



**NJLA Executive Board Meeting**  
**August 17, 2021, 10:00 a.m.**  
Zoom

## **Minutes**

**Attendance:** Juliet Mache, Danielle Cesena, Adriana Mamay, Carina Gonzalez, Pham Condello, Kate Jagers, Kerry Weinstein, John Wallace, Laverne Mann, Samantha McCoy, Selwa Shamy, Allen McGinley, Joy Robinson, Jessica Trujillo, Keisha Miller, Karen Cerra

**Guests:** Abby Lundy, Ralph Bingham, Darby Malvey, Sarah Lester, Jen Nelson, Morgan Taylor

**Absent:** Corey Fleming, Jen Schureman Brenner

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

The president calls the meeting to order at 10:09 a.m.

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

Short change to the agenda, move the NJ State Library Jen Nelson's report right after the NJLA reports. Eileen Palmer makes the motion, Pham Condello seconds and the motion passes.

### **3. Minutes of the July 20, 2021 Executive Board Meeting – Selwa Shamy, Secretary**

The minutes are approved with no changes.

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

- a. First month of the new year, had new memberships
- b. \$25,000 was received as the first payment for the Navigator program.
- c. Juliet met with Abby Lundy about the needs of NJLA and financial needs. Talked about what we have, what we still owe, and what the net is. Hopefully her contract will be approved moving forward so we can discuss where we need to be.
- d. Brought in \$12,000 membership, not much for annual appeal, some money still coming in from conference, we were waiting on \$14,000.
- e. 61% from membership and dues, 39% for conference, annual appeal was only \$110, hoping that goes up.
  - i. Kate Jagers said no emails or letters went out yet, that will happen in the fall. Samantha McCoy suggested something about the annual appeal be included in the membership renewal reminder email, Kate agreed this is a good idea.

- f. This financial information will be put in an easy to understand packet for the board.
- g. Allen McGinley makes a motion to approve the bill list, Danielle Cesena seconds and the motion passes.

## 5. Reports:

### a. **Kate Jagers, President**

- i. Attended committee and section meetings this past month, there is much activity this summer. Will meet with the liaisons to get a more detailed picture.
- ii. Reorganization Task Force - Reviewing how to share information more widely among sections and committees. Will work with the liaison reports to share with leadership. Potential collaboration around mentorship and leadership development.
- iii. Kate and Jessica met with Member Communications Committee and discussed a review of best practices for communication, elists, and social media. Looking for guidance on improving the NJLA website and providing training or guidelines for it.
- iv. Finance - Working on enhanced institutional and corporate membership
- v. Public Policy committees - Planning advocacy trainings for membership
- vi. Conference Committee meets this week - Radwa Ali stepped down as co-chair; Cynthia Becker, Pham Condello, Allen McGinley, and Kate Angelo will co-chair this year. Hoping to have better structure within this committee to build leadership.
- vii. Access Navigators is doing well and moving forward, and the Strategic Planning task force will meet with Jessica Trujillo in September.

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

- i. Public Policy - Putting together advocacy drive for FY23. Looked at what has been done well and areas of improvements.
- ii. July 27 attended a hearing for governors distribution of ARPA funds. Written testimony was submitted; Juliet was not invited to present it.
- iii. The Access Navigators program had a busy month. First payment was received from NJSL, with thanks to Jen Nelson for giving this payment early to help start the program.
  - 1. The interview team worked with the Employee Relations Committee to develop job descriptions for six positions for the program.
  - 2. Library review team put together the application that went out yesterday.
  - 3. The sustainability team will work to explore additional funding opportunities.
- iv. Public Relations committee worked with Juliet on press releases, and one on the per capita state aid was published in the South Jersey Observer.
- v. Broadband - law signed July 7, now making appointments. NJLA will make a recommendation to the governor in March, the appointment is

asking for more documents. It will take another 1-2 months to complete. When the first meeting is convened, the commission has one year to work on recommendations to the governors.

vi. **Partnerships**

1. Juliet has been meeting weekly with Jen Nelson and Ralph Bingham. Have been talking about Library Alliance, resurrect or create something new? Will look at EDI (equity, diversity, inclusion) to see if a connective framework can be built for NJ libraries to address EDI issues. The working process is ongoing, hopefully a report will be made in September.
2. Advice Childhood Experiences under the NJ Office of Resilience. Met with Dave Ellis, the Executive Director about the synergies possible with NJLA and his organization. They have a training program and Juliet asked that they do a presentation for NJ libraries about how libraries can be involved with their work. They are looking at libraries as community conveners to facilitate conversations.

**c. Eileen Palmer, ALA Councilor**

- i. ALA President Patty Wong put forward her plan for next steps in the reorganization process. The descriptions are a bit vague at this point.
- ii. Public policy - ALA is trying to get construction money in the Budget Reconciliation Act, they gave up trying to get it in the infrastructure bill. They are asking members to reach out to legislators to support this.
- iii. LSTA funding will have a slight increase in the coming year.
- iv. The Emergency Connectivity Fund is still active. There is a lot of money for libraries to purchase devices for the public but not much money earmarked for libraries to upgrade bandwidth. This is the biggest unmet need next to construction.

