



NJLA Executive Board Meeting

July 21, 2020

10:00am–12:00pm

via Zoom

MINUTES

Call to Order - Jen Schureman Brenner, President

The President calls the meeting to order at 10:03am.

Present: Jen Schureman Brenner, Karen Cerra, Leslin Charles, Corey Fleming, Tonya Garcia, Kate Jagers, Adriana Mamay, Samantha McCoy, Eileen Palmer, Jeanne Marie Ryan, Jessica Trujillo, Pat Tumulty, Leah Wagner, John Wallace, Kerry Weinstein

Guests: Phil Berg; Peggy Cadigan, NJSL; Cindy Czesak

Absent: Danielle Cesena, Pham Condello, Laverne Mann, Will Porter

Adoption of Agenda - Jen Schureman Brenner, President

The President proposes the following additions to the agenda:

- Endorsement of Libraries to Business Initiative following Financial Report
- Conference Committee report under New Business

Samantha McCoy moves to adopt the revised agenda. Adriana Mamay seconds and the motion passes.

Minutes - Kate Jagers, Secretary

- **Board Meeting June 16, 2020**
- **Annual Business Meeting May 29, 2020**

With no corrections, the minutes are accepted.

Financial Report - Samantha McCoy, Treasurer

- Acknowledgement of the extent to which the PPE Loan and Ebsco donations have helped support NJLA's budget
- Harrah's has refunded the \$30,000 from the canceled Conference
- Treasurer's goals include: better reporting and transparency, possibly obtaining a new auditor, looking at moving accounts to a local bank or one that offers better returns, and potentially hiring an outside consultant to evaluate NJLA's bookkeeping processes
- There is a negative balance in the NJLA PayPal account, which the Treasurer is working on reconciling
- Thought must be given to how expenses like the existing car lease will be handled upon the Executive Director's retirement
- The upcoming budget has been purposefully designed with fairly conservative numbers

- Eileen Palmer questions why the expense in the Conference line is high, and the Treasurer is working with Keena Rudolph to reconcile that as well
- Jeanne Marie Ryan, on behalf of the Finance Committee, recommends the bills be authorized by the Board to be paid. Jen Schureman Brenner suggests that Pat Tumulty screen-share the Bill List. With the bill list not presented to the Board until mid-meeting, approval of the bills is tabled until the next Board meeting.

Libraries to Business Initiative - Phil Berg, Executive Director of M.A.I.N., reports that he is working with Andrea Levandowski from the NJ State Library on a project that unites libraries with business experts in order to support small businesses and workforce development, largely through a centralized, free online resource listing a range of offerings (libs2b.com). Libraries are encouraged to promote this website (via individual websites, social media channels), and to consider being formal advocates. The website can also include listings of free events with open registration offered by NJ libraries. Jen Schureman Brenner recommends that NJLA be a formal partner on this initiative. Leah Wagner moves that NJLA endorse the Libraries to Business initiative, and Corey Fleming seconds. The motion passes.

Reports within NJLA

Jen Schureman Brenner, President

- Susanne Sacchetti has resigned as Vice President/President-Elect. Tonya Garcia, 2nd Vice President, becomes 1st Vice President. Jen states that she is appointing Jeanne Marie Ryan, former Chair of Public Policy and Finance Committees, to the position of 2nd Vice President.
 - Kate Jagers clarifies that it is the responsibility of the Executive Board to appoint these positions, though it is appropriate for the President to make recommendations. Kate also asks for an explanation of the President's process in deciding upon these appointment recommendations.
 - Samantha McCoy asks for clarification about the succession of positions, and Kate, Chair of the Bylaws Subcommittee, states that NJLA President must be an elected position. Anyone appointed to the Board (as VP or 2nd VP), rather than elected, does not automatically succeed the role of President the following year.
 - Eileen Palmer recommends a more inclusive decision-making process be established with the Board to ensure that major issues are discussed prior to decisions being made.
 - A Special Election must be held to elect a new Vice President/President-Elect (and 2nd Vice President). Leah Wagner, Chair of Nominations & Elections Committee, will work with the committee to present a slate in August.
 - Tonya Garcia recommends moving forward leaving the seats open until the Special Election.
 - Leah Wagner, Eileen Palmer, Samantha McCoy, and John Wallace speak in favor of approving temporary appointments.

