



NJLA Executive Board Meeting
November 17, 2020
10:00am–12:00pm
via Zoom

MINUTES

Call to Order – Jen Schureman Brenner, President

The President calls the meeting to order at 10:02am

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

Guests: Kate Angelo; Bob Butvilla, CPA, Suplee, Clooney & Company; Kate-Lynn Brown; Mary Chute, NJSL; Kim Lyons, ConferenceDirect; Jeanne Marie Ryan; Selwa Shamy

Adoption of Agenda – Jen Schureman Brenner, President

- Addition under New Business: Appointment of Secretary (later, shifted mid-meeting to the President's report)
- Addition under Old Business: Nominations & Elections Subcommittee
- Audit Review was moved from New Business to Financial Report

Pham Condello moves to adopt the amended agenda. Leslin Charles seconds and the motion passes.

Minutes - Kate Jagers, Secretary

Board Meeting October 20, 2020

With no corrections, the minutes are accepted.

Financial Report - Samantha McCoy, Treasurer

- The Board must decide how to handle the current car lease for the Executive Director. It is expensive to return the car. We can store the car at Pat Tumutly's residence in a garage, we can place the vehicle in storage, or we can keep the car in the public parking garage near the most recent NJLA Office. Upon recommendation from the Treasurer, the Board approves keeping the car at Pat's residence.
- The Board must decide how to handle the current office copy machine lease, which is expensive to return and end the lease early (the copier needs to be returned/stored immediately and NJLA did not provide enough notice to end the lease without repercussions). The Treasurer and NJLA Assistant Executive Director spoke with the supply and leasing companies about options. Upon recommendation from the Treasurer and the Finance Committee, the Board approves a new 36-month lease (the shortest

option) for a smaller copier with the same company.

- The Treasurer and Investment Committee are looking at existing CD investments
- Costs for moving/storing involved with the change in NJLA Office have been budgeted for in the existing approved budget
- The credit card has been canceled
- Chris Carbone and Keena Rudolph will be working on loan forgiveness through the Payment Protection Plan; the banks are not yet accepting applications for loan forgiveness for loans under \$50,000
- Small amounts are owed back to for grants involved with Summer Reading and the 2020 Census, and those payments are being issued
- Samantha McCoy moves to accept the Bills List. Corey Fleming seconds and the motion passes.
- A draft of the Audit Review was distributed to the Board and presented by Bob Butvilla, CPA, Suplee, Cooney & Company

Reports within NJLA

Jen Schureman Brenner, President

- The President offers congratulations and welcome to Kate Jagers to the position of 1st Vice President/President-Elect and Allan Kleiman to the position of 2nd Vice President on the Executive Board for the fulfilment of the 2020-21 term.
- The President recommends that Selwa Shamy be appointed to the position of Secretary for the remainder of the 2020-21 term. Leslin Charles makes the motion, Kerry Weinstein seconds, and the motion passes.
- The President invites Kim Lyons, ConferenceDirect, to speak about the NJLA Conference and our contact with Harrah's. Our current contract includes a 2022 event. Harrah's agreed to extend our "cancelation tier" until 60 days out, anticipating that we might be able to be let go of our contract for no cancelation fee closer to the scheduled date of the Conference, and Kim will provide that to NJLA in writing. If we cancel before that time, we must risk being required to pay the penalty. Kim Lyons provided the following recommendations:
 - If we decide we MUST cancel earlier than 60 days prior to the scheduled date, we should speak with Kim and Harrah's to attempt to further negotiate
 - We should continue this discussion in January to make a final determination to bring to Harrah's
 - Advises NJLA not to pay any deposits owed at this time
 - Take the time now to look at alternative mid-week dates if we want to consider changing dates for 2022

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

- Registration is open for ALA Midwinter
- Statements linked in the full ALA Councilor report include: Statement in Defense of Democracy; ALA Executive Board affirms support for libraries

- ALA Council is meeting this week to discuss the governance portion of Forward Together and the future of Council

New Business

1. **TOPCATS** – Danielle Cesena reported that the last meeting discussed the future of the group, but expects to know more following a meeting in early December
2. **Executive Director Search Committee** – Leah Wagner thanks committee members and recaps the process of the committee's search for a new Executive Director. Thirty four applications were received and each committee member submitted their top 5-6 applicants, which were then ranked altogether. Five candidates were interviewed, and then three were invited back for a second interview. Committee members checked references. One finalist withdrew, and two candidates attended a second interview with the Committee and the Executive Board Officers. The Committee has prepared a recommendation to the Board.

Allen Kleiman moves to enter Executive Session at 11:08am. Adriana Mamay seconds, and the motion passes. Jen Brenner requests that the State Librarian join the Board in the closed session.

Allen Kleiman moves to reenter open Regular Session at 11:35am. Corey Fleming seconds, and the motion passes.

Eileen Palmer moves to approve the recommendation from the NJLA Executive Director Search Committee to extend the offer of employment to the NJLA Executive Director position to the selected candidate within the parameters outlined in the Personnel Manual. Adriana Mamay seconds, and the motion passes unanimously. The Board Employee Relations Subcommittee will proceed with the hiring process.

Old Business

1. **NJLA Office Update** – Leah Wagner reports that the archives have been picked up from the mover to be relocated to the NJSL Talking Book and Braille Center. Leah is meeting a few other NJLA members to assist with going through the remaining items in the NJLA Office this coming Thursday.
2. **Nominations & Elections Subcommittee** – Leah Wagner reports that 45% of the membership voted in this special election, which is a higher percentage than has been typical. Information about petitions for the next regular election will be distributed soon.
3. **Honorary NJLA Membership for retired Executive Director** – Eileen Palmer moves to approve lifetime honorary membership to Pat Tumulty. Allen Kleiman seconds, and the motion passes.

Partnering organizations

1. **NJ State Library** – Mary Chute submitted a [full report](#)
 - Deborah Mercer, head of the State Library's Information Center's New Jersey

Collections, was presented with the Roger McDonough Librarianship Award

- Mary highlighted attention being generated for the Civil Rights in New Jersey, 1945-2020 research guide and the Voting Location guide.
- The Talking Book and Braille Center has graciously provided storage space for NJLA and office space for LibraryLinkNJ
- Library Support Services have been very busy, and are conscious of supporting remote services during the second wave of the pandemic. So far, 301 Zoom licenses have been distributed to NJ libraries.
- Summer Reading statistics have begun to be received, and many other projects are underway currently
- Library Construction Bond Grants have been unanimously approved by the Senate and the House of Representatives. Once the Governor signs the bill, formal letters can be distributed to winning libraries. Out of 138 applications, 10 were removed for incompleteness, and 38 were awarded. Mary recommends that NJLA gather data and advocate around the large percentage of *unmet* needs of NJ library buildings. This first round awarded about $\frac{2}{3}$ of the total funding for these grants. The Governor's press release indicates that a second round is scheduled for early 2021, Mary believes that initial information will at least be distributed early in the year, anticipating that regs will remain the same. It appears that \$37.5 million remains available for funding projects.

2. **Rutgers LIS** – No report

3. **NJASL** – No report

4. **NJLTA** – No report

Good of the Order

Corey Fleming and Adriana Mamay suggest creating a recurring Zoom meeting link and meeting invite. (Thank you!)

Action Plan

Next NJLA Executive Board meeting: **Tuesday, December 15, 2020, 10:00am**

Allan Kleiman moves to adjourn at 12:19pm

Respectfully submitted by Kate Jagers