



**NJLA Executive Board Meeting**  
**June 21, 2022, 10:00 a.m.**  
Zoom

**Approved Minutes**

**Attendance:**

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

**Guests:**, Jeff Cupo, James Keebler, Jen Nelson, Kimberly Paone,

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

Meeting called to order at 10:01 a.m.

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

- a. Table item b. Proposal for the use of the EBSCO Grant - Employee Relations under New Business. The Conversations Of Your Life (COYL) presentation may also be tabled.
- b. There are no objections to amending the agenda.

**3. Adoption of Meeting Minutes:**

- a. **May 17, 2022, Executive Board Meeting - Selwa Shamy, Secretary**
  - i. The minutes are accepted with no corrections.

**4. Financial Reports – Allan Kleiman, Treasurer**

- a. For the period ending May 31, 2022, NJLA is in good financial health. There are still outstanding bills and revenue from the conference.
- b. The conference did very well, especially from sponsors and vendors.
- c. Jen Brenner moves to accept the bill list and Selwa Shamy seconds and the motion passes unanimously.

**5. Reports:**

**a. Kate Jagers, President**

- i. This year has been incredible and incredibly productive. The Executive Board, Sections and Committees did great work.
- ii. Thanks to the outgoing members of the Executive Board.
- iii. The Conference was very difficult to organize but it was a great success.

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

- i. NJLA Conference - Thanks to all who worked to make the conference the success it was – especially the conference co-chairs, committee, and NJLA staff. Vendors and partners who supported us gave rave reviews.
- ii. Budget Advocacy - Assembly Bill 3267 and Senate Bill 2455 - Per Capita

State Aid for Libraries. The Assembly and Senate are finalizing amendments this week.

1. Thanks to the Public Policy Committee on guiding this work.
  2. Senator Steven Oroho (LD-24) and Senator Troy Singleton (LD-7) received the Library Champion Awards at the NJLA Honors & Awards Ceremony on June 2.
- iii. Juliet attended the inaugural meeting of the Broadband Access Study Commission - Broadband Access Study Commission (BASC) on May 20. The work of the committee has been outlined. A confidentiality statement needs to be signed by Commission members.
  - iv. Strategic Planning - A membership survey was rolled out at the NJLA Conference. It is also on the NJLA website and will run through the end of June.
  - v. Partnerships - The expanded EDI Partnership met on May 18 with representatives from NJASL, NJLTA, NJALA, VALE, and NJLA's D&O and Library Workers of Color, as well as the convening partners - NJLA, NJSL & LLNJ. The next step is to convene the EDI workgroups.
  - vi. NJLA Annuity Plan Document - the FY21 audit report recommended that NJLA update its Annuity Plan Document. Juliet worked with TIAA-CREF to retrieve and upload the most current NJLA plan document to the TIAA website. TIAA affirmed that the 2018 NJLA plan documents are the most recent. The board does not need to take any action.
  - vii. NJLA Vehicle Lease - the leased NJLA vehicle needs to be returned to the dealer at the end of June. There are funds in the FY23 budget to start another lease on a new vehicle. Juliet is exploring the option of purchasing the vehicle for herself unless NJLA wants to keep it.
  - viii. The Access Navigator program has passed 100 students in the tracking system. The grant will finalize on September 30, 2022.

**c. Eileen Palmer, ALA Councilor - [Full Report](#)**

- i. Council will debate the following agenda items in Council I:
  1. ALA Resolutions Committee moves to Resolution Calling for Student Loan Cancellation.
  2. ALA Resolutions Committee moves the Resolution in Defense of the Right to Engage in Political Boycotts
  3. Scholarship and Grants - The Jason Reynolds/Simon & Schuster Travel Grants to ALA Annual
  4. Transforming ALA Governance (TAG), ALA CD#36 action item.
- ii. Council II
  1. Core Competencies
  2. Working Group to Support Anti-Racism
- iii. Council III
  1. Constitution & Bylaws, action item to rescind ALA's constitution, this needs to happen if council will no longer be a governing body.

