

**STELLA
EXECUTIVE BOARD MEETING
STELLA Office
November 20, 2025
MINUTES**

MEMBERS PRESENT:

Megan Kociolek – Clark
Allan Kleiman – Edison
Chuck Dolan – Middlesex College
Karen Klapperstuck – Monroe Township
Michelle Willis – Scotch Plains
Karin Finnegan – South River

MEMBER ABSENT:

Eleni Glykis – Elizabeth
Michael Bobish- Highland Park

STELLA STAFF PRESENT:

Eric Lozauskas
Elisa Bash

GUESTS:

Lorraine Ruiz - Kenilworth
Gerard Stankiewicz – Auditor, Samuel Klein & Company

President Megan Kociolek called the meeting to order at 10:03 a.m.

APPROVAL OF THE AGENDA: (Document#25-77)

Megan Kociolek presented the agenda. Chuck Dolan moved to approve the agenda. The Board unanimously approved the agenda for the November 20, 2025, Executive Board meeting.

MINUTES OF THE PREVIOUS MEETING: (Document#25-78) The Board reviewed the October minutes. Michelle Willis moved to approve the minutes of October 16, 2025, Executive Board meeting. Allen Kleiman seconded the motion. All members were in favor. The motion carried.

TREASURER REPORT:

- a. **October Budget Reports:** (Document#25-79) Karen Klapperstuck referred members to the October budget report in the meeting packet. Karen asked board members if they had any questions. Megan asked about BCCLS appearance in the aged receivable report. Eric explained we are the fiscal agent for Porzio Government Affairs service fees. BCCLS,

MAIN and Pals Plus are reimbursing STELLA for the cost. There were no further questions. The budget report was filed for audit.

- b. **November Bill List:** (Document#25-80) Karen presented the Bill List. She asked the board if they had any questions. There were none. Chuck Dolan moved to approve the November Bill List. Michelle Willis seconded the motion. All members were in favor. The motion carried.

DIRECTOR'S REPORT: (Document#25-81)

Eric noted Window Notebooks and Chromebooks have been ordered and have started to arrive. We will be delivering orders to the participating libraries.

Eric mentioned that he was invited to speak at the LUCC Legislative Breakfast about benefits of being a member of the consortium. He said it was a nice event. After the meeting, library staff conducted a tour of the library for those who have not seen the new building.

Eric spoke about the NEIUG Regional Meeting that will be held on December 3 in Connecticut. NEIUG is the New England Innovative Users Group regional meeting. Regional meetings have stopped since COVID, so this is the first one to restart these meetings. STELLA Staff will be attending using mass transit. We want to help support these regional events as well as see what is new. We hope future meetings will be planned closer to home in the North Jersey area. Allan suggested recommending a hybrid option for these meetings.

Eric attended the League of Municipalities Convention in Atlantic City. There were over 17,000 attendees and quite a few vendors. He mentioned attending several sessions and after parties. He met with Assemblyman Coughlin and Senator Scutari. He stopped by the NJLA booth that featured a 3D printer. He recommended STELLA have a booth at future conventions to help promote our services and make our new branding known.

Eric explained the delay in the QZ tray print functionality in the recent Polaris 7.8 upgrade. There will be a patch, or it will be added to Polaris 8.0 upgrade release in the Spring.

Time and Print Management RFP were distributed, and we have begun to receive initial questions from vendors.

The Bookmarks have been received, and we have begun distribution. We have retained a good stockpile, if more is needed by the member libraries.

The 2026 eLibraryNJ Letters of Agreement and Budget have been emailed to participating libraries. As the signed agreements have been received, we have begun sending invoices.

Eric attended the NJLA Public Policy Forum in Livingston. He found the presentations to be useful. There were several legislative items discussed including S2316 Bill for NJ students to have access to trained school library media specialists.

Eric referred to the October Help Desk statistics in his report. There were 426 tickets. He expressed new bib, item and patron records have increased. However, there was a decrease in items, check outs and unique borrows as compared to September.

