



NJLA Executive Board Meeting

August 18, 2020

10:00am–12:00pm

via Zoom

MINUTES

Call to Order – Leah Wagner, Past President

The Past President calls the meeting to order at 10:05am.

Present: Karen Cerra, Danielle Cesena, Leslin Charles, Pham Condello, Corey Fleming, Tonya Garcia, Kate Jagers, Adriana Mamay, Laverne Mann, Samantha McCoy, Eileen Palmer, Will Porter, Jeanne Marie Ryan, Jessica Trujillo, Pat Tumulty, Leah Wagner, John Wallace, Kerry Weinstein

Guests: Mary Chute, NJSL; Joyce Valenza, Rutgers; Emily Moore, Scholarship Committee

Absent: Jen Schureman Brenner

Adoption of Agenda – Leah Wagner, Past President

The Past President proposes the following additions to the agenda:

- Under Old Business: New NJLA Office; Board Retreat
- Under Reports from NJLA: Conference Committee Update

Corey Fleming moves to adopt the revised agenda. Pham Condello seconds and the motion passes.

Minutes - Kate Jagers, Secretary

Board Meeting July 21, 2020

With no corrections, the minutes are accepted.

Financial Report - Samantha McCoy, Treasurer

- Thank you to Pat Tumulty & Keena Rudolph for their work on the bills list, check detail, and format of reporting; the format and processes are still being worked out and the Treasurer is open to any suggested improvements and/or clarifications
- Dues have increased and we have received some money from the annual appeal
- Waiting on RFP audit, looking for a new auditor for fresh perspective
- Possibly hiring a consulting firm to look on how we are reporting things, but that is on hold until a new Executive Director is hired
- Jeanne Marie Ryan moves to approve Bill List, Adriana Mamay seconds and the motion passes
- Samantha McCoy moves to file the report for audit, Pham Condello seconds and the motion passes

Reports within NJLA

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

- Thank you to the Treasurer for providing clear expectations for reporting that the NJLA Office is working to meet
- Paycheck Protection Plan funds were received on May 5, 2020, and the Finance Committee has asked Pat to ensure that NJLA is meeting any and all obligations. No reports or forms have been issued at this time. Keena Rudolph is keeping track of all expenses and anticipated documentation.
- Pat attended public meetings held to discuss Phillipsburg Public Library joining the Warren County Library System. All laws are being followed appropriately. Pat spoke at one of the meetings to voice the importance of voters receiving thorough information regarding any benefits and disadvantages. Jeanne Marie commends Pat for her work with this situation.
- Pat is working on a procedures manual for future incoming NJLA Executive Director
- Laverne Mann asks about trends in NJLA membership; our current numbers are approximately 1400 members. Membership numbers in July 2019 were 1,435; June 2018 = 1,458. Karen Cerra also reports that June 2020 membership income was recorded at \$10,345 and July 2020 = \$12,850.
- The NJLA Office did receive a request for a “hardship” rate for dues, on which NJLA does not currently have a policy. (NJLA dues are “on your honor,” as the association does not track membership salaries.) This request has been brought to the attention of the Membership Committee.

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

- ALA plans to hold the Midwinter Conference as a virtual conference in January; no word yet on the Annual Conference in June
- There have been plans to restructure Midwinter even before the worldwide pandemic, but what that will look like remains uncertain
- Library Stabilization Fund Act is still active, and Eileen strongly encourages everyone to contact their Federal Congressional Representative (again or for the first time); two NJ Senators are signed on at this time. Eileen recommends that NJLA social media promote support for this bill.
- ALA reorganization is still a work in progress, and it is unclear if Council is taking feedback and concerns into consideration, particularly with regard to governance

Conference Committee Report – Pham Condello, Committee Chair, provides a brief report:

