**LIBRARIES OF MIDDLESEX AUTOMATION CONSORTIUM**

**EXECUTIVE BOARD MEETING**

**LMxAC Office**

**October 24, 2013**

**MINUTES**

**MEMBERS PRESENT:**

Joan Henry – Dunellen

Chuck Dolan – MCC

Cheryl McBride – North Brunswick

Allen McGinley – Piscataway

Joe Da Rold – Plainfield

Susan Kaplan – Sayreville

Chris Carbone – South Brunswick

**MEMBERS ABSENT:**

Bonnie Sterling – Milltown

**LMxAC STAFF PRESENT:**

Eileen M. Palmer

Elisa Bash

The meeting was called to order at 9:35am by President Joe Da Rold.

**APPROVAL OF THE AGENDA:** (Document #13-61)

There were no additional items to add to the agenda. Chuck Dolan moved to approve the agenda of the October 24, 2013 Executive Board meeting. Allen McGinley seconded the motion. All members were in favor. The motion carried.

**MINUTES OF THE PREVIOUS MEETING:** (Document #13-62)

The Board briefly reviewed the minutes. Susan Kaplan moved to approve the minutes of the September 26, 2013 meeting. Cheryl McBride seconded the motion. All members were in favor. The motion carried.

**TREASURER’S REPORT:** (Document #13-63)

Cheryl McBride Treasurer deferred report to Eileen. She reported there was nothing new beyond what had been discussed at the General membership meeting. As far as aged receivables and eLibraryNJ reports, we are in good shape. The Budget report was filed for audit.

**BILL LIST:** (Document #13-64)

The October Bill List was presented. Eileen noted the larger and unusual payments. She explained that the credit card bill is higher than normal due to a payment of ALA annual conference registration. The payments to member libraries are for the reconciliation of Lost Payments. Chuck Dolan moved to approve the October Bill List. Joan Henry seconded the motion. All members were in favor. The motion carried.

**DIRECTOR’S REPORT:** (Document#13-65)

Eileen mentioned that she had the honor of meeting Assemblyman Coughlin as well as the Mayor of Carteret, Daniel Reiman at the Carteret Library. The event was to honor the Assemblyman with the NJ Library Champion award and presented Carteret Library with a check from NJLA Sandy Relief Fund.

Eileen spoke about the delay in this year’s audit from Samuel Klein and Company. Jerry Stankiewicz explained there were major staff changes at their office. He forwarded a tentative schedule for our audit. He is expected to file an extension on our behalf for the IRS 990/990T Tax Forms due on November 15. Field work is expected to begin mid-December and final audit is expected to be completed by mid-January.

Eileen pointed out that Zinio user and checkout statistics is less than the prior month but similar to last month’s statistics. Recorded Books just added back issues to the program. It will help increase usage.

Eileen attended the New Jersey Center of the Book program in Newark. She said it was a very interesting program about all things literary. There were 12 grants being offered to libraries in honor the 350th Anniversary of the founding of the State of New Jersey. There were 56 applicants that applied for these grants, so it is very competitive. Eileen and Board members had briefly discussed ways to mark the State’s 350th anniversary.

**OLD BUSINESS:**

1. South Amboy Membership Application – Elaine Gabor, Director of South Amboy contacted Eileen to announce that the South Amboy Board voted to join LMxAC. Eileen provided a quote based on 4 simultaneous users. SirsiDynix agreed to the cost of $3,000 to add the new library. They explained that prices will increase with any additional libraries. Cheryl McBride moved to accept South Amboy Dowdell Library for membership and for Eileen to execute a letter of agreement. Chuck Dolan seconded the motion. All members were in favor. The motion carried.

1. SirsiDynix Demo – Eileen asked Board members for feedback from the SirsiDynix demo at the General Membership meeting. She explained that it is important to review system options as we move forward with the Strategic planning process. It is important to look at the capabilities of different systems.
2. Planning Committee Update: Susan Kaplan reported that after the General Membership meeting, the planning committee met to discuss new member obligations and benefits as well as proposed an annual review of reciprocity. Committee members agreed that all new members must be eligible for State aid. She explained that it would be necessary to make a change in the By-laws regarding the eligibility level. The committee looked for a common element that every library would be accountable and compliant for all minimum service regulations. Eileen noted that one member library has a waiver regarding staff regulations. It would be necessary to included waivers when modifying the by-laws. The committee proposed revisiting resource sharing among membership.
3. Trustee Training Event: The workshop has been set for April 9, 2014 from 1-4:30pm at South Brunswick Public Library and April 12, 2014 from 9-1:00pm at Plainfield Public Library. The tentative workshop agenda includes: Membership obligations; Handbook of services; Policies; Trends; Confidentiality; Focus on leadership with the State; Trustee role and responsibilities. The three and half hour sessions should satisfy state requirements. Eileen explained that the State Library provides webinars for trustee training as well. She said that it would be important to get the dates out to trustees.

**NEW BUSINESS:**

1. eLibraryNJ.com: Eileen explained that prior to her vacation departure; she will forward an email to all e-LibraryNJ member libraries. The email will include an electronic copy of the 2014 letter of agreement contract. Elisa will prepare and mail out invoices along with a paper copy of the agreement.

**OTHER:**

Eileen mentioned there has been no response from the public policy committee regarding the LMxAC letter concerning library fees.

Eileen noted that Christy Sayre is scheduling Sirsi training at Plainsboro for Director Carol Quick and other staff members.

Joan Henry mentioned that Dunellen is getting new carpeting. Library will fulfill holds and will contact the LMxAC office about extending due dates.

**COMMUNICATIONS:**

**ADJOURNMENT:**

Allen McGinley moved to adjourn. Chris Carbone seconded the motion. All members were in favor. The motion carried. The meeting adjourned at 10:40am.

Respectfully submitted

Charles Dolan, Secretary