COMMITTEE REPORTS:

- a. Strategic Planning Task Force – Strategic Plan (Document#25-82) Eric discussed the design and format of the Strategic Plan report. It has STELLA’s blue and gold colors as well as symbols in the logo. The Goals are shown as a two-page spread. The page format will be like a magazine and readable online as well. Each goal discusses objectives with a plan on how to reach the goal as well as a timeline showing approximate dates. Michelle voiced concern of the format on the page that shares the four high impact goals. She recommends reducing the size of the arrows or displaying the goals differently. The Board members were impressed with the Strategic Plan and had no further comment. Chuck Dolan moved to approve the Strategic Plan including the change. The amended plan should be presented to the members for vote at the next membership meeting. Michelle Willis seconded the motion. All members were in favor. The motion carried.

- b. Digital Content Committee-Hoopla-Recommendation (Document#25-83) Eric explained that Midwest and Innovative are currently working on allowing multiple API connections. It is currently a single-shared hoopla collection. The Digital Content Committee makes recommendations that include lower price caps across all formats to the lowest common denominator; remove AI Content from this shared catalog and suppress hoopla display from Vega Discover for library sites that request it. These changes should provide each individual library’s catalog to only display titles available at its library. Allan Kleiman moved to approve the Digital Content Committee three recommendations that include Lower Price Caps, Remove AI Content and Suppress Hoopla Display for Specific Libraries. Karen Klapperstuck seconded the motion. All members were in favor. The motion carried.

OLD BUSINESS: None

NEW BUSINESS:

2023/2024 Audit Report (Document#25-84) Gerard Stankiewicz, Auditor for Samuel Klein and Company apologized to the board for his tardiness to the meeting. He stated an unmodified opinion of STELLA’s financials records, and everything was properly documented according to GAAP. He explained that his staff performed test work and verified that bank reconciliation statements were balanced. All accounts receivable and accrued expenses were properly cut off. All revenue and expenses were dispersed in the proper year. All expenses had proper backup documentation. All procedures, financial documentation and questions were answered promptly by management staff consisting of Eric and Elisa.

He summarized the financial statements in the report that included: Comparative Statement of Net Assets, Statement of Revenue, Expenses and Changes in Net Assets, Statement of Financial

Position, Statement of Activities, Statement of Functional Expenses and Statement of Cash Flow. He spoke about the notes to the financial statements as well as the additional supplemental schedules. He said that Elisa had a good handle on fixed assets. He advised the board to have a financial plan on the reserved funds. Overall, he had a clean opinion and there were no formal comments. He expressed both the audit and IRS 990/990T must be approved and recorded in the minutes. The Board thanked Gerard for his report. Allan Kleiman moved to approve the 2023/2024 Audit Report and IRS 990/990T Tax forms prepared by auditor staff from Samuel Klein and Company. Michelle Willis seconded the motion. All members were in favor. The motion carried.

Furniture Purchase (Document#25-85) Eric presented a quote for furniture purchase to create a matching workspace in the office for an additional part-time staffer. He recommended obtaining this furniture while it is still available. The quote includes L-shaped Desk with Hutch and sit/stand functionality plus an additional sit/stand desk for an existing employee at a total cost of \$2,995.00. Chuck Dolan moved to approve the purchase of matching workspace with the additional sit/stand desk at a cost of \$3,000 from capital reserve funds. Michelle Willis seconded the motion. All members were in favor. The motion carried.

Senate No, 4851 (Document#25-86) Eric presented the Senate No 4851 bill to exempt local library cooperative from certain provisions of the Local Public Contract Law. The bill will amend the contract law to exclude consortia from the bidding process and having to use the lowest price. Eric was informed that the hardest step in this process was getting the proposal written and presented. The document is expected to be presented next Monday. He feels optimistic that it would get approved. He will share updates with the Board.

OTHER: None.

COMMUNICATIONS: None.

ANNOUNCEMENTS AND MEMBERSHIP:

Board Members wished each other a Happy Thanksgiving!

ADJOURNMENT: Chuck Dolan moved to adjourn the meeting. All members were in favor. The meeting ended at 10:48 a.m.

Respectfully submitted,
Chuck Dolan, Secretary