- Thanks the Executive Board for its patience and support
- Waiting on Committee Member list and the 2021 Presidential Theme
- Current contract for in-person conference is at Harrah’s for June 2-4, 2021
- Eileen Palmer recommends consideration to those programs accepted for the 2020 event, and Pham confirms that those presenters have received communication inviting

them to consider presenting at the next event

- Pham announces that there will be a virtual component to the 2021 Conference, whether it is completely virtual or a hybrid model. The Committee is considering a variety of options, including “a la carte” programs (and costs) as well as a model that expands the event to a whole week of programming, or even multiple events through the year.
- CUS held a virtual conference in late July, and those academic programs submitted to NJLA did have the option to present at that event. Adriana Mamay reported that the all-virtual CUS Conference was well-organized by Alyssa Valenti with good attendance. The event included programs and posters.
- The NJLA Conference Committee Chairs (Pham Condello, Tanya Finney Estrada, Morgan Taylor, and Kate Angelo) will be meeting next week

New Business

1. **TOPCATS** – Danielle Cesena reports that TOPCATS seems to be slowing down with libraries in the process of re-opening, as well as due to working towards a strategic partnership with Library Alliance
2. **Library Alliance** – Pat Tumulty reports that NJLA, LLNJ, and NJSL are focused on a \$21-million ask for funding to close the digital divide and provide digital equity to all NJ residents. Also working with the NJLA Public Policy Committee in requesting complete funding for Library Network Aid. The intention of the Library Alliance is to unite NJ library entities in order to seek legislative support for specific initiatives each year.
 - John Wallace requests clarification on what the \$21 million in funding would cover. Pat responds that the grants could be used as needed by geographic location and types of library communities (for broadband, hotspots, etc). Danielle Cesena adds that training, along with distribution, is a critical component.
 - The Library Alliance has not formally adopted the draft of this grant proposal that was presented to the Board
 - Laverne Mann also speaks to exactly who this ask will be presented, and reiterates that the NJLA Policy Committee will continue to provide advocacy
 - Will Porter asks Pat to confirm that school librarians have a voice on the Library Alliance
 - Danielle Cesena also adds that the TOPCATS Futures Team has created infographics to support the need to close the digital divide in NJ
3. **Scholarship Committee** – Emily Moore, Committee Chair, announces that one of the NJLA grant recipients also received an ALA Spectrum Scholarship, which covers all tuition funding. The Committee intends to award the funds to a new recipient from 2020 applicants, and will provide a formal recommendation to the Board at that time.
4. **Organizational Taskforce** – Leah Wagner, Task Force Chair, reports:
 - Three new members: Carol Phillips, Beth Cackowski, and Keisha Miller
 - Final draft of Member Survey is presented to the Board
 - Laverne Mann recommends adding “Friends/Foundation pays membership” as an option under the “Participation” category
 - Eileen Palmer voices that the survey reads like a strategic planning