- Jen makes a motion to retroactively appoint Tonya Garcia to the position of 2nd Vice President as of July 1, 2020. Leah seconds, and the motion passes. Tonya temporarily moves to the role of Vice President upon Susanne's resignation, until a Special Election for Vice President/President-Elect is held.
- Jen makes a motion to appoint Jeanne Marie Ryan to the position of 2nd Vice President until a Special Election for Vice President/President-Elect is held. Samantha seconds, and the motion passes.
- The Nomination & Elections Committee recommends a Special Election to fill the Vice President/President-Elect and 2nd Vice President positions. The motion passes.
- The Board Bylaws Subcommittee will re-submit its proposal for specific bylaws changes that address the succession of 2nd VP, Vice President, and President.
- Committee appointments are slowly getting done. Only 40 committee choice forms were submitted, and many people were going off committees this year. The appointment of Vice Chairs is typically done by the Vice President/President-Elect, which has helped slow the process this year due to the resignation of the elected VP.
 - Jessica Trujillo recommends being transparent with the membership about the lack of volunteer participation and how that impacts the health of our association.
 - Adriana Mamay suggests a virtual "Open House" of NJLA committees.
- A transition guide was given to the NJLA Office to use as an outline for Pat Tumulty to use for succession planning, particularly with information-sharing with Karen Cerra
- Jen is working on researching different organizational structures and professional development opportunities for NJLA
- NJLA Leadership Orientation will likely be scheduled for September

Pat Tumulty, Executive Director - [Full report](#)

- Pat reviews some recent state budget decisions, including that the State Library will be able to distribute state per capita aid this fall. A three-month budget has been signed, and a nine-month budget must be presented by Governor Murphy by the end of August and adopted by the Legislature by October 1, 2020.
- There have been monthly Q&A "check-in" sessions with trustees, as well as additional opportunities for new directors, which have been well-attended
- Pat shares that she and Karen Cerra have been actively looking at new office space in and around Trenton. Eileen Palmer recommends working with a dedicated realtor.

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

- Much higher involvement in Council Meetings with virtual setting which is encouraging
- A number of ALA resolutions have been posted to MemberClicks and NJLA member feedback is welcome!
- ALA members remained focused on reimagining the structure of ALA: [Forward Together](#)
- Samantha McCoy asks for some insight about ALA-related finances, including the work of BARC (Budget Analysis & Review Committee). Eileen responds that the biggest issue has been a cash-flow problem, even though there is money on the books. There is an

operating agreement that was published long ago that guides how ALA's finances are conducted. A new committee will be evaluating this process. Council is looking for additional accountability for initial recent financial issues.

- Library Stabilization Fund Act (LSFA) was introduced earlier in July, which calls for \$2 billion in federal support for libraries. ALA is promoting support for this bill. Currently there are no NJ congress members signed on.

New Business

1. **TOPCATS** -- Eileen Palmer reports that TOPCATS is currently working on how to best, most efficiently, work with the other groups who have popped up doing very similar work.
2. **Library Alliance** -- Jen Schureman Brenner presents the written mission of the Library Alliance of New Jersey, which was created as a joint committee of the NJ State Library, NJLA, and LibraryLinkNJ, established with the aim of reducing legislative competition among those NJ library entities.
 - Alliance members include LLNJ Board President; LLNJ Executive Director; NJLA President; NJLA Executive Director; NJ State Librarian; Chair of NJLA Public Policy Committee; past chairs of NJLA Young Adult and Children's Sections; head of TOPCATS; head of the TOPCATS Futures Committee; various Executive Directors of NJ consortia; a number of other librarians representing various aspects of NJ public library work and structures
 - The initial primary purpose of the Alliance is to advocate for funding of Network State Aid to support libraries' roles in addressing the statewide digital divide. This focus came about partially in response to Governor Murphy's coronavirus relief plans to ensure that school children have access to the technology they need. The Alliance's mission expands on this by including the importance of workforce development.
3. **NJLA Personnel** --

Leah Wagner moves that the Board enters the Executive Session. Jen Schureman Brenner seconds, and the motion passes. Leah, Chair of the Employee Relations Committee, presents formal notice of the NJLA Executive Director Pat Tumulty's resignation.

