



NJLA Executive Board Meeting
January 19, 2020
10:00am–12:00pm
via Zoom

MINUTES

Call to Order – Jen Schureman Brenner, President

The President calls the meeting to order at 10:04am

Present: Jen Schureman Brenner, Danielle Cesena, Leslin Charles, Pham Condello, Corey Fleming, Kate Jagers, Allan Kleiman, Juliet Machie, Adriana Mamay, Laverne Mann, Samantha McCoy, Eileen Palmer, Will Porter, Jessica Trujillo, Leah Wagner, John Wallace, Kerry Weinstein

Absent: Selwa Shamy

Guests: Karen Cerra, NJLA; Mary Chute, NJSL; Tanya Finney Estrada; Pat Pavlak, NJLTA; Jeanne Marie Ryan

Adoption of Agenda – Jen Schureman Brenner, President

Minutes – Selwa Shamy, Secretary

Allan Kleiman moves to table the approval of the December minutes to the next Board meeting. Adriana Mamay seconds and the motion carries.

Financial Report – Samantha McCoy, Treasurer

- Welcomes Juliet Machie and acknowledges her speedy engagement with NJLA office staffers Keena Rudolph and Karen Cerra
- Treasurer, NJLA President and office staff will be meeting over the next couple of weeks
- Approximately \$205,000 has been cashed out from a CD and awaits decision from the Investment Committee regarding its placement
- A duplicate car payment was incorrectly made as the Treasurer was working on getting auto-payment set up, which has now been settled
- Kudos to the Fundraising Committee on a successful t-shirt campaign fundraiser
- Looking into setting up Venmo for NJLA

Reports within NJLA

Jen Schureman Brenner, President

- Welcome to Juliet Machie, NJLA's new Executive Director!
- NJLA hosted, through Juliet's leadership, a Vaccine Rollout Information Session earlier

this month with Dr. Deborah Cornavaca from the Governor's office. Attendance for our room on Zoom exceeded maximum capacity, and we received positive feedback from the participants able to attend.

Juliet Machie, Executive Director – [Full report](#)

- Thanks for the welcome! Juliet has been meeting with a lot of NJLA leaders and members, as well as other partners (including the soon-to-be-new State Librarian and the new LibraryLinkNJ Executive Director). Juliet notes particular thanks to James Keebler for his availability and his guidance with MemberClicks.
- NJLA hosted a successful vaccination workshop; with over 300 people unable to attend, Juliet is working with the Governor's office to schedule a second session
- 6+ legislative visits have been scheduled, through work with NJSL, to start next week; all visits are virtual this year. In response to a question from Laverne Mann, Juliet shares that any offices extending the opportunity for visits are being accepted, and communication is also being shared to library directors working in the districts where visits are scheduled. Laverne notes that it's an election year for the NJ Governor as well as the entire legislative body, and local libraries should work on their level of visibility.
- TD Bank has suspended the application for PPP Loan Forgiveness, but Juliet is working with Keena Rudolph to prepare the application when it is time to submit
- Juliet is working toward making connections, detailed in the written report from the Executive Director, and invites Board members to share if there are additional connections she should be making.

Eileen Palmer, ALA Councilor – [Full report](#)

- ALA Governance meetings are scheduled next week/end, during Midwinter
- Eileen was appointed to the group taking recommendations from ForwardTogether to translate them to resolutions to bring to Council for membership vote
- ALA issued a press release re-establishing a Business Advisory Council, and Joyce Valenza has been included on this regenerated group
- NJLA's Statement following the January 6, 2021 Attack on Congress has received positive comments from other state associations, including a state association asking to use some of its verbiage; Laverne shares that there were positive comments shared about the statement on Twitter as well
- Jen Brenner thanks Eileen for all of her hard work and excellent representation of NJLA

Board Subcommittee Reports

Organization Subcommittee -- Kerry Weinstein shares results of a mid-year Leadership Survey/Report, which featured challenges including COVID (recent issue), recruiting leadership (not a new issue), and the transfer of institutional knowledge. The report included various initiatives, programs, and newsletters generated by sections and committees over the course of the year so far. A question "What do you want from the Executive Board?" was posed at the end of the form. Corey Fleming suggests adding to the February agenda a discussion of next steps.

