



NJLA Executive Board Meeting

December 15, 2020

10:00am–12:00pm

via Zoom

MINUTES

Call to Order – Kate Jagers, Vice President/President-Elect

The Vice President calls the meeting to order at 10:01am

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

Absent: Jen Schureman Brenner, Samantha McCoy

Guests: Joy Robinson, Mary Chute, Emily Moore, Jeanne Marie Ryan, Tanya Finney Estrada

Adoption of Agenda – Kate Jagers, Vice President

Motion to revise the agenda was passed

Minutes – Selwa Shamy, Secretary

- **Board Meeting November 17, 2020** – With no corrections, the minutes are accepted
- **Emergency Meeting December 2, 2020** – With no corrections, the minutes are accepted. Leah Wagner, Allan Kleiman, Adriana Mamay abstain

Financial Report

- Alan Kleiman asks if there is a balance sheet included
- Motion to approve the bills was passed, Eileen Palmer abstains

Reports within NJLA

Jen Schureman Brenner, President

- Absent -- no report

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

- ALA is advocating to include libraries in the COVID Relief bill. Libraries show up in three different parts of the bill. Send an email to your Congressperson to support this bill -- Jessica Trujillo reached out to Malinowski's office and they were very receptive. Broadband funding is a big part of the bill.
- ALA Forward Together process is ongoing. This will be discussed in more detail at the January meeting.

New Business

1. **Committee Co-Chairs:** Kate Jagers submitted a list of the vice chairs that have been appointed in 2020-21. The names in red are unconfirmed. Judith Pissano has been confirmed to co-chair the Honors & Awards Subcommittee with Joy Robinson. Kate moves to approve the Vice Chair appointments for 2020-21, Laverne seconded, and the motion passes unanimously.
2. **Personnel Manual Update:** Leah Wagner, Chair of Employee Relations, presents proposed changes to the Personal Manual, highlighted in the document. The Employee Relations Committee recommends accepting the policy excluding the change to full-time eligibility so that it may be reviewed. The motion passes unanimously.
 - Bereavement days can be taken separately or consecutively
 - Clarification was included about the end of the probation period
 - Full time eligibility for health coverage was changed to at least 30 hours
Eileen Palmer said the law states 25 hours is the minimum for full-time eligibility. She will share a link from the State of NJ website with the information. There are laws that specifically address small businesses. She inquired if an attorney has reviewed the manual.
 - Sick leave can be taken in hourly increments.
 - Juneteenth added to the holiday closure list
 - Resignation to be submitted 30 days prior to the last day
3. **NJLTA MOU:** Kate Jagers reports that NJLA was approached by Pat Pavlak, President of the NJ Library Trustees Association, to request formal documentation describing the level of support/shared service for NJLTA in exchange for payment, formalizing an ongoing relationship between NJLA and NJLTA. Eileen Palmer advised to include a time period for either party to leave the agreement. The suggestion was to add this sentence: "Either party may cancel with 30 days notice to the other party." Will Porter makes the motion to approve the amended MOU, and Leah Wagner seconds. The motion passes unanimously.
4. **New Award – Honors And Awards Subcommittee:** Joy Robinson, Chair of the Honors & Awards Subcommittee, proposes the NJLA Equity, Diversity, and Inclusion Award, created in consultation with the College and University Section/ACRL-NJ, the Library Workers of Color Roundtable, and the Diversity and Outreach Section. Laverne Mann moves to establish the NJLA Equity, Diversity, and Inclusion Award. Allan Kleiman seconds and the motion passes unanimously.
 - The criteria is very general to allow for flexibility in evaluation
 - Joy suggested the award could be tiered based on library size and that it is not a given that an organization will win if they submit an entry for any NJLA Award
 - This award aims to support a focus on EDI
5. **Nominations and Elections Update:** Leah Wagner reports:
 - Call for petitions was created by the committee, running late due to COVID-19 and the special election in the fall. There needs to be some time before asking

people to run again.

- Open positions: Vice President/President-Elect, Secretary, 3 Members-at-Large
- An adjustment needs to be made to the deadlines. The Committee recommends deviating from the bylaws to change the date to February 1 instead of January 1. The election will run between Feb. 23 - March 5. The ballot has to go out by March 1. The motion was passed unanimously.
- To clarify the process, Leah explains that the Nominations & Elections committee pulls together a slate of candidates; they can either nominate someone or a person can directly reach out to the committee to be added to the slate. If the committee chooses to not add someone to the slate, anybody can get on the ballot by petition with 15 signatures.
- A link on the form sent out will lead to an explanation of job duties
- Encourage people to run if you think they should, refer questions to Leah
- Eileen Palmer suggests the Bylaws Subcommittee work with the Nominations Committee to review this process

6. **Bylaws Subcommittee Update:** Kate Jagers presents a recommended update to the bylaws that removes the term 'Roundtable' and redefines the term 'Sections'. The proposal also requires the signature of 25 members to create a new section.