Kate Jagers moves to return to regular session. Corey Fleming seconds, and the motion passes. The recommendation from the Employee Relations Committee is to accept the resignation of the Executive Director effective October 31, 2020, with NJLA continuing to pay Pat's pension until October 31, 2020 and with health benefits continuing until December 31, 2020. The motion passes.

4. **Organizational Structure Task Force** -- Jen Schureman Brenner proposed the establishment of the NJLA Organizational Structure Task Force in May, to be led by Leah Wagner. Leah presents the written charge of the task force to the Board, recognizing that the task force is intended to assess strengths and weaknesses and provide recommendations to the Board or other appropriate committees. The task force

intends to work closely with the Board Organization Subcommittee. They are planning to meet the first week of August.

- Task Force member list: Leah Wagner (Chair), Tonya Garcia, Corey Fleming, Samantha McCoy, Jen Schureman Brenner, and Jessica Trujillo
- The Board requests that the President consider appointing NJLA members to this task force that increases the representation of our organization. Currently, the task force only includes Executive Board members. Tonya requests to be removed from this Task Force.
- The task force has created a draft membership survey, following a meeting with NYLA's Executive Director, and welcomes feedback. Cindy Czesak shared a Member Needs Assessment survey from the Washington Library Association.

5. **Conference Update** -- Jen Schureman Brenner recently met with the 2020-21 Conference Chairs and provides the following report:

- Jen does not believe that a virtual conference for continuing education or networking will be successful.
- NJLA is in contract with Harrah's for May 2021. Jeanne Marie Ryan asks for the deadline/dates listed (for 2021 and 2022) at which points we are financially impacted with our decisions. (Pat Tumulty provides the following numbers by email after the conclusion of the Board meeting: The decision on the 2021 Conference must be made by December 3 in order to not be penalized further. A decision must be made 365 days prior to the 2022 Conference, and would still require NJLA to pay \$9,616 to Harrah's.)
- Karen Cerra asks if there are other revenue stream ideas if we cancel the 2021 Conference, particularly with the recognition that NJLA is holding onto exhibitor registrations with the initial expectation that there will be an in-person conference next year.
- Kate Jagers recommends inviting leadership from Member Services and Professional Development Committees into a discussion with Conference Chairs, and respectfully asks that we not assume that members (and non-members) won't engage with paid virtual opportunities for continuing education and networking.
- There is agreement that NJLA must be open-minded with our planning, and remain fiscally responsible.

Old Business

Partnering organizations

1. **NJ State Library** -- Mary Chute, State Librarian, submits a [full report](#).

Peggy Cadigan highlights:

- CARES Act Fund requests have been presented by departments for review
- 139 applications for Construction Bond Grant Funding were received, and 126 applications will go forward with the review process. Reviews should be completed and recommendations submitted by early fall.

- Fresh Start @ Your Library is finalizing resource guides with updated listing of support services for those in need of shelter, food, transportation, jobs, and more
 - Peggy has been reviewing worldwide strategies for re-opening libraries which vary widely from country to country
2. **Rutgers LIS** -- No report
 3. **NJASL** -- No report
 4. **NJLTA** -- No report

Action Plan

The next NJLA Executive Board meeting will be **Tuesday, August 18, 2020, 10:00am**

Jeanne Marie Ryan moves to adjourn at 12:28pm.

Respectfully submitted by Kate Jagers, Secretary