## **6. New Business**

### **a. Finance Policy Manual -- Finance Committee Chair, James Keebler**

- i. Will Porter, Eileen Palmer, Kimberly Paone, Samantha McCoy all worked on this policy.
- ii. Standard document most non-profits have.
- iii. Work on this document started in November, the policies and procedures is a comprehensive 12 page guide. New board members should get a copy and Finance Committee.
- iv. A shared Google Drive will be shared with NJLA leadership to store documents, this will be included.
- v. The NJLA Finance Policies & Procedures passed unanimously.

### **b. COYL Presentation**

### **c. Conference Committee Update – Allen McGinley**

- i. Just over 600 attendees (down about 100 from pre-COVID), 18 sponsors (doubled from pre-COVID), 50-60 exhibitors (down from pre-COVID), Brought in \$100,000, registrations were up for pre-conferences and lunches. Financially did very well, still waiting for the bill from Harrah's. Encore Technology company affiliated with Harrah's, proposal was double what was spent pre-COVID, Allen and Juliet were able to bring down their rate.
- ii. Attendee survey went out, the deadline is June 25. A survey will be sent to exhibitors and sponsors.
- iii. No known COVID cases due to the conference. Some people who had COVID prior to the conference were not able to attend.
- iv. Exhibitors do not want to stay the full day on Friday. There was a lot of effort to end the conference with a lot of energy and keep people engaged throughout the day. Conversations about starting the exhibit hall Wednesday afternoon and end at 1:00 p.m. on Friday.
- v. Jessica Trujillo said that at PLA they had an area with small businesses, maybe this is something that can be incorporated. Allan Kleiman suggested doing something more on Wednesday night.
- vi. Vendors were happy with engagement from attendees.

### **d. D&O – Statement in support of libraries going fine free – Jeff Cupo – [Statement](#)**

- i. Those without an address are more responsible with returning library items. It was found that fines do not do much to incentivise the return of materials.
- ii. Tool kit coming out soon with talking points for library boards.
- iii. Tanya Finney Estrada presented these topics to the NJTA, the trustee organization, and it was received well.
- iv. Diversity & Outreach recommends that NJLA adopt this statement – Allen McGinley moves, Jessica Trujillo seconds and the motion passes unanimously.

## **7. Old Business**

### **a. Recommendations for Dag Bulman gift - Jessica Trujillo**

- i. Took feedback from the last meeting, hoping to move some of these funds forward to be used.
- ii. Jessica Trujillo moves to accept the document with the changes, Allen McGinley seconds, Jen Brenner and Kate Jagers abstain, and the motion passes.

## **8. Partner Organizations Reports**

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

- i. Kathleen Moeller-Peiffer, Deputy State Librarian, is Retirements
- ii. Competitive grant opportunity, information session is this afternoon and will be posted by June 23.
- iii. Waiting for the state budget to be passed.

### **b. LibraryLinkNJ - Ralph Bingham**

- i. Ralph was not able to attend the meeting.

### **c. NJASL - Darby Malvey**

- i. Darby was not able to attend the meeting.

### **d. NJLTA - Pat Pavlak – Juliet Mache**

- i. Will continue monthly check-ins with the State Library.
- ii. Working on the Trustee Institute on October 8.
- iii. Pat thanks NJLA for honoring her with a Library Service Award.

## **9. Executive Session – Personnel Matter**

- a. Eileen Palmer moves to go into closed session and invite Allen Kleiman and Juliet Mache, Corey Fleming seconds.
- b. Kate Jagers calls for a motion to accept Juliet Mache's resignation, Corey Fleming moves and Joy Robinson seconds and the motion passes.
- c. Motion to enter into an agreement with an interim director, Corey Fleming makes the motion and Eileen Palmer seconds and the motion passes.

## **10. Calendar**

- a. Executive Board Meeting – July 19, 2022, 10 a.m., Piscataway Public Library & Zoom Option**

## **11. Good of the Order**

## **12. Adjourn** - The meeting adjourns at 12:09 p.m.

*Respectfully submitted by Selwa Shamy*