

**STELLA
EXECUTIVE BOARD MEETING
STELLA Office
January 15, 2026
MINUTES**

MEMBERS' PRESENT:

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

MEMBER ABSENT:

Eleni Glykis – Elizabeth

STELLA STAFF PRESENT:

Eric Lozauskas
Elisa Bash

GUESTS:

Lorraine Ruiz – Kenilworth

President Megan Kociolek called the meeting to order at 10:05 a.m.

APPROVAL OF THE AGENDA: (Document#26-01)

Megan Kociolek presented January 15, 2026, agenda. Allan Kleiman moved to approve the agenda. Michelle Willis seconded the motion. All members were in favor. The motion carried.

MINUTES OF THE PREVIOUS MEETING: (Document#26-02) The Board reviewed the December minutes. Michael Bobish moved to approve the minutes of December 19, 2025, Executive Board meeting. Michelle Willis seconded the motion. All members were in favor. The motion carried.

TREASURER REPORT:

- a. **December Budget Reports:** (Document#26-03) Karen Klapperstuck referred members to the December budget report in the meeting packet. Karen asked board members if they had any questions. There were no questions. Financials were filed for Audit.
- b. **January Bill List:** (Document#26-04) Karen presented the Bill List. She asked the board if they had any questions. There were none. Karen Klapperstuck moved to approve the

January Bill List. Chuck Dolan seconded the motion. All members were in favor. The motion carried.

DIRECTOR'S REPORT: (Document#26-05)

Eric said the Time and Print Management vendors have been narrowed down to two, Envisionware and TBS. TBS product is server based while Envisionware is cloud based. We asked these vendors for demos based on patron experience and cost structure proposals. The Technology Committee and STELLA staff will provide a formal recommendation.

Eric provided a Porzio update. The proposed amendment needed verbiage update to be more specific to library services and sharing resources. The following changes were made in the definition of "Local Library Cooperative," adding to the end: "to exclusively provide cooperative or reciprocal library services, access to technology and facilitate sharing of resources." He noted this process is taking a few months longer than expected. The bill has already been introduced to the Senate and Urban Affairs and will not need to go through the budget committee. It is expected to be introduced in the new session.

Eric spoke about the Deep Freeze Cloud outage with Faronics infrastructure that caused error messages to workstations throughout the system. Once the system was back online, Mike and Atul shared instructions to members, so they could confirm that it was functioning properly. Most libraries' workstation issues were resolved with exception of two libraries. Atul visited one of these libraries that had additional virus and timing issues.

Eric had discussions with Federal Business Centers about the upcoming lease renewal. He negotiated a 5-year lease with 2% annual increase and updates to the Men's bathroom flooring to match the Women's bathroom. He mentioned the possible need for a larger space to include warehouse space for delivery services. FBC said they will look at their portfolio of spaces to see if any spaces would be a good fit for our future needs. Eric asked for a clause to be added to waive the obligation of our existing lease, if we were to move to a new FBC space and sign a new lease.

Eric noted Acquisition information was sent to Plainsboro including a Polaris instructional video. However, the closing of Baker & Taylor has caused some hurdles in the process. He mentioned reaching out to Springfield as another possible library to test it out.

Eric announced the new Account Portal will be launched on February 3. Jonathan Upton will have a webinar about instruction and tips in using the new interface. He will be posting documentation on the STELLA Intranet and Website. This portal will be replacing My Bookshelf.

He informed the board of a new column added to monthly reports. This is for patron stats on the number of patrons that are e-Content and Database users. He provided a sample in his report.

He mentioned Strategic Plan printed copies have arrived. There were multiple copies distributed to each member library, so that it could be shared with their library boards. He provided a few copies on the conference table for Board members to review.

Eric provided the December Help Desk statistics in his report. There were 277 tickets.

Eric provided a review of his 2025 Goals that included Strategic Plan, Office Staffing, New Member Library Contract, Library Acquisitions Module, Email Archiving Solutions, Merchant Transaction Processor and Website to help with the preparation of Executive Director evaluation. He noted that under each goal is a summary of completion or status typed in a different color and font. Chuck Dolan thanked Eric for providing this document.

