



NJLA Executive Board Meeting
May 18, 2021, 10:00 a.m.
via Zoom

Minutes

Call to Order – Kate Jagers, President-Elect

The President-Elect calls the meeting to order at 10:05 a.m.

Present: Karen Cerra, Danielle Cesena, Leslin Charles, Corey Fleming, Kate Jagers, Juliet Machie, Adriana Mamay, Laverne Mann, Samantha McCoy, Eileen Palmer, Will Porter, Selwa Shamy, Jessica Trujillo, Leah Wagner, Kerry Weinstein

Guests: James Keebler, Jen Nelson, Mary Moyer Stubbs

Absent: Pham Condello, Jen Schureman Brenner, John Wallace

Adoption of Agenda – Kate Jagers, President-Elect

With no adjustments, the agenda is adopted.

Minutes of the April 20, 2021 Executive Board Meeting – Selwa Shamy, Secretary

With no corrections, the minutes are accepted.

Financial Report – Samantha McCoy, Treasurer

- \$250,251 and change in account.
- Conference revenue - we are in good shape as of the end of April.
- PPP Loan was forgiven except for \$500, which was paid. Thanks to Juliet Machie and everyone who worked on this.
- On target, where we expected to be for expenses.
- Very happy with membership dues, higher than anticipated.
- Leslin Charles makes the motion to pay the bills and Corey Fleming seconds and the motion passes.

Reports within NJLA

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

- Legislative Advocacy - Met with Senator Oroho and Assemblyman Wirths (District 24) - push to get lawmakers who are not on Appropriations to sign on to the library funding bills (PCSA and LNAB). Drafted a letter and will send it to library directors asking to get in touch with legislators to sign on to those bills.
- Governor's Town Hall on May 6 - received responses from attendees that the information was very helpful. Will reach out to Dr. Cornavaca to arrange for a deeper dive. The first meeting will be with the Economic Development Authority to see how NJLA can partner with them.
- Library Champions Award - Juliet nominated Dr. Cornavaca and she was selected. She

has been in the trenches with us during the pandemic. When she was notified she was very excited, she will accept the award at the conference.

- Conference - thanks to the Conference Chairs and committee, to Radwa Ali for technology expertise. Over 500 people have registered so far.
- Vineland - Anonymous email was received, Juliet responded but did not hear back.
- Partnerships - ARPA Funds for NJSL. Thanks to them for listening to suggestions on how the funds should be utilized.
 - Contingent on funding, NJLA will be partnering with the Heldrich Center for Workforce Development at Rutgers, on a study that will be funded by the Robert Wood Johnson Foundation. Dr. Hetling, the lead researcher for the project, has already received a planning grant. NJLA provided a letter of support for the grant and if funded, NJLA will receive a stipend for administering a survey to libraries.
 - Revolution NJ Committee - Juliet was invited to participate in this working group.” The project is a partnership with the New Jersey Historical Commission, and it seeks to engage civic and community leaders, to provide insights on programs and services, with emphasis on those who have been historically marginalized.

Eileen Palmer, ALA Councilor

- Forward Together Working Group update was given, feedback is welcome.

Board Subcommittee Reports

- None to report at this time.

New Business

1. **FY22 Budget Update** - Samantha McCoy & Juliet Machie
 - a. Sam said the Budget Committee met with Finance last month and will meet 2-3 times a year going forward. How do we rebuild NJLA to take it where it needs to be so the revenue is sustainable without conference money.
 - b. Juliet is more comfortable going into FY22, there is money to carry over to the next fiscal budget. Juliet will meet with the Employee Relations Committee and will look at the number of people doing the work of the organization. This needs to be identified and compared to available resources. Conversations will happen about how to grow capacity.
 - c. Jessica Trujillo suggested doing PR with NJLA membership.
 - d. James Keebler, incoming chair of the Finance Committee, supports better communication.
 - e. Tools are needed to help the board and members understand how the organizational structure is supposed to function.
2. **Finance Committee - Transfer of Funds Proposal - Samantha McCoy**
 - a. Leave \$100K in checking to cover expenses, put the rest in a savings account and invest the rest in an existing account; \$205,000 CD is unrestricted funds that can be moved to an investment account.
 - b. There is also a scholarship account and endowment account that need to be overseen.

