

# VALE Executive Committee Meeting

## Minutes

Friday, December 8, 2017, 1:30 p.m.

Via conference call

Present: L. Beninghove, S. Chudnick, J. Cohn, H. Craven, G. Fallon, A. Hoang, S. Muir, M. Nizolek, M. Ochoa, T. Pavlovsky, K. Schalk-Greene, J. Toth, K. Wagner

Absent: E. Chapel, M. Chute

1. **Call to Order/Welcome**
2. **Approval of the minutes** of the October 27, 2017 VALE Executive Committee meeting held in New Brunswick, Rutgers University (Toth)
3. **Treasurer's report** (Pavlovsky)
  - a. Support staff and composite fringes in the operations budget went up slightly, reflecting last salary and benefits payment for Judy Avrin.
  - b. Payments to Dave Hoover are either up-to-date or one payment outstanding.
4. **Program Manager search** (Toth)
  - a. Review of applications begins today (December 8). The search committee has access to the resumes. Ann Hoang has compiled the resumes and cover letters and shared them along with a summary document with the search committee.
  - b. Ann Hoang shared the link to the job posting. Both the NJIT and NJEDge portals are collecting applications.
  - c. Ann Hoang reached out to Ed Chapel to set up a meeting to discuss the Program Manager search; she is awaiting a response. It was agreed that the search committee must keep Ed Chapel informed every step of the way during the search process. If the search committee does not receive a response, they should contact Joe Toth.
  - d. Judy Cohn asked if the position had been classified or if the salary information had been disclosed. Ann Hoang stated that NJIT does not normally post this information. The meeting attendants looked at the link to the position provided by Ann Hoang and found there is incorrect information in the Bargaining Unit field; it currently states "PSA" which indicates a union position, and this is not what was intended for this position. Joe Toth suggested a meeting should be set up with Ed Chapel to ask about these issues.
5. **Reimbursement** (Toth, Cohn)
  - a. NJEDge notified VALE that the reimbursement to Judy Cohn for the gift to Judy Avrin on the occasion of her retirement was denied as this expenditure "does not represent a benefit to the organization". The

VALE Executive Committee had approved this expense, similar to how Joe Toth fronted funds for the posting of the Program Manager position.

- b. Ann Hoang suggested a meeting should be scheduled to discuss the VALE budget, how VALE operates, and how it aligns with NJIT policy so that going forward we have a clear understanding. It was discussed and agreed that the EC would like to see greater responsiveness from NJEDge and NJIT at the appropriate level, e.g. leadership, finance, and that the partnership review committee must meet every year.
  - c. The EC would like to arrange a site visit to the NJEDge offices to understand better the environment in which the new Program Manager will work once they are hired.
6. **Purchasing and Licensing** (Fallon)
- a. Greg Fallon described the process of handling vendor phone calls, etc. since Judy Avrin's retirement. Taras Pavlovsky will work with Greg Fallon to set him up with administrative access within Consortia Manager.
7. **Outreach** (Muir, Wagner)
- a. Scott Muir and Kurt Wagner have been working with Joe Samra at Ally Marketing. Joe Samra reports that the next iteration of the new VALE website should be ready soon.
  - b. Kurt noted thanks to Marilyn Ochoa and Linda Beninghove for their efforts to conduct user testing and prepare the website usability document for the EC. As a result of the usability testing, Scott and Kurt were able to distill the report findings and request Joe at Ally Marketing to address thirteen items on the new site.
  - c. Kurt reported that Dave Hoover has been helpful throughout this process. There will be an archived site of the "old" VALE website for future reference. Scott stated the new site should be launched around January 1, 2018. Kurt will ask Joe Samra when the next set of changes should be visible on the new site.
8. **Conference** (Toth)
- a. The conference speaker cost will be approximately \$2,500.
  - b. VALE received a \$1,500 gift from Library Link NJ (LLNJ).
9. **Planning and Assessment** (Ochoa, Beninghove)
- a. Marilyn Ochoa and Linda Beninghove invited questions related to the website usability document they prepared and circulated in November. Marilyn noted that the team was ambitious with their initial approach and they look forward to having additional support in the future for in-depth projects such as the strategic planning process, as needed.
10. **Library Link NJ report** was received.
11. **State Library report** was received.
12. **Next meeting:** Scheduled for Friday, February 2, 2018. The VALE annual users' conference is Friday, January 5.
13. **Adjournment.**