



NJLA Executive Board Meeting
December 21, 2021, 10:00 a.m.
Zoom

Minutes

Attendance: Danielle Cesena, Carina Gonzalez, Kate Jagers, Juliet Machie, Adriana Mamay, Samantha McCoy, Allen McGinley, Keisha Miller, Eileen Palmer, Joy Robinson, Selwa Shamy, Jessica Trujillo, John Wallace

Guests: Darby Malvey, Ralph Bingham, Linda Hoffman, Molly Hone, Gabie Clark, Lila Schabacker, Sarah Lester, Jen Nelson, Judith Pissano, Will Porter, Karen Cerra, Peter Wendrychowicz

Absent: Corey Fleming, Kerry Weinstein, Laverne Mann, Jen Schureman Brenner

1. Call to Order – Kate Jagers, President

- a. Meeting called to order at 10:02 a.m.

2. Adoption of Agenda – Kate Jagers, President

3. Adoption of Meeting Minutes:

- a. **November 23, 2021, Executive Board Meeting - Selwa Shamy, Secretary**
 - i. The minutes are accepted.

4. Financial Report – Samantha McCoy, Treasurer

- a. Financial Summary review
 - i. Liabilities, there is a negative \$3841, the auditor will take care of this.
 - ii. The \$300,000 donation is included. Revenues are higher this year.
 - iii. Donations take up most of the finances through the end of the year. Store income is a little under \$4000.
 - iv. Expenses need to match with organizational goals. Spending is mostly for personnel and the conference.
 - v. First hotel payment for the conference will happen next month.
 - vi. There is an issue with the meter numbers so the office has not paid electricity yet, and the first bill will be substantial.
 - vii. Danielle Cesena makes a motion to accept the bill list, Joy Robinson seconds and the motion passes.

5. Reports:

a. Kate Jagers, President

- i. Funds have been approved for scholarships this year at a rate that gives

each awardee funds to cover a single course at Rutgers University.

- ii. NJLA Intellectual Freedom Committee has drafted a statement that will be discussed later in the meeting.
- iii. Kate and Juliet Machie attended the NJASL conference in December in Atlantic City and brought back information for the conference committee; they also did a walk-through at Harrah's.
- iv. The NJLA Store is surpassing what many thought they would do this year, thanks to a great job by Cheryl and Jeff McBride. They did not make that much less at NJSAL than previous years, and attendance at NJASL was slightly down.

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

- i. NJASL - first in person conference since the pandemic started.
- ii. The Public Policy Committee finalized 2022-23 legislative priorities to present to the Executive Board.
- iii. Hosted a conversation on intellectual freedom on December 2 with representatives from partner organizations including NJASL, NJSJ, LLNJ, NJLTA and VALE. This framed the way forward for how intellectual freedom issues can be addressed and how responses can be made.
 1. NJLA will continue to work with the Intellectual Freedom Committee to put together a process that can be shared.
 2. Establishment of a rapid response team. NJASL is taking the lead.
 3. LLNJ will be convening conversations on the MentorNJ platform to have discussions.
- iv. LLNJ Membership Meeting, ALA Chapter — focus on advocacy and highlight what NJLA does.
- v. Access Navigators - on the agenda to approve hiring more Navigators.
 1. Thanks to Andrea Levandowski the Heldrich Center for Workforce Development will provide ongoing training to the Access Navigators.
- vi. EDI Framework - LLNJ Board approved and is being presented to the NJLA Executive Board today.
- vii. Reflections on this past year. Juliet is grateful for the support and volume of work established in the past few months.

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

- i. ALA Conference toward the end of January, Eileen has not seen an agenda or resolutions.
- ii. Will meet once before the conference, Eileen will send any updates via email.

6. New Business

a. Employee Relations Committee - NJLA 2022 Holiday Calendar

- i. The list is the same that was created for Juliet Mache's employment contract last year.
- ii. Eileen Palmer suggests that this list be reviewed each year.
- iii. The recommendation from the committee of the 2022 holiday closings is

approved unanimously.

- iv. Kate Jagers acknowledges that the NJLA Office will ensure, through the calendar and News Alerts, that the membership knows when the office will be closed and how to communicate in time-sensitive situations.

b. Employee Relations Committee - Recommendations to Hire - Access Navigators

- i. The budget includes four positions working up to 20 hours per week for 15 libraries. The board approved the hire of three navigators and hired two. Some libraries requested bilingual navigators – NJLA would like to hire Laura Figueroa and Abigail Urena.
 - 1. The hiring recommendation from the committee was approved.
- ii. A recommendation was made to include the terms of employment for positions to be voted on (FT/PT; salaries; benefits) so there is a record in the minutes that reflects the Board approved the specifics.

c. Public Policy - FY23 Funding Priorities - Linda Hoffman ([Link to full report](#))

- i. The priorities are:
 - 1. Per Capita State Aid
 - 2. Library Network Aid
 - 3. Digital Equity Grant
 - 4. Broadband Legislation
- ii. Legislators asked for less paperwork, getting right to the point, and infographics. When they learned how per capita aid was used in their districts it made a big impact on them.
- iii. Formulated Public Policy subcommittees to bring feedback and research.
- iv. Thanks to Bob Keith from the State Library for the data, as well as everyone for the support and feedback.
- v. Now the committee needs to start meeting with legislators and make things happen.
- vi. Sarah Lester thanked Linda Hoffman and Juliet Mache for all the help with legislative visits.
- vii. Mary Moyers has been instrumental in sharing information with the committee and getting it out. They are making real progress with NJASL.
- viii. Comments
 - 1. Eileen Palmer questioned the focus on Broadband Legislation since it has already been passed.
 - 2. Juliet Mache said NJLA is open to language that will effectively communicate and generate money for libraries. Legislators respond to library advocates when they align with their work.
 - 3. Jen Nelson wrote: Perhaps reframing in terms of Digital Equity Act and possibilities available there?
 - 4. Linda Hoffman said the ask was increased to \$4 million for digital literacy.
- ix. Kate Jagers proposed that the board approve the legislative priorities and not the flyer, making a recommendation that the language be changed for the broadband section and adding language about what the

school libraries priorities mean.