- A bigger issue is having enough active members to make a section/roundtable viable
- Sections are supposed to be a type of library activity, ex. Children's Services.
- Roundtables are supposed to focus on actions not limited to a specific library activity.
- The proposal is to broaden the definition of a Section as a group in NJLA to operate semi-autonomously with the agreement to not speak for all of NJLA. Possibly adjust the minimum members to 15 to make it easier to create Sections.
- Eileen's concern is that this change needs to come from the Roundtables instead of coming from the Executive Board.
- Kate recommends tabling the proposal and reaching out to the Reader's Advisory Roundtable; LoC has already voiced this request supporting the change
- The Reorganization Committee will also review

7. **Membership Survey:** Jessica Trujillo reports on the results of a recent survey sent to all NJLA members.

- People are confused about how to collaborate within NJLA and with partner organizations
- There isn't a lot of institutional continuity, each new group of people sort of reinvents the wheel
- Training, advocacy, continuing education are perennial issues; people are pleased with continuing education offerings
- With regard to EDI, members still trust the organization to address this but are a bit skeptical
- Jessica submitted some ideas to the President-Elect on how to increase communication with the Sections and membership. The board needs to

communicate the worth of NJLA, including a suggestion to create NJLA Membership Town Halls where all sections, roundtables, committees and task forces give an update. Joy Robinson suggests that people who are not yet members could benefit from a town hall to learn about NJLA in order to decide whether to join.

8. **Conference Update:** Pham Condello reports on behalf of the Committee. ALA severely lowered their conference fee, and new pricing was discussed by the committee yesterday. The proposed NJLA Conference registration fee was lowered slightly; it is a big money making venture so a larger reduction would be a strain.

- Registration pricing was reduced 25%, the idea is to attract attendees, sponsors and vendors. The conference could potentially be virtual.
 - Members: (1 day) from \$130 to \$95 / (2 days) from \$200 to \$150
 - Non-members: (1 day) from \$165 to \$120 / (2 days) from \$200 to \$150
 - Student/Retiree: (1 day) from \$75 to \$50 / (2 days) from \$100 to \$75
- Adjustment for vendor rates is also included
- The Exhibitor Rates were approved by a motion; the individual registration fees will be tabled for now.
- Pre-conferences may not take place -- there is a Conference meeting this Thursday and the one proposal for pre-conference will be reviewed and potentially converted to a regular program session. (It was noted that pre-conferences make additional money.)
- 70 proposals were submitted this year as opposed to the usual 100
- Kate Jagers recommends including pricing for those experiencing financial hardship; it was also previously discussed to offer scholarships for Conference attendance
- Tanya Finney Estrada brought up that the virtual platform could require an additional cost for a Pre-conference
- Registration through PheedLoop is 30 cents per person and % fee. Pham will reach out to Keena Rudolph, the NJLA bookkeeper, to verify.

9. **Scholarship Update:** Emily Moore, Chair of the Subcommittee, reports:

- There is one scholarship application for everything
- An application should be on the website on January 4
- John Wallace is the vice-chair for this committee
- There wasn't much interest in awarding named scholarships last year so general scholarships were awarded, but there is a push to bring back the names
- A Diversity Scholarship has been given out in the past but the criteria hasn't been codified. This will be worked on for next year to give time to promote, tweak, and possibly raise funds to support it. Potentially open to non-NJLA members that includes a year of membership.
- Karma Foundation (Sharon Karmazin)
 - Supports full MLIS schooling and will hopefully continue
 - Recipients cannot be required to volunteer for NJLA

- Conference Attendance Scholarship - proposal is that donors could anonymously provide funds for registration fee, travel, lodging.

Executive Session

Will Porter moves to enter into closed executive session to discuss the proposed contract for the Executive Director. Corey Fleming seconds and the motion passes.

Eileen Palmer moves to authorize the Employee Relations Committee to have the draft employment contract reviewed by an attorney and execute the agreement incorporating any changes.

Old Business

Office Update: Leah Wagner reports that the NJLA office is officially closed, and the lease ends today. The new NJLA phone number is 609-482-1282 and is a VOIP line with voicemail forwarding to Karen Cerra. The final walk-through us at 2:00pm today. The storage unit with all furniture and equipment is located in Hamilton, NJ. Leah has all of the current paper files and will pass them on to the new Executive Director. The new phone number will be shared with membership. Thanks to Karen Cerra and Leah for doing all the work needed to close the office!

Partnering organizations

1. **NJ State Library** – Mary Chute submitted a [full report](#)
 - Mary needed to leave the meeting, which ran over 12:00.
2. **Rutgers LIS:** No report
3. **NJASL:** No report
4. **NJLTA:** No report

Action Plan

Next NJLA Executive Board meeting: **Tuesday, January 19, 2020, 10:00am**

Allan Kleiman moves to adjourn at 12:18pm.

Respectfully submitted by Selwa Shamy, Secretary