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

**e. Board Subcommittee Reports - none**

**6. Old Business - none**

**7. New Business**

**a. Committee Vice Chair Roster - Jessica Trujillo**

- i. Most vice chairs are in place with a couple of gaps, Leadership & Education and the Conference Committee have no vice chairs yet. Follow [this link](#) for the complete list of vice chairs.
- ii. Juliet Mache said for Leadership, we need to figure out a way of using the graduates for Emerging Leaders, putting them in a structure to continue learning and become the leaders of NJLA. We need to create building blocks and strategies to get to the result we want.
- iii. Jessica Trujillo moves to accept the new vice chairs and Carina Gonzalez seconds and the motion passes.

**b. Request from NJLA Admin & Management Section**

- i. [Public Policy Committee Response dated August 6, 2021](#)
  - ii. Juliet Mache is summarizing the request. Pass a resolution to petition the legislation that public libraries not return unspent monies at the end of the year. The request was sent to Public Policy.
  - iii. Sarah Lester, Public Policy co-chair, said the committee is concerned that this action will be in conflict with other bills we are working on, like asking for increased funds.
  - iv. A recommendation was made to offer training about the existing law for unspent funds and the options available. There are many new library directors and this process may not be known/understood.
  - v. Laverne is the liaison for the Administration & Management Section, and inquires about how many libraries had to return unspent funds in the past; she does not think there are many libraries in this situation.
  - vi. Eileen Palmer echoed the need to get solid information. The concerns from Admin & Management are about the law as it is applied now, that it will result in an unprecedented amount of money going back to municipalities. Several years out there could be a recalculation of library budgets and a reduction in funds. Applying this law during the pandemic could result in negative consequences; it is not a matter of training because veteran library directors have requested this.
  - vii. Need to know how many libraries underspent their budget in 2020. For libraries funded at one third of a mill and no extra, the consequences could be very negative.
  - viii. Laverne Mann reiterated there is a training element about how much of the budget needs to be spent by the end of the year.
  - ix. Kate Jagers suggested the board craft a response to continue the conversation. Laverne will help facilitate getting access to data and share it with the Board and Section. Kate will work with Laverne on whatever work needs to be done to access data on returning funds.
- c. Library Workers of Color section selected meeting dates. The section leadership met about a civil service and union issue. They are thinking about a two-part workshop either in person or virtually on this topic.

## **8. Partnering organizations**

### **a. LibraryLinkNJ - Ralph Bingham**

- i. Grant Agreement was received from NJSL, funded for FY22, received first half of the payment in early August.
- ii. Delivery and Resource Sharing - Working on an RFP, have a meeting with TForce to discuss topics around the contract extension to make sure it can move forward. Last time they met, delivery issues were discussed, especially in the southern part of the state. There were many missed deliveries due to a pandemic related driver shortage. There is a delivery issues form on the LLNJ website.
- iii. Communication with members is changing. Hopefully you have seen that the newsletter has been revamped. Look for weekly happenings on the

calendar and monthly newsletter. Active on Instagram and Facebook, will continue to push out e-blasts on specific topics.

- iv. Collaborations - Meeting with NJSL and NJLA about collaborating on instituting EDI processes in libraries.
- v. MentorNJ will resume meetups in the fall. Over 150 meetups have met, reaching over 1700 participants since the pandemic started.
- vi. The Information Equity conference is coming in October, and will be advertised next week.
- vii. Skill Sharing Conversations are ongoing and there is a waiting list for Super Supervisor Training.
- viii. Ready for Anything Resiliency grants have been announced.

**b. NJASL - Darby Malvey**

- i. Mary Moyer Stubbs will attend NJLA Public Policy meetings as the NJSL liaison
- ii. Worked with Jessica Trujillo on a joint statement on public and school libraries. Many legislators do not understand the difference. Fact sheet has not been updated since 2010. Concise description of what is happening in school and public libraries.
- iii. Legislative Sessions for Save School Librarians: SLMS Ratio Bill and Information Literacy Bill. Links will be in the upcoming NJLA news alert email. Members need to contact legislators about wanting school libraries in their community--as taxpayers, not necessarily NJLA members.
- iv. Survey going out to all legislators running this year and a questionnaire for school board members running.
- v. Will work on another meeting with NJLA and NJASL leadership. Darby will meet with Kate Jagers and Jessica Trujillo and if anyone else is interested in attending the meeting, email Darby at [njla@njasl.org](mailto:njla@njasl.org). Will hopefully move forward in getting different entities in each organization to communicate and work together.

**c. NJLTA - Pat Pavlak - no report**

**9. Closed Session - Employee Relations Committee**

- a. Samantha McCoy makes a motion to go into closed session to discuss recommendations from the Employee Relations Committee about NJLA staff. Laverne Mann seconds and the motion passes.
- b. Recommendation from the Employee Relations Committee to approve the separation of the former NJLA bookkeeper effective July 30. The motion passes unanimously.
- c. Recommendation from the Employee Relations Committee to enter into contract with Abby Lundy bookkeeping services effective July 1, 2021 - June 30, 2022 with the option to renew annually. The motion passes with one abstention.

**10. Calendar**

**a. Executive Board Meeting - September 21, 2021, 3:00 p.m. - Zoom**

Laverne Mann asked that we rethink the 3 p.m. meeting times. Kate Jagers

wants to make information on attending board meetings more accessible, still keeping the Zoom link protected to avoid Zoom bombing. The meetings need to be more welcoming to the membership.

**11. Good of the Order**

**12. Adjourn** - Keisha Miller makes a motion to adjourn at 12:03 p.m. and Joy Robinson seconds.

*Respectfully submitted by Selwa Shamy*