



NJLA Executive Board Meeting
September 21, 2021, 3:00 p.m.
Zoom

Draft Minutes

Attendance: Jen Schureman Brenner, Pham Condello, Carina Gonzalez, Corey Fleming, Kate Jagers, Juliet Mache, Laverne Mann, Samantha McCoy, Allen McGinley, Keisha Miller, Eileen Palmer, Selwa Shamy, Jessica Trujillo, John Wallace, Kerry Weinstein

Guests: Ralph Bingham, James Keehbler, Darby Malvey, Jen Nelson, Eric Schwarz

Absent: Danielle Cesena, Adriana Mamay, Joy Robinson

1. **Call to Order – Kate Jagers, President**
 - a. Meeting called to order at 3:02 p.m.
2. **Adoption of Agenda – Kate Jagers, President**
 - a. No changes.
3. **Minutes of the August 17, 2021 Executive Board Meeting – Selwa Shamy, Secretary**
 - a. No corrections.
4. **Financial Report – Samantha McCoy, Treasurer**
 - a. FY 2022 Financial Summary document link.
 - b. Budget vs. actuals - on target for where we should be.
 - c. Access to Quickbooks online has helped a great deal.
 - d. Motion to approve the bill list - Pham Condello makes the motion and Corey Fleming seconds and the motion passes.
 - e. Motion to approve the auditor's engagement letter which includes \$8750 to fund the FY21 Audit - Eileen Palmer moves and Lavern Mann seconds and the motion passes. Eileen suggested bidding out for the audit going forward because the cost is relatively high and Corey agreed.
5. **Reports:**
 - a. **Kate Jagers, President**
 - i. Committee and section liaison report was sent to the full board right before this meeting. Board members were asked to read the report. The intention is to share the report among the section/committee leadership.
 - ii. Juliet Machie, Allen McGinley and Kate Jagers met with a representative from the NJ Health Care Quality Institute about COYL (Conversation of Your Life). NJLA and libraries being at the table is a good thing. Carina Gonzalez is the NJLA representative on that steering committee; their first

meeting is this Friday.

- iii. Representatives of NJLA met with representatives of NJASL this week to continue discussions to strengthen collaboration.
- iv. Presented at a Chat and Chill meeting with Rutgers LISSA student group with Ally Blumenfeld, Chair of Member Services, about NJLA engagement and benefits of being involved as student members.
- v. Meeting tomorrow to update the 2022 Strategic Plan, with thanks to Jessica Trujillo for the lead on this.
- vi. Jessica Trujillo spoke at the CUS (College & University Section) membership meeting recently.
- vii. Shared with the Board the response provided to Administration & Management Section about their request regarding Return of Funds.

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

- i. Spent the summer months planning for legislative drive for FY23. Had meetings with the advocacy team and Public Policy to get input on how to improve the process. Reviewing options and will be making decisions. Will reshape the process and documents if needed to do a better job of providing clarity.
- ii. Peggy Cadigan has contributed much insight and knowledge to the process; she is retiring from NJSL and will be missed. Juliet thanked Peggy for everything she has contributed.
- iii. NJLA will participate in the Legislative Summit on October 16.
- iv. Libraries impacted by storm damage. "Library Journal" will be doing an article on the NJ libraries impacted by Hurricane Ida. Commend all library directors who were impacted.
- v. Access Navigators Program
 - 1. much work has been focused on this initiative; thanks thanks to Dave Hansen and the Access Services Task Force, who devoted countless hours into ramping up the Access Navigators program.
 - 2. deadline was September 17 and applications are being reviewed.
- vi. Proposed EDI Partnership statement is included below in the agenda.
- vii. Juliet met with Data Axle's Bill Loges and Bill Carlson on August 30th. The goal of the meeting was to explore strategies for forging a stronger partnership. We will be working with Data Axle (formerly ReferenceUSA) to articulate training for NJLA members, as well as library resource awareness presentations for legislative staff. Allen McGinley, Sarah Lester, and Kate Angelo also attended the meeting.
- viii. Information Session with the Governor's Office and Library Directors and Staff coming up September 30. Topics to be covered include: a new state rental assistance program, EDA grants and COVID boosters.

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

- i. Lib Learn X (MidWinter) Conference will be held virtually. They got some negative feedback on why the conference would not be held in Texas --

that it is COVID-19 related and not due to boycotting Texas due to their restrictive legislation on women's health choices.

