Ms. Lufkin commented that representatives have a valuable role and that she will be sending out a message to the libraries encouraging future attendance.

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#### Committee and Liaison Reports

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Ms. Lufkin began this portion by saying that “we succeed to the extent that the group is represented.”

Executive Director Berg reported on the Digital Services Committee meeting, noting that the group was in the process of ranking MAIN wide resources . The next meeting will be held on 9/28 at Lake Hiawatha Library.

Ms. Maynard reported on the recent ILS Committee meeting, that was held on 9/9. Check out receipts for patrons now feature a savings amount that will illustrate how much can be saved by using your library. Patron codes for the K-12 and full service for teachers has been updated. There was a discussion on the implementation of an internet/computer use only patron code. Ms. Maynard encouraged all directors to pay attention to email communications, as updates and information will be coming.

Executive Director Berg reported on the MAYS meeting that was held on 9/8. There was a review of the Summer Reading Program and a date was set for the next meeting, which will be 10/13.



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The Public Relations Committee met on 7/11 and will meet again on 9/27 or 28. The focus of the meeting will be the promotion of the “You Saved” campaign, as well as the possibility of partnering with celebrities to generate community interest. Discussion will also be had regarding more compelling press releases.

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#### New Business – R. Lufkin

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1. MAIN’s Strategic Plan Evaluation was held on 9/13. Some libraries were not represented, but those that attended thought that it was a good use of time. Seth Stephens expressed an interest in working with a group for further development. The Executive Board will discuss the findings of the program, and would also be directing Executive Director Berg to include a priorities and ranking survey of topics in the next Monday’s Digest. Ms. Cotton asked for the Executive Board to further define the topics.

Executive Director Berg will create a Google doc for all to contribute to, with a deadline of Friday, 9/22.

Ms. Beline expressed concern about the leadership of the Strategic Planning group, and how to make it all work.

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#### Executive Session

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Ms. Begraft make a motion to enter Executive Session at 3:31pm. Ms. Maynard seconded.

Ms. Cotton made a motion to leave Executive Session at 4:05pm, and Ms. Calantone seconded.

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#### For the Good of the Organization

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The 2018 MAIN Budget meeting will be held on Friday, 10/12 at the Parsippany Public Library.

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#### Adjournment

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Ms. McClachrie proposed a motion to adjourn at 4:06pm, with Ms. Cotton seconding the motion.

Respectfully submitted,

Lyn Begraft, Secretary

*Minutes Accepted October 12, 2017*