



NJLA Executive Board Meeting
May 17, 2022, 3:00 p.m.
Zoom

Minutes

Attendance:

Jen Brenner, Danielle Cesena, Pham Condello, Corey Fleming, Carina Gonzalez, Kate Jagers, Juliet Machie, Adriana Mamay, Laverne Mann, Samantha McCoy, Allen McGinley, Keisha Miller, Eileen Palmer, Will Porter, Joy Robinson, Selwa Shamy, Jessica Trujillo, John Wallace

Guests: Alicia Gough, Allan Kleiman, Darby Malvey, Jen Nelson, Karen Schmicker, Ralph Bingham

1. Call to Order – Kate Jagers, President

Meeting called to order at 3:00 p.m.

2. Adoption of Agenda – Kate Jagers, President

- a. Agenda adopted

3. Adoption of Meeting Minutes:

- a. **April 19, 2022, Executive Board Meeting - Selwa Shamy, Secretary**
 - i. The minutes are accepted with no corrections.

4. Financial Reports – Samantha McCoy, Treasurer

- a. Doing very well financially. Thanks to the Conference Committee, Kate Jagers, and the annual appeal.
- b. Membership revenue is way up at \$135,000 and the EBSCO Grant is included.
- c. Biggest expense is payroll, everything else is smaller payments.

5. Presentation - NJLA FY21 Audit - Suplee, Clooney & Company

- a. Pension Plan recommendation is to have a money purchase benefit plan

6. Reports:

a. Kate Jagers, President

- i. Thanks to those who have registered for Conference, everything is coming together really well.
 - 1. Have exceeded Conference budget line for income. Thanks to the Conference Committee!
 - 2. Come to the Awards Reception, a number of special awards are being presented.
 - 3. The President's Program is Wednesday night and will celebrate Dr. Ross Todd's life.
- ii. NJLA had the Small Libraries Unconference in-person.

- iii. Finance Committee is promoting enhanced institutional memberships.
- iv. CAPE Study was approved, follow up to 1996 study. Archives & History Committee will take an active role in implementing whatever recommendations are given. Meeting is to look at archives in June.
- v. Section & Committee elections are almost complete. Special elections for the Board will open tomorrow and will end before the Conference so the positions can be announced.
- vi. Employee Relations Committee just finalized the Executive Director evaluation, in the process of scheduling a meeting with Juliet Mache.

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

- i. Budget Advocacy is complete for this fiscal year, 22 visits were conducted.
- ii. Thanks to everyone who participated in the legislative drive – the Public Policy Committee and advocacy team. Also thanks to Gabby Clark and the library directors who participated.
- iii. There will be a Public Policy briefing at the Conference.
- iv. Library Champion awards involve two legislators.
- v. Broadband Access meeting is this week.
- vi. The audit was a challenge this year. The challenges speak to the need for digitized archives.
- vii. FY23 Budget - thanks to Samantha McCoy for all her help, especially with onboarding.
- viii. Membership Survey for Strategic Plan will go out next week. Conference attendees will be given a card with instructions on completing the survey. There are five areas of focus: mission, strategy, structure, communications, and culture. Thanks to Jessica Trujillo who is leading this effort, and thanks to Kate Jagers.
- ix. EDI Partnership will host a meeting tomorrow. There is a free EDI Preconference on Wednesday, June 1.
- x. The Access Navigator program is moving along splendidly. There is a growing need in libraries for hand holding. The digitally disenfranchised communities seek help at our public libraries and staff do not often have the time to spend an hour at a time with people.
 - 1. Jen Brenner asked how many libraries are in the Hub and Spoke program? Gabby Clark will get that information.
- xi. Conference - Juliet is examining what we are being billed for against the contract.

c. Eileen Palmer, ALA Councilor

- i. Last month there was another session on potential changes to Council reorganization. More details will be available the first week of June.

7. New Business

a. NJLA FY23 Budget Proposal

- i. The question that drove the budget is how do we meet the mission of the organization?
- ii. Kate Jagers calls for a vote and the budget is accepted unanimously.
- iii. Kat Jagers makes a motion to approve the bill list, Jen Brenner moves and Corey Fleming seconds, the bill list is approved unanimously.

b. Conference Committee Update - Allen McGinley & Pham Condello

- i. Allen said things are looking good. Early registration closed at 595 attendees, which is down 20% from 2016 (this is the year Allen happened to have data for).
- ii. Lunches are up 20% from 2016.
- iii. Sponsorships and Exhibitors, there are 18 sponsors, up 157% from 2016. Vendors want to help bring the conference back from the pandemic, so the support is most likely short lived. There are 64 sponsors and exhibitors combined.
- iv. COVID Protocols - Proof of vaccination or a negative COVID test is required. Information about supplying credentials will go out this week. Will socially distance in as many places as possible.

8. Old Business

a. Recommendations for Dag Bulman gift - Will Porter

- i. Additional note about what the Legacy Society means. It is not the entire plan but just to say the money will be used for this purpose. Donors who have shared with NJLA how they have named the Association in their estate planning will be added to this Legacy Society.
- ii. Mini-grant applications will be reviewed by a working group of the Executive Board, chaired by the Second Vice President consisting of the three most newly elected Members-at-Large and three Past Presidents selected by the Second Vice President. Recommendations will go to the NJLA Executive Board for final review.
 - 1. Adriana Mamay said the Committee examined the suggestion to give an equal share to all sections and committees and each would only get \$195. This could be once in a lifetime funds and it was decided it should be used for a special purpose that gives the opportunity to think big.
- iii. One of the additional ideas was to fund a Development Office staff position. The feedback was that there is not enough money to implement this. An alternative would be a large-scale single-time Fundraising Event.
- iv. Eileen Palmer moves to revise the recommendation to replace Endowment Fund with Board Designated Reserve Fund.
- v. Due to a lack of consensus on how to proceed, Kate Jagers stated that the proposal will be tabled until the incoming president appoints a new task force to continue this work.

9. Partner Organizations Reports

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

- i. Jen needed to leave before she could give her report.
- b. LibraryLinkNJ - Ralph Bingham - no report**
- c. NJASL - Darby Malvey - no report**
- d. NJLTA - Pat Pavlak (Juliet Mache reports)**
 - i. 1600 members in the organization, the highest in quite a while.
 - ii. Planning trustee institute for October, working with the NJ State Library (NJSL).
 - iii. Continuing monthly check-ins with NJSL and also trustee check-ins.

10. Calendar

- a. NJLA Annual Conference – June 1-3, 2022 – Atlantic City**
 - i. Business Meeting on June 2 at 2:00 p.m., everyone is encouraged to attend.
- b. Executive Board Meeting – June 21, 2022, 10 a.m., Zoom**

11. Good of the Order

- 12. Adjourn** - Jessica Trujillo makes a motion to adjourn and Samantha McCoy seconds, the meeting adjourns at 5:19 p.m.

Respectfully submitted by Selwa Shamy