



NJLA Executive Board Meeting
September 15, 2020
10:00am–12:00pm
via Zoom

MINUTES

Call to Order – Jen Schureman Brenner, President

The President calls the meeting to order at 10:08am.

Present: Jen Schureman Brenner, Karen Cerra, Danielle Cesena, Leslin Charles, Pham Condello, Corey Fleming, 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: Cindy Czesak, NJLTA; Joyce Valenza, Rutgers

Absent: Tonya Garcia

Adoption of Agenda – Jen Schureman Brenner, President

Minutes - Kate Jagers, Secretary

Board Meeting August 18, 2020

With no corrections, the minutes are accepted.

Financial Report - Samantha McCoy, Treasurer

- Thank you to Keena Rudolph and Pat Tumulty for their continued work on improving the transparency and communication of all financials
- The Association is currently at around 25% of expected membership for the year
- The Treasurer is working closely with both the Finance Committee and the Investments Subcommittee
- Eileen Palmer questions the \$30,000 listed as Conference revenue, which is the refund from FY20; there is an internal on-going debate about where this refund should be listed, and it is Keena's recommendation that this is the appropriate placement. The Finance Committee will continue to work with the bookkeeper and the auditor about whether or not we are using a cash or accrual process on our books. Eileen requests to see a close-out of last year's numbers including this refund.
- Laverne Mann reports her participation in the Library Advocacy and Funding Conference with EveryLibrary (www.everylibrary.org/lafconintro), and shares the fiscal concerns of the state of NJ. For FY21, libraries and municipalities are widely anticipating significant agency cuts, and federal aid is not stable. Some revenue generated from this conference is supposed to, in part, support NJLA.

- **Recommendations from the Finance Committee**
 - Finance Committee recommends that Suplee, Clooney and Company be approved to conduct an audit for NJLA's fiscal year ending June 30, 2020, including the 990 and 5500, for a total cost of \$8500. This will be a comprehensive audit to be filed by November 13, 2020. The motion passes. Additionally, Jeanne Marie Ryan thanks the NJLA Store Subcommittee for ensuring that all inventory is adhering to proper procedure so that NJLA can accomplish a successful audit.
 - The NJLA Office issued concerns to the Finance Committee and the newly-established NJLA Real Estate Committee about the immediate safety and security of the existing office. The Finance Committee recommends that Pat Tumulty provide the landlord with 90-days notice on September 15 of the intention to vacate the premises by December 15, 2020. Staff will temporarily work remotely. The NJLA Real Estate Committee has been charged with full considerations of a new permanent work environment, which will include input from a new Executive Director when hired. The motion passes. Eileen Palmer abstains.
 - The NJ State Library has generously offered space at the Talking Book and Braille Center for the storage of paperwork and archives, and the Association may be able to use some of the existing storage space used for NJLA Store inventory for other office supplies and equipment. Decisions will have to be made about furniture, etc.
 - Pat will review the lease for any further details about deposits, disposal and cleaning fees, etc.
- Laverne Mann moves to approve the Bills List. Leah Wagner seconds and the motion passes.

Reports within NJLA

Jen Schureman Brenner, President

- It is likely that there will be a hybrid conference event in 2021; a full Conference Committee meeting is scheduled for this week
- Committee lists are being distributed to the leadership
- Information will be shared soon about a Virtual Leadership Orientation to be held on October 1, 10:00-1:00; all Executive Board members are encouraged to attend
- Jen also expects to hold a Membership Meeting sometime later this fall
- Thank you to Leah Wagner for running last month's Executive Board meeting

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

- This year's legislative platforms are primarily supporting level funding for the NJ Library Network and support for Digital Equity. Peggy Cadigan is setting up meetings with stakeholders, involving NJLA leaders.
- The NJLA Member Services Committee is meeting this week to address issues with

membership. While membership is coming in, it is low for this point in the year, which usually sees the highest surge in renewals. Many people renew for discounted conference rates, which not only didn't happen this year, but the timing was difficult. Adriana Mamay asked if non-members are able to attend events like the most recent virtual keynote, and Pat responded that they were able to, but that MemberClicks does have the capability to block those registrations in order to maintain these events as members-only benefits. Eileen Palmer asks what the policy is the guides membership renewal grace periods. While the Association was less strict during COVID, Pat responds that it's about 60 days before emails are fully removed from access if membership is not renewed. NJLA has levels of membership costs, determined by an on-your-honor salary scale.