COMMITTEE REPORTS:

- a. Personnel Committee – Executive Director Evaluation – Chuck discussed the Executive Director evaluation survey for STELLA staff to complete. He asked the Board if there were any objections. There were no objections. This survey will replace the personnel management question in the Board’s Executive Director evaluation form. He will provide the online form link to STELLA staff with the due date of February 13, so all the results and information could be gathered before the NJLA conference and prior to the next Board meeting. Eric will provide a new list of 2026 goals to the Board by January 31, 2026.

OLD BUSINESS: None

NEW BUSINESS:

- a. Asbury Park Application (Document#26-06) Eric received an application for membership to STELLA from Kathleen Melgar, Director of the Asbury Park Public Library. She provided a copy of an approved Resolution 2025-4 by the Asbury Park Public Library’s Board as well as a signed agreement. He announced this library will be STELLA’s 44th member as well as another member in Monmouth County. He discussed helping the library with upfront costs by offering the option to splitting the cost of migration, extraction and database fees over a 5-year period. The board discussed the possibility of a library leaving before the five years is complete. There should be a stipulation that the library must pay the remaining amount. Allan Kleiman discussed yearly contracts. Eric pointed out that within the agreement it states term of one year and automatically renews annually consistent with STELLA’s fiscal year. The library must notify STELLA in writing by October 1 of the year prior to termination. Allan Kleiman moved to approve Asbury Park Public Library application for membership with the stipulation that if the library chooses to leave before 5 years, they must pay the remaining amount due on the migration, extraction and database fees. Megan Kociolek seconded the motion. All members were in favor. The motion carried. Eric anticipates Asbury Park Public Library to go live by June.

- b. Committee Charges (Document#26-07) Eric presented the 2026 updated list of committee and task force charges. The committee/task force list consists of Amazon Purchasing Task Force, Bibliographic, Circulation/Protocols, Digital Content, Membership Billing Task Force, Outreach, Technology and Virtual and Hybrid Programming. For the Bibliographic, Circulation/ Protocols, Digital Content and Technology Committees, Eric highlighted some of the charges that include reviewing and providing feedback on new Policies and Procedures Manual, coordinating one yearly meeting and one session for STELLACon event. In Membership Billing Task Force, the group would need to evaluate current billing formula and explore fair new options as well as obtain feedback. In the Outreach, prepare PR for 40th anniversary as well as new larger membership and evaluate alternative Intranet platforms. In Virtual and Hybrid Programming, they would assist with beta launch of dial-in line with stories and other content for accessibility and convenience. Megan Kociolek moved to approve the 2026 Committee and Task Force Charges. Michael Bobish seconded the motion. All members were in favor. The motion carried. Eric will post invites for member library staff to join these committees.
- c. New Web Site Structure Plan (Document#26-08) Eric presented a sample structure plan for a new STELLA website. We want it to be easy to use and support as well as comply with accessibility standards. He put a sample on the screen showing four column categories that include Learn, Discover, Connect and How Do I. Under Learn, there is information about STELLA. Under Discover, the library catalog, events, eBooks and dial-in services. Under Connect, there are links to connect patrons to member libraries such as paying fines and fees, newsletters, social media links, and open borrowing. Under the How Do I column, there would be instructions and tutorials. Eric asked Board members for their feedback and ideas. He provided some samples of website format structure and information used by other New Jersey consortia. One Consortia page includes a menu that provides a description of each category. One board member mentioned legal notices and privacy information should be included on the main page. Another member suggested putting How Do I first, and others agreed. He will provide the board with draft website to obtain feedback.

OTHER: None.

COMMUNICATIONS: None.

ANNOUNCEMENTS AND MEMBERSHIP:

Megan mentioned upcoming NJLA in Atlantic City as well as PLA in Minneapolis.

Allan spoke about working with Woodbridge Public Library on Trustee training opportunities.

He said it was a good session and observed some similarities and differences with the different trustee groups.

ADJOURNMENT: Allan Kleiman moved to adjourn the meeting. Michelle Willis seconded the motion. All members were in favor. The meeting ended at 10:44 a.m.

Respectfully submitted,
Chuck Dolan, Secretary