



**NJLA Executive Board Meeting**  
**April 19, 2022, 10:00 a.m.**  
Zoom

**Draft Minutes**

**Attendance:**

Jen Brenner, Danielle Cesena, Pham Condello, Corey Fleming, Kate Jagers, Juliet Machie, Laverne Mann, Samantha McCoy, Allen McGinley, Eileen Palmer, Joy Robinson, Selwa Shamy, Jessica Trujillo, John Wallace

**Guests:** Alicia Gough, Allan Kleiman, Gabrielle Clark, James Keehbler, Jen Nelson, Justine Tomczak, Ralph Bingham

**1. Call to Order – Kate Jagers, President**

Meeting called to order at 10:03 a.m.

**2. Adoption of Agenda – Kate Jagers, President**

- a. Agenda accepted.

**3. Adoption of Meeting Minutes:**

**a. March 15, 2022, Executive Board Meeting - Selwa Shamy, Secretary**

- i. The minutes are accepted with no corrections.

**4. Financial Report – Samantha McCoy, Treasurer**

- a. Brought in lots of money from Conference so far and we are ahead of where we were last year.
- b. Question of whether the store inventory should be included in the financial documents. Biggest part of revenue this year is donations, mostly the Dag Bulman gift.
- c. \$121,000 from membership dues.
- d. Keeping track of what is being spent for the Conference.
- e. Office expenses are lower.
- f. Not getting the summer reading grant this year which is probably for the best since \$1600 is not worth the time it takes for administering the grant. NJSL decided to keep it in house this year because it will be more efficient for them.
- g. Jen Brenner moves to accept the bill list, Danielle Cesena seconds and the motion passes.

**5. Reports:**

**a. Kate Jagers, President**

- i. Huge thank you to John Wallace for all the work done leading the Scholarship Committee, particularly the time and effort spent adding and promoting the NJLA Equity Scholarships. We received 36 applications total and 22 directly for the Equity Scholarships, indicating an increase in BIPOC applicants though we did not previously collect any information

about race or ethnicity. The Committee will be conducting interviews in early May. All awardees will receive complimentary Conference registration and be acknowledged at the Leadership Luncheon.

- ii. The Fundraising Committee is collecting donations for the Conference raffle table. You are encouraged to donate to the raffle or reach out to businesses. Kate will send an email about where donations should be sent.
- iii. The Joint Rapid Response Team of NJASL and NJLA added an email address for people to contact about intellectual freedom issues, and has issued their first newsletter.
- iv. The Diversity & Outreach section compiled scholarship opportunities for people of color, in coordination with Member Services, Scholarship Committee, and Library Workers of Color Section, and these flyers were distributed to every NJ library for posting.
- v. The Committee Form had 66 responses, and Jessica Trujillo will be working on committee appointments to be completed in May.
- vi. Allan Kleiman is welcomed back to the board and is training as the next treasurer as of April 1.

**b. Juliet Machie, Executive Director - [Full Report](#)**

- i. Advocacy
  - 1. 20 visits have been completed as of April 7. A meeting with Senate Republican leader, Senator Steven Oroho is scheduled for today.
  - 2. On April 7 met with the chair of the Senate Appropriations committee, Senator Paul Sarlo. .
- ii. Scheduling Assembly Chair of Appropriations Committee on Assembly side. Corey Fleming volunteered to visit.
- iii. Juliet testified at the Assembly Budget Hearing on March 21 and the Senate Budget Hearing on March 29 and submitted written testimonies. She received feedback from both that the testimony was effective.
- iv. The Governor's FY23 budget shows the Per Capita State Aid and Library Network Aid line items are at FY22 levels. The \$1 million added to PCSA for FY22 will remain. An amendment from the Senate or Assembly is the best way to get an increase in funding.
- v. Advised that the engagement of the constituent base is key to get support for bills. For National Library Week, Juliet worked with the Public Policy Committee to send templates of letters for NJ Senators and Assemblypeople to library directors.
- vi. A message of appreciation was sent to NJLA members to celebrate National Library Workers Day.
- vii. Juliet attended the PLA Conference in Portland, OR. The sessions Juliet attended were insightful and well attended. Juliet kept an eye out for the flow to help inform the upcoming NJLA Conference.
- viii. Review the Access Navigator report within Juliet's report. 72 people qualify to access the software, Northstar, they committed to come back each week and take training.