New Business

1. **Bylaws** – Kate Jagers re-shares a proposal to the NJLA Bylaws Subcommittee that updates the definition of an NJLA Section, including the number of people needed to petition for the creation of one. With all in favor, the recommendation from the committee passes. Eileen Palmer suggests presenting the original bylaws document alongside the updated bylaws when proposing the changes to the NJLA membership for approval.
2. **NJLTA MOU** – Kate Jagers shares an updated MOU for Board approval based on minor changes requested by NJLTA. Eileen moves to approve the MOU between NJLA and NJLTA with an update to NJLTA’s phone number and Juliet Machie’s name as the partnership representative under NJLA. Allan Kleiman seconds, and the motion passes.
3. **2022 Legislative Priorities** -- Juliet Machie shares the FY2022 Budget Requests from the Public Policy Committee, which is actually a document created by the NJ State Library. Many Board members, including former Public Policy Committee Chairs, suggest that the Public Policy Committee put together NJLA-specific legislative policies for Board approval, in addition to the collaborative document from the NJSL. There is a request that committee leadership present these initiatives and priorities to the Board.
4. **New NJLA Award** -- Proposal from Jen Brenner tabled until next Board meeting
5. **Letter to the Commissioner of Health on Vaccine Rollout** -- Juliet Machie presents a drafted letter, with Board input, as a “Request to Prioritize Library Workers as Essential Workers in the Vaccine Rollout.” Allan Kleiman moves to forward this letter to the Commissioner of Health. Leah Wagner seconds. There was some discussion of whether or not NJLA would like to add LibraryLinkNJ as a partnering organization, or if we would at least share it with LLNJ to request endorsement. Eileen suggests the spelling of the people of NJ be “Jerseyan.” John Wallace suggests releasing this as a statement to our membership and on our website as well. The motion passes with the spelling correction.
6. **Nominations & Elections Subcommittee** -- Leah Wagner presents the slate for 2021-22 NJLA Executive Board for approval. Samantha McCoy moves to accept the slate as corrected. John Wallace seconds, and the motion passes. Section elections will also be starting soon through MemberClicks.

Old Business

1. **NJLA Office Update** – Juliet Machie shares a proposal for a five-year lease for offices in the Bordentown Professional Plaza on Route 130 in Bordentown, NJ at a set monthly rent of \$1200. The proposal received prior support from the Finance Committee. Samantha McCoy authorizes the Executive Director to negotiate the lease agreement. Pham Condello seconds. Eileen amends the motion to authorize Juliet to move ahead with negotiations, have the lease reviewed by an attorney, and to execute the lease agreement with final approval from the NJLA President, Vice President, and Treasurer. Will Porter seconds and the motion passes.

Juliet is working with commercial real estate agent Drew D’Amico. A lease agreement shorter than the proposed 5 years would include a standard percentage rent increase annually; Juliet will follow up on these exact details. The landlord agrees to

update the flooring in the offices for an increased monthly rent, or provides permission for NJLA to make this improvement; Juliet will research and share the cost findings with the Board. There is some question about what is included in the CAM/Operating costs. The common areas of the building are maintained by the landlord, but Juliet will follow up about cleaning of the office and snow removal. Samantha McCoy asked if the landlord can provide us with 12-month's worth of utility bills from the prior tenant.

2. **Conference Committee** – Pham Condello reports that over 80 programs have been accepted for the NJLA Conference, and acceptance letters have been distributed. Only one proposal came in for pre-conferences, and the Committee has decided not to offer pre-conference sessions this year. Reduced registration fees are being discussed and will be shared with the Finance Committee for further consideration, and the Committee is also determining how registration payments will be processed, taking into consideration what percentage of funds gets taken from the revenue for this process. The Board requests written proposals to consider when approvals/support is needed, as well as for representatives from the Finance Committee to work with the Conference Chairs alongside the Treasurer, Executive Director, and NJLA President.

An additional round of PPP funding is being proposed that could cover organizations that have lost revenue (regardless of issues of staffing), which could potentially help us write-off the cost of Conference.

Partnering organizations

1. **NJ State Library** – Mary Chute submitted a [full report](#)
 - Announcement of new NJ State Librarian, Jennifer Nelson
 - Mary's last day is February 1, and Jennifer's first day is February 2; Jen will not be residing in-state immediately, but should be in NJ within the first month or two
 - Farewell program and celebration for Mary is this Thursday, January 21 at 2:00pm (featuring the speaker originally scheduled for the NJ Trustee Institute)
2. **NJLTA** – Pat Pavlak reports that a workshop on the Johnson Act is scheduled for February 3, and two new trustee trainings will be held on February 10 and 13, 2021

Good of the Order

- NJLA acknowledges two Annual Appeal donations, each in the amount of \$500, from commercial members FVHD and Arcari + Iovino. Thanks to Karen Cerra for taking the initiative to distribute the appeal to all member lists!
- NJ has two librarians running for ALA Councilor-at-Large in the 2021 election -- Peter Coyal (Montclair Public Library) & Mario Gonzalez (Passaic Public Library)

Action Plan – Next NJLA Executive Board meeting: **Tuesday, February 16, 2020, 10:00am**

Corey Fleming moves to adjourn at 12:20pm

Respectfully submitted by Kate Jagers