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

- Information about ALA Welcoming Week (September 12-18) has just been released: www.ala.org/advocacy/sites/ala.org.advocacy/files/content/Welcoming%20Week%20Toolkit.pdf. Marketing materials include experiences from Princeton Public Library.
- ALA Council is now allowed to meet virtually, meeting every other week, discussing elements of the Forward Together Working Group (previously SCOE), as well as budget issues. Eileen has not heard a lot about these issues from NJLA members, but has received valuable feedback from some.
- ALA ended FY20 with an \$11 million deficit, some of which should be offset by Payroll Protection. Some work is being done to rework the financial operating agreement among the divisions of the association. There is additional concern about procedures and communications around the combining and dissolving of divisions.
- ALA Executive Director has created a draft document, "ALA Pivot Strategy"
- Samantha McCoy voices concerns, including: What can NJLA do to get involved? Does ALA believe they will be able to host an annual conference? Eileen responds that while Midwinter will be virtual, ALA has crafted their budget with Annual being in-person in Chicago. Last year, NJLA sent a letter to SCOE addressing its concerns, but formal feedback from Chapters was not welcomed or immediately recognized. Eileen believes that ALA needs to address the role of Chapters, democracy, cross-pollination, and the role of Council within proposed organizational changes. The Board would like to invite Joslyn Bowling Dixon, current library director at Newark Public Library and a Councilor-at-Large of ALA, to a future NJLA Executive Board meeting to discuss some issues and our opportunities for support; Jen Schureman Brenner will reach out to her.

New Business

1. **Scholarship Committee** – The Scholarship Committee recommends that funds initially awarded to an individual who then received an ALA Spectrum Scholar be awarded to Gladys Cepeda. The motion passes. The committee also intends to document additional procedures for this type of situation in the future.
2. **Bylaws Subcommittee** – The Board Bylaws Subcommittee recommends changes to the bylaws that (1) clarify the succession terms of the First Vice President and (2) clarify

the organization and obligations of sections and roundtables. Corey Fleming moves to approve the proposed bylaws changes with an additional clarifying edit to point #2 in Section VII Part E. Leah Wagner seconds and the motion passes. The revised bylaws will be presented to the membership for vote at a future meeting date.

3. **NJLA Leadership Recruitment** – Leah Wagner reports on the Special Election for President/Vice President. One petition has been received from the membership. The Nominations & Election Committee is working hard to build a slate, but there has been an unwillingness from members to run for this position. Petitions can be submitted until September 25, and Leah encourages all Board members to suggest members to submit by petition. There is agreement from the Board that there is concern over so few members willing to take positions of leadership in the Association. After discussion, Leah, as Chair of the Nominations & Elections Committee, recommends extending the petition deadline to October 9, holding the election October 19-28, and on-boarding a new Executive Board member in time for the November Board meeting. The Committee will also distribute a confidential survey to previous potential candidates who opted not to run for a position, which will include current Board members. The motion passes. In addition, Leah will speak to incoming leadership at the orientation in October.
4. **TOPCATS** – Danielle Cesena reports that there is a lot of overlap with current statewide groups, but the Futures group is primarily focused on promoting the Digital Equity initiative, reviewing REALM reports, and engaging in conversation with Northeast Pandemic Response.
5. **Organizational Task Force** – The Member Survey closed on Friday with 212 responses with no big surprises, and Leah Wagner will share the link to responses with the Board.
6. **Executive Director Search Committee** – Leah Wagner presents the Board with a posting for the NJLA Executive Director position, with edits, including a minimum salary proposal. Jeanne Marie Ryan moves to approve the job posting with the proposed changes, including a salary range to begin at \$95,000. Final compensation (salary and benefits) must be approved by the Executive Board. Will Porter seconds and the motion passes, with opposition from Eileen Palmer and Jen Schureman Brenner.

The Finance Committee recommends the posting to include only a starting salary of \$95,000, but with a range that goes up to \$110,000 for negotiation purposes. The Employee Relations Committee is working on recommendations for benefits, which will go through review by the Finance Committee before being brought to the Executive Board for approval. The job description details have not been altered.

Old Business

Partnering organizations

1. **NJ State Library** – Mary Chute, State Librarian, [submits a full report](#)
2. **Rutgers LIS** – Joyce Valenza, Rutgers University reports:
 - Megan Threats and Tawfiq Ammari are being welcomed to the faculty
 - Enrollment is up a bit in the MI program
 - RU and SC&I are fully online for the fall semester, but nothing is definite for the

spring at this time

- Johnathan Potter was reappointed as Dean for another five years
3. **NJASL** – No report
 4. **NJLTA** – No report

Action Plan

The next NJLA Executive Board meeting will be **Tuesday, October 20, 2020, 10:00am**

Laverne Mann moves to adjourn at 12:08pm.

Respectfully submitted by Kate Jagers, Secretary