- ii. Redesign ALA and how it works and serves its members is now called TAG - Transforming ALA Governance Task Force.
- iii. FCC's Emergency Connectivity Fund will open a window from late September through early October to apply. Most money in round one was used, the rest of the funds will be given out in round 2.
- iv. The Maryland Library Association has been working on legislation to force publishers to adopt fairer digital content pricing for libraries. Earlier this week the Register of Copyrights, in response to a question on the legality of such state laws (posed by a U.S. Senator), provided an opinion that suggests such state laws violate federal copyright laws.
- v. NJLA may want to have a disaster relief fund, but not sure if the organization has the bandwidth. Could actively promote that ALA has a disaster relief fund, for those who want to donate this can be an avenue.

d. Board Subcommittee Reports

- i. The Planning Committee is having a meeting tomorrow to review the current strategic plan and will make a roadmap for the new strategic plan. The Reorganization Committee did a survey last year and that data can be used. Will set up an online town hall and especially need to get feedback from school and college/university libraries because they were not included in last year's survey.

6. Old Business

- a. **Vice Chairs** - Tara Murphy from North Plainfield Public Library will be vice chair for the Conference Committee and a few more members were recruited. Jessica Trujillo makes a motion to approve the vice chair, Pham Condello seconds and the motion passes.

7. New Business

a. Employee Relations Committee - New Hire Recommendations

- i. Web and Digital Media Specialist (\$25 per hour, 10 hours per week). Two candidates were interviewed and a recommendation was made, it is included in the payroll line of the budget.
- ii. Access Navigator positions paid by the grant received by NJSL funded for IMLS through American Recovery Funds. \$190,000 goes toward salaries for 50 weeks.
 1. Head position recommendation is Gabrielle Clark (\$35 per hour, 35 hours per week). Benefits are included in the grant funds, they are 26% of the salary.
 2. Three navigators have been recommended out of five.
- iii. Kate Jaggars moves for a vote to accept the recommendations from the Employee Relations Committee, the motion passes.

b. Finance Committee Recommendations

- i. Recommendation 1: Increase booth rates at the conference. Research was done to compare what NJLA charges as opposed to what other conferences charge.
- ii. Recommendation 2: Corporate Member and sponsorship system - create a program that would provide year round benefits, offer engagement they are looking for. Create more opportunities to support NJLA at higher levels.
- iii. Kate Jagers calls for a vote to accept the recommendations from the Finance Committee, the motion passes

c. Investment Subcommittee

- i. Met with the new financial advisor. Valley CD that matured at the end of 2020 was liquidated [\$205,062.24] and sent to Lakeland Bank to be held in a savings account. It is included in the FY22 budget under unrestricted operational funds as cash reserves. The recommendation is for Lakeland Bank to invest the funds for NJLA until a decision is made about what to do with the money.
 - 1. Juliet does not believe the money will be needed in the next year.
 - 2. Investment will be in a moderate growth fund that has done well in the past. Samantha feels very confident with Juliet's plan.
 - 3. The suggestion was to have the financial advisor do a presentation for the board in a future meeting. A vote can still be done today.
- ii. Kate Jagers called for a vote to accept the recommendation from the Investment Subcommittee and the motion passes.

d. EDI Partnership - Discussion & Feedback

- i. Ralph Bingham, Jen Nelson, and Juliet Mache met to [draft a statement](#) of intent to facilitate common strategies to examine organizations with an equity, diversity, and inclusion lens.
- ii. Reach out to Juliet with any further feedback on the statement.

e. Standing Action Protocol for Natural and other Disasters

- i. Struggle with questions on what to do during these situations. What is the NJLA protocol when an emergency happens? What does NJLA do to help libraries that are experiencing challenges that may not be due to a natural disaster? How do we go about putting something together if we want to take a stand or action?
- ii. Kate Jagers will put together a small group to further discuss this before bringing it back to the board.

8. Partnering organizations

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

b. LibraryLinkNJ - Ralph Bingham - No report

c. NJASL - Darby Malvey

- i. Jessica Trujillo attended the meeting last Friday. Darby and Jessica worked on a document describing the difference between public and school libraries. It will be posted to the NJASL and NJLA websites. This

will help to educate legislators.

- ii. Conference subcommittees will explore the potential for collaborating on one conference. This has been a years-long conversation.

d. NJLTA - Peter Wendrychowicz

- i. Fort Lee Library ran a program on EDI and the BCCLS Trainee Subcommittee picked up on it and created two 90 minute programs that will be held late September and early October. The goal is to start with BCCLS and move statewide. Jen Nelson attended the last meeting.
 - 1. Moms for Liberty and opponents of critical race theory are opposing EDI efforts.
 - 2. Looking for intellectual and financial assistance to extend the program statewide.

9. Calendar

- a. **Executive Board Meeting - October 19, 2021 - Cherry Hill Public Library**

10. Good of the Order

11. Adjourn

- a. Samantha McCoy makes a motion to adjourn and Jessica Trujillo seconds and the meeting adjourns at 5:07 p.m..

Respectfully submitted by Selwa Shamy