- ix. Juliet received a letter from the Governor's office about her appointment to the Broadband Commission.
- x. Public Policy discussed issues at Linden Public Library during their last committee meeting. The NJ Trustees Association started training last year but it was interrupted due to issues with their board of trustees.
- xi. Juliet would like NJLA to articulate when is it appropriate for NJLA to engage and make that information available on the website. Public Policy will be looking at this at their May meeting and will also be discussed with the Executive Board for input. There was a lively discussion about this.

**c. Eileen Palmer, ALA Councilor**

- i. TAG discussions ongoing – 2 more feedback sessions expected and then the final recommendations. Next feedback session is tomorrow.
- ii. During National Library Week, ALA received funding for Unite Against Book Bans (<https://uniteagainstbookbans.org/>). Its specific goals and strategies are unclear at this time. Eileen is awaiting responses to questions she has submitted to ALA leadership and staff.
- iii. [The State of Libraries report](#) was released during National Library Week Intellectual freedom challenged
- iv. The eBook law in Maryland will likely be overturned. The governor's office has said they will no longer fight against it. The NY eBook bill was vetoed by the governor, not surprising since publishing is central in NYC.

**6. New Business**

**a. Nominations & Elections Committee – Section & Special Elections - Jen Brenner**

- i. Information about the special elections for three open positions went out to the membership. Ten people submitted their interest in running for the open positions: two are one-year member-at-large positions, and the other is a two-year member-at-large term. The slate of candidates is recommended to the Board by the Nominations & Elections Committee; the motion passes unanimously.
- ii. Section Elections are being coordinated. The committee is waiting on four sections to submit their nominations. Section elections will be sent after the special elections are complete.

**b. ERC - Approval of Access Navigator Replacement Hire - Gabby Clark**

- i. Offered the position to Rayel Sample. She has worked doing job placement for formerly incarcerated people. The recommendation for hire from the Employee Relations Committee is approved by the board.

**c. MOU - NJLA Equity Scholarship Partners**

- i. This arised from the March meeting where there was a request from the board to draft this agreement. The document has not yet had legal review. Corey Fleming made a motion to approve the document as submitted pending legal review, Samantha McCoy seconds. Eileen Palmer abstains and the motion passes.

**d. Conference Committee Update - Allen McGinley**

- i. Sponsorships and vendor commitment is up to \$90,000, registration is at

\$53,000, poster sessions are at 27. Need to keep pushing registration, with the active support of the Executive Board.

- ii. Signed a contract with vaccine tracking tool GoCo, it is a human resources platform that includes a tracking tool. The second week of May, an automated email will go out to registrants that will prompt people to provide vaccine proof in advance. Onsite vaccination proof will be offered and registrants will be encouraged to use the Docket app for this. Those opting for a negative test will need to do so onsite exclusively.