survey rather than an organizational restructuring survey

- The Task Force intends to provide the membership with the survey by next week

5. **Executive Director Search Committee** – Leah Wagner, Task Force Chair, distributes a 13-member committee list to the Board, which includes a variety of types of librarians and library organizations. The timeline is to hire a new Executive Director by January 1, 2021. Leah confirms that a management company option will be considered. The Board approves the charge and appointments of the Executive Director Search Committee.
6. **NJLA Office Property Agreement** – Leah Wagner presents a property agreement proposal for Tritay Offices at Pennington Point in Pennington, NJ, which is the preferred location of the properties considered by Pat Tumulty and Karen Cerra up to this point.
 - Karen provides some background and feedback on the building. Parking to the building is free. The office space itself has a lobby, kitchen area, three offices, and enough space to hold small meetings. The current NJLA office is a month-to-month lease, and the projected move-in date could be November 1.
 - Jeanne Marie Ryan, Chair of Finance Committee, acknowledges that NJLA can support this transition financially
 - Samantha McCoy points out that the presented proposal does not include square footage (corrected by Eileen Palmer: square footage listed as 1121), and that all charges are listed as NET charges. Samantha requests the last three years of net requisitions and other potential facilities costs.
 - Eileen also requests more information on utility costs, which Karen indicates would be an average of \$186/month (current costs \$233/month); Eileen requests that the Board be provided with comps to review
 - Danielle Cesena recommends that we move forward on this proposal, particularly pointing out that any incoming Executive Director will want to know where the office is located
 - Eileen reiterates that if NJLA is going to seriously consider a management company, that needs to be considered before defining our space needs
 - Will Porter asks if we have considered/will we consider not utilizing office space at all and the ability to fully telework
 - Samantha recommends waiting until NJLA on-boards a new Executive Director
 - Pat shares that there has been no update on the projected construction in the current NJLA Office
 - There is consideration about storage of existing NJLA files; the Board agrees that someone should review those files for potential digitization
 - Leah moves to form an NJLA Real Estate Committee on Eileen's recommendation: Task Force members appointed are Pat Tumulty, Karen Cerra, Leah Wagner, Samantha McCoy, Jeanne Marie Ryan, and Eileen Palmer
7. **Board Retreat** – Leah Wagner presents a proposal for Board Retreat and Board Training, which would include a 2-3-hour training in September or October led by Dr. Roseanne Mirabella at a cost of \$2,500.00 from the budget line 5400 Business Expenses, Travel, Training, and Dues. Proposal was created by Leah Wagner, Jeanne

Marie Ryan, and Karen Cerra.

- Many Board members are concerned about the price and clarification of anticipated outcomes
- Recommendation that we consider other options for trainers/presenters
- Generally speaking, Board members are in favor of training/discussion
- The Board discussed an annual training to learn about the role and expectations of members and the structure and history of the NJLA Exec Board
- Leah will bring all feedback to the President

Old Business

Partnering organizations

1. **NJ State Library** – Mary Chute, State Librarian, submits a [full report](#).
 - State Library Information Center budget for 2020 was cut, including additional cuts to databases, serials and standing order Law and Reference materials
 - The *Civil Rights in NJ* Research Guide can be viewed at <https://libguides.njstatelib.org/discrimination>
 - TBBC is getting audiobooks, Braille orders, and equipment out to patrons
 - L2B was officially launched, thanks to Phil Berg and Andrea Levandowski
 - James Keebler and Michelle Stricker have organized an online event on September 15 titled “Navigating the New Normal: Lessons Learned for Building More Resilient Libraries”
 - Update on Construction Bond Grants: Following two more weeks of review, one summary week, and then a list of recommended grant awardees will be submitted to Mary Chute, and aiming to get the list to legislature before the end of September.
2. **Rutgers LIS** – Joyce Valenza, Rutgers University
 - Enrollment in the program is currently at a good level
 - The department is working to meet COVID standards
 - Any library internship requests should go to Lilia Pavlovsky
 - Joyce is working on building a prototype virtual school library for NJ
3. **NJASL** – No report
4. **NJLTA** – Pat Tumulty reports that the director and trustee virtual Q&A events are on-going on a monthly basis. A virtual substitute for the Trustees’ Orientation is scheduled for September 12, 2020.

Action Plan

The next NJLA Executive Board meeting will be **Tuesday, September 15, 2020, 10:00am**

Good of the Order

- John Wallace requests the finalized NJLA Committee leadership list on behalf of the Committee Internship Program. Pat Tumulty responds that many Section & Committee leadership contacts have been updated on the NJLA Members website, but that the

President is still in the process of making Committee appointments and confirming Section elections.

- Kate Jagers asks for an update on Special Elections. Leah Wagner reports that a call for petitions will go out September 4, which will be due on September 25; elections for President and Vice President/President-Elect will run October 5-16, and newly elected seats will begin at the October Board meeting.

Corey Fleming moves to adjourn at 12:04pm.

Respectfully submitted by Kate Jagers, Secretary