- c. The questions to the Board are: can the \$205,000 of unrestricted funds be transferred to a Raymond James investment account and does Juliet have agency to move funds between accounts, to be consistent with the existing investment policy. Laverne Mann makes the motion and Will Porter seconds and the motion passes.

3. Finance Committee - Institutional Membership Proposal - Will Porter & James Keebler

- a. This is phase one of a larger plan.
- b. Need to get away from relying on the conference to sustain the organization. Need to have a variety of revenue streams.
- c. Institutional Membership - libraries can pay a membership to NJLA, the fee is based on local budgets.
- d. James said the committee looked at how state associations handle institutional membership.
- e. Will explained a spreadsheet on proposed fees based on library budgets. Institutional rates have not changed in quite a while. The spreadsheet includes the number of current institutional members, the public libraries that fit into each category, the current fees and the proposed fees. If existing members paid the proposed new rates that would yield an additional \$29,990.
- f. In the past, invoices were sent to libraries for their memberships.
- g. Laverne Mann suggested reconsidering how institutional membership is tied to job postings. Many libraries do not meet the salary minimums and even though they pay for membership their job listings are sidelined to below minimum job post area.
- h. Adriana Mamay asked about academic libraries, they are not represented in the spreadsheet. James said the number was not significant but he will get that number.
- i. Currently, there is very limited benefit to being an institutional member -- free job postings and one free program.
- j. Corey Fleming suggested creating talking points to help directors talk to their boards; Juliet Machie emphasized that a discussion with library directors would help with buy-in.
- k. A January 1 date was discussed to give directors more time to adjust and have conversations. It is bad timing due to financial strains presently.
- l. Motion to adjust the institutional membership rates beginning January 1. Will Porter made the motion and Corey Fleming seconded. The motion passes with Selwa Shamy opposing and Jessica Trujillo abstaining.

Old Business

Conference Update

1. No one from the Conference Committee is present.
2. Juliet Machie said more checks arrived yesterday and today. Additional vendors are also signing up.

3. Kate Jagers shared that it is our responsibility as Board Members to share our enthusiasm for Conference and encourage people and vendors to register.
4. There are currently 21 exhibitors and 3 nonprofit exhibitors, some of those are also sponsors. 591 registrants so far, there were barely 700 at the last in-person conference.

Partnering organizations

1. **NJ State Library - Jen Nelson, NJ State Librarian - [Full report](#)**
 - a. Partnership with NJ Dept. of Health on a Storytelling Project. Will be uploaded to digital collection and will give exposure to libraries.
 - b. Strategic Planning is ongoing.
 - c. Office of New Americans -have great data available on language access and top language needs.
 - d. ARPA Funds - have to go through a procurement process with vendors. Not looking to do anything different.
 - i. Homelessness training will be available for public, academic, and school libraries to help staff feel empowered providing service to this population.
 - ii. There will be small and large grants, information will be out on June 1 (target date).
 - e. Statewide Literacy Project - Digital literacy and workforce development. Let Jen know if you want more information.

2. **NJASL - Mary Moyer Stubbs**
 - a. Thanks to NJLA for support, school boards are passing budgets and are trying to eliminate librarian positions.
 - b. Board Meeting for Glen Ridge on May 24, they are trying to eliminate school librarian positions.
 - c. Providing advocacy on a regular basis, members may not understand this.
 - d. Darby Malvey was appointed as a school librarian liaison to the board, she currently works for LibraryLinkNJ.

3. **NJLTA**
 - a. Newsletter is coming out soon

Action Plan for Next Meeting - Next NJLA Executive Board meeting: Tuesday, June 15, 2021, 10:00 a.m. on Zoom. At the June meeting, Kate Jagers will provide a list of meeting dates and times for FY22. New leadership transitions in July.

Good of the Order

Kate Jagers congratulates Leah Wagner on her grandbaby!

Allan Kleiman motions and Leah Wagner seconds to adjourn at 11:56 a.m.

Respectfully submitted by Selwa Shamy