- x. A vote to accept the recommendations from the Public Policy was in favor, with Eileen Palmer opposing and no abstentions.

d. Finance Committee - Recommendation for a New Task Force

- i. Kate requests authorization of a task force to consider the use/investment of the gift to NJLA from Dag Bulman's estate.
- ii. Areas of interest, in addition to general investment, are prioritizing NJLA archives, Conference support, and fund development, and the Finance and Investment Committees suggested a task force to consider NJLA's options and provide a recommendation to the Executive Board no later than its May meeting.
- iii. Task Force members would include Jen Podolsky (Investments Chair), Ken Kaufman (Investments Vice Chair & Member of Archives Task Force), James Keebler (Finance Chair), Will Porter (Finance Vice Chair), Samantha McCoy (Treasurer, Budget Committee Chair), and Adriana Mamay (Conference Futures Task Force & Member of Budget Committee).
- iv. Eileen Palmer moves to approve the work of this the task force, Joy Robinson seconds, and the motion passes.

e. Adoption of EDI Framework & Actions

- i. Juliet Machie presented an updated document detailing EDI Framework / Statement of Intent, with incorporated initial feedback from previous Board meetings, and the addition of specific action items.
- ii. Clarification of "Collective EDI Assessment" -- NJLA, LLNJ, and NJSL's interactions with each other, as well as any other partner organizations; recommendation to spell out an explanation of "we" in this section.
- iii. Eileen suggests that the partners request an opportunity for public comment, acknowledging that this document was created from the top-down.
- iv. Jen Nelson and Ralph Bingham agrees that incorporating membership feedback is a positive step, particularly when addressing a large-scale topic with deep input. This will be included in the implementation process.
- v. Joy Robinson moves to approve the statement of intent, John Wallace seconds, and the motion passes with all in favor.

f. NJLA Statement on Censorship & NCAC Statement

- i. Judith Pissano, Chair, presents a statement from the Intellectual Freedom Committee on behalf of NJLA. All in favor of approving this statement as recommended by the committee.
- ii. The Intellectual Freedom page of the NJLA website is being actively updated, and will include the approved statement, an updated form for sharing challenges and questions, and links to toolkits and more information/support. IFC and the PR Committee will work to promote these resources.
- iii. Eileen Palmer moves that NJLA sign onto a statement from the National

Coalition Against Censorship, Joy Robinson seconds, and the motion passes.

- iv. Kate Jagers notes that there is a North Hunterdon school board meeting scheduled for this evening (December 21).

g. Public & School Library Fact Sheet - [Link](#)

- i. A fact sheet to promote information about both the differences and the collaboration of school and public libraries, to be approved by NJLA and NJASL, was presented thanks to the hard work of Darby Malvey (NJASL) and Jessica Trujillo. Tara Weiss Cooper is also working on an infographic.
- ii. Eileen Palmer moves to accept the fact sheet, Danielle Cesena seconds, and the motion passes.

7. Old Business

8. Partnering organizations

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

- i. Construction Bond Act -- Has now passed through Assembly and Senate and is waiting for final signing by the Governor.
- ii. State Library received funding from the Department of Labor to continue the Fresh Start Program.
- iii. Wishes the Board a happy New Year!

b. LibraryLinkNJ - Ralph Bingham

- i. Membership Meeting in December, positive feedback about perceived unity among partner organizations.
- ii. Looking for a Strategic Plan facilitator, posted on LLNJ website.
- iii. Presence at NJASL Conference, with a vendor table and programming.
- iv. Just official posted RFP for Delivery Service, thank you to Phil Berg and the Task Force.
- v. Congratulations to Darby Malvey who has been promoted to full-time Program Coordinator starting in January.

c. NJASL - Darby Malvey - [Full Report](#)

- i. Thank you to Kate Jagers, Juliet Machie, and the NJLA Store for being at the NJASL Conference.
- ii. Thank you to Jen Nelson for attending the entire Conference as well!
- iii. There is a live form to sign up to be involved with the NJLA-NJASL Intellectual Freedom Regional Rapid Response Team: bit.ly/librrt. All are encouraged to sign up, and to share with colleagues, friends and family, and all community members interested in the fight against censorship and in support of our school and public librarians.
- iv. Working on establishing a committee (with co NJLA-NJASL Chairs) to manage these responses -- Please email Tricina Strong-Beebe, advocacy@njasl.org, if interested in being involved.
- v. Legislative update -- Information Literacy petition is still active and all are encouraged to sign (https://www.saveschoollibrarians.org/njasl_infolitbill_2021) and School

Librarian Ratio has not yet made movement and is still a priority
(https://www.saveschoollibrarians.org/njasl_ratiobill_2021)

- d. NJLTA - Peter Wendrychowicz**
 - i. Trustees Training coming soon!
 - ii. Happy Holidays to all!

9. Calendar

- a. Executive Board Meeting - January 18, 2022, 10 a.m. - East Brunswick Public Library**

10. Good of the Order

11. Adjourn

Respectfully submitted by Selwa Shamy