

**STELLA
EXECUTIVE BOARD MEETING
STELLA OFFICE
April 23, 2026
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

President Megan Kociolek called the meeting to order at 10:02 a.m.

APPROVAL OF THE AGENDA: (Document#26-25)

Megan Kociolek presented April 23, 2026, agenda. Allan Kleiman moved to approve the agenda. The Board approved the agenda unanimously. The motion carried.

MINUTES OF THE PREVIOUS MEETING: (Document#26-26) The Board reviewed the March minutes. There was no discussion. Allan Kleiman moved to approve the minutes of the March 20, 2026, Executive Board meeting. Karin Finnegan seconded the motion. Two Board members abstained and four Board members were in favor. The motion carried.

TREASURER'S REPORT:

- a. **March Budget Reports:** (Document#26-27) Karen Klapperstuck referred members to the March budget report in the meeting packet. She mentioned fourth quarter assessment invoices have been distributed and payments are starting to come in. Allan asked about the assessment amount in the financial report. The Assessments are processed in mid-

March and are already reflected in the financial report. Karen asked board members if there were any further questions. There were none. Financials were filed for Audit.

- b. **April Bill List:** (Document#26-28) Karen presented the Bill List. She asked the Board if they had any questions. There were none. Allan Kleiman moved to approve the April Bill List. Megan Kociolek seconded the motion. All members were in favor. The motion carried.

DIRECTOR'S REPORT: (Document#26-29)

Eric attended IUG conference in Chicago along with some STELLA staff members. He mentioned meeting with new account success rep, Rebekah Garrety and some product lead managers with Vega Discover, Polaris Leap and Vega reports.

We learned of new functionality with non-resident holds. This will allow non-residents to place holds but only be filled by registered library and is currently under development.

He spoke about the recent outages caused by the Account Portal rollout. Innovative is launching a sandbox environment that allows new features to be tried out prior to launch to help reduce glitches.

Eric announced that Vega Promote will be launching in July with consortium support. The product was built on Active Campaign, an email marketing solution that has design tools to help with marketing. He explained that we will maintain licenses with Patron Point for another year to give libraries time to transition. We may have the opportunity to be early adopters of this program in June. Eric has invited Vega Promote product manager, Taylor Fisher, to give a live demonstration at the upcoming STELLACon. Allen Kleiman asked if there will be other Polaris sites that will install the program, so we could see what the product looks like. Eric mentioned Rochester Hills Public Library. Allan suggested for Innovative to combine programs like OrangeBoy and LibraryIQ to have access from one site. Eric thought it was a good suggestion.

Eric mentioned that Innovative is working on new features to add list annotations as an option in Vega Booklists. This could replace LibGuides for some members.

He explained that Innovative shared their design to include programs and events scheduled as part of the search results within Vega Program.

Eric met with the leads that handle Polaris Leap to discuss printing out in-transit slips in anticipation of needs for future delivery service.

He announced Vega Program could now book equipment separately from booking rooms.

Eric explained several support issues have occurred on troubleshooting tickets with Innovative for a Vega Syncing issue. This prompted a new internal troubleshooting and communications protocol to help maintain a high level of support for our members.

He mentioned Tricia has been working on the best practice to handle the updating of bib records from Ingram to avoid creating duplicate items.

STELLA staff has shared the draft of Circulation Policies Handbook with the Circulation Protocols Committee for feedback. Once any recommendations have been received, we will update and create the handbook.

Eric announced the first few libraries have placed orders for Envisionware CloudNine Reservation and Print services platform. We are working with Envisionware and individual libraries to coordinate installations.

Eric said that we have begun reaching out to vendors for quotes on a new server, network switch and firewall as well as a new backup system. Even though we have moved towards a more cloud-based solution for backing up, Microsoft recommends that best practice is to have both cloud-based and on-premises systems in place.

He informed Board members of the installation of a product called, “Uptime Kuma” to help monitor servers and keep track of outages. It provides status in real time.

Christy and STELLA Staff have been working with Innovative staff on implementation of Asbury Park. Data has been imported into our training server. He referred to the timeline provided by Innovative for Asbury Park’s migration. STELLA members will be offline between June 15-18. This offline period prompted the board to discuss changing the date of the June Board and Membership meetings since it would fall during the offline dates. Karen Klapperstuck verified the room availability dates for her library. Thursday, June 11 was available for both meetings. Megan Kociolek moved to approve the modification of the Executive Board meeting to Thursday, June 11 at 9:00 a.m. at the Monroe Township Library. Allan Kleiman seconded the motion. All members were in favor. The motion carried. Megan Kociolek moved to approve the modification of the Membership meeting to Thursday, June 11 at 10:00 a.m. at the Monroe Township Library. Michelle Willis seconded the motion. All members were in favor. The motion carried.

Eric referred members to the March statistics, noting an increase to New Patrons added. There were 422 tickets.

COMMITTEE REPORTS: None.

OLD BUSINESS: None.

NEW BUSINESS:

a. STELLA Email Policy Revision (Document #26-30). Due to the recent change to our email to Google Workspace and Spanning backups, Eric prepared a revision to the email policy for Board approval. He highlighted the modifications, which included updates to the policy on requesting and suspending email accounts. He noted email accounts are not removed but suspended for three years. After three years, these emails will get deleted. He stated that libraries have the option to host their own domain name. With email backups, STELLA will provide email archival and backup service on a per-user opt-in basis. Megan Kociolek moved to approve the Email Policy Revisions. Karin Finnegan seconded the motion. All members were in favor. The motion carried.

OTHER: None.

COMMUNICATIONS: None.

ANNOUNCEMENTS AND MEMBERSHIP: None.

ADJOURNMENT: The Board unanimously moved to adjourn the meeting. The motion carried. The meeting ended at 10:46 a.m.

Respectfully submitted,
Chuck Dolan, Secretary