**e. Recommendations for Dag Bulman gift**

- i. This NJLA Task Force consists of a coalition of committees, including Finance, Investments, and Board Budget Committee, and they presented recommendations.
  1. \$100,00 in the NJLA Endowment Fund .
  2. \$75,000 for Impact Mini Grants. Each year \$7500 will be available for sections or committees to apply for timely and impactful projects not included in the NJLA budget. These projects will allow NJLA to respond at the times of the greatest need and greatest opportunity on behalf of New Jersey libraries. This process would last 10 years. Will be held in a dedicated fund in the general account. Could also be moved to a savings account. Jessica Trujillo suggested having a task force of members of sections and committees to decide a process for how the money is distributed.
  3. \$80,000 for NJLA Archives and History Project. Endorsed by NJLA Archives & History standing committee. Includes funds to hire a part-time archivist for at least one year. The funds will support the work for two years.
  4. \$45,000 to supplement funding in existing NJLA accounts to better support both ongoing and future needs of the Association. Potentially adding to NJLA's Intellectual Freedom Fund and Disaster Relief Fund.
- ii. Other ideas considered during the process: Scholarship, Development Office staff position, Development Consultant to establish what kind of structure NJLA would like to have in place long-term, Advocacy fund.
- iii. The board will be given a revised document and review in May, and are asked to contribute constructive feedback on the collaborative Google Doc in the meantime.

**7. Old Business**

**8. Partner Organizations Reports**

**a. NJSL - Jen Nelson - [Full Report](#)**

- i. The FY22 Library Services and Technology Act (LSTA) allotment was received from the Institute of Museum and Library Services (IMLS), which is just over \$4.3 million.
- ii. Thanks to the Electronic Resources committee on their work of evaluating vendor responses and making recommendations for the next three-year JerseyClicks contracts.

- iii. Working with the NJ Office of Innovation, NJLA and LLNJ on a Back to the Library campaign that will hopefully correspond with Library Card Signup Month. The intent is to provide libraries with helpful marketing tools to get people back in your library.
  - iv. Jen was appointed to the GOP Federal Depository Library Program task force, John Wallace asked if Jen could provide updates. Jen is in the working group on impact on access. They are looking at how to define “digital.”
  - v. NJSL is hosting R. David Lankes for a session during NJLA, on June 2.
- b. LibraryLinkNJ - Ralph Bingham**
- i. Continuing to work on delivery. Hoping to choose a vendor at this week’s board meeting.
  - ii. The Strategic Planning process is going well, over 400 survey responses. Focus groups went well. Have a report from the consultant. Board is having a special meeting to design the strategic plan. A draft of the plan will be ready for the June 21 (2:00pm) general membership meeting.
  - iii. There was an eBook Summit with the State Library on April 1. A lot of good feedback was gathered and Jen Nelson and Ralph will work on next steps.
  - iv. Save the date:
    1. Cyber Security Basics for Library Staff, May 10
    2. Best Practices: Outreach to Immigrant Communities, May 12
- c. NJASL - Darby Malvey (Kate Jagers reports)**
- i. The Information Literacy bill (S588) is picking up momentum and is likely going to be heard by the Senate Education Committee in May
  - ii. The State Board of Education will have Open Topic Public Testimony on March 4, and NJASL is asking for support by inviting members to submit letters with concrete asks (sample templates included in full report)
  - iii. The NJASL Fall Conference is scheduled for December 4-6 at Hard Rock Atlantic City, and are now accepting conference proposals.
- d. NJLTA - Pat Pavlak (Juliet Mache reports)**
- i. Continuing to partner with the State Library on trustee meetups.
  - ii. Working on a trustee institute for the fall.
  - iii. Pat responds to trustee questions and board issues as they arise.

Jen Brenner makes a motion to go into closed session to discuss the Executive Director’s Employee Evaluation and salary increase. Corey Fleming seconds, and the motion passes, going into Executive Session at 12:30 p.m.

Jen Brenner moves to close the Executive Session and resume the open public meeting at 12:45pm. John Wallace seconds, and the motion passes.

## 9. Executive Director’s Evaluation

Executive Board gave feedback, guidance and recommendations for the next steps in the Executive Director evaluation process and salary negotiations, led by the Board Employee Relations Committee

**10. Calendar**

- a. **Executive Board Meeting - May 17, 2022, 3:00 p.m. - Zoom**

**11. Good of the Order**

- 12. Adjourn** - Jessica Trujillo makes a motion to adjourn and Jen Brenner seconds, the meeting adjourns at 12:48 p.m.

*Respectfully submitted by Selwa Shamy*