



## NJLA Executive Board Meeting Approved Minutes

October 18, 2022 Monroe Township Library/Zoom

Attendance: Danielle Cesena, Cindy Czesak, Heather Dalal, Lynnette Fucci, Carina Gonzalez, Kate Jagers, Allan Kleiman, Adriana Mamay, Laverne Mann, Allen McGinley, Judith Pissano, Selwa Shamy, Jessica Trujillo, John Wallace

Guests: Karen Cerra, Alicia Gough, Will Porter

1. Call to Order – Jessica Trujillo, President  
The meeting was called to order at 10:07 am.
2. Adoption of Agenda – Jessica Trujillo, President

Add membership report/EIM to the agenda each month

Motion: Heather Second: Kate

### 3. [Adoption of Meeting Minutes](#)

Meeting minutes were adopted with no changes

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

- We are still collecting revenues and paying bills from the May conference, which is in last fiscal year's budget. We will be revising assets & liabilities to ensure they are where they belong to ensure accuracy. We are trying to determine what we spend for the conference and what we make to provide money for the association.
- A revision of the 2022-23 budget revision and a 2021-22 auditor proposal will be brought to the Executive Board.
- Abby, Cindy, and Allan K meet 2-3x a month to oversee the bills to ensure assets & liabilities are all accounted for.

### 5. Reports

1. [Jessica Trujillo, President](#)
  - Please see the Executive Board liaison reports in the report.

- a. **Strategic Planning Update** – The Strategic Planning Task Force met in August and October. The TF decided to wait for the Executive Director to begin the creation of the Strategic Plan but will conduct in-person and virtual focus groups to begin collecting feedback from stakeholders. A focus group was held at Youth Services on 10/17/22.

The focus groups have three broad questions –

- What would your ideal working life look like? (Activities, work with colleagues)
  - How do you see your library in context with your community
  - How can NJLA help support your vision of that?
- b. Library Workers of Color has moved their meeting time.
  - c. Executive Director Search Task Force updates
    - Two people dropped off the task force due to new jobs out of state. The task force membership will remain as is.
    - There is a link for members to fill out what they would like in the next ED in the recently sent out President’s message.
    - Zoom focus groups will occur

- d. **NJ State Broadband Access Study Commission** (Will Porter)

Will first went through a vetting process before officially joining the commission. The members of the commission created a survey before Will’s arrival, so unfortunately he gave no input on the survey. He did impress upon them that they must include public libraries in their distribution plan for the survey as many individuals without broadband access at home access it via their library. The survey is available at <http://www.broadband-nj.com/>.

Adriana also mentioned academic libraries should be included in the distribution to reach students who do not have broadband at home and only the college library. She will send it out via the NJ academic librarian listservs.

- e. **EDI Coalition** -has its first meeting next week.
- f. **Sustainable Libraries Initiative (SLI) partnership update:** A press release will be shared with NJLA members soon. There will be an informational webinar on informational webinar Dec 5 at 10 am. NJLA members will be added to the sustainable libraries group – there will be an opt-out form.

## 2. **Cindy Czesak, Interim Executive Director**

Cindy and Kate attended the NJ Principals and Superintendents conference. They are working with Ewa Elliot, who is encouraging NJLA to go to the NJASL Conference in December.

Discussion on members and non-members calling NJLA for support that doesn't exist in the state. Examples include Job description for technical services associate and should a trustee check in with staff. NJLA supports legislative, professional development, and standards, but they have not approached this kind of support. NJLA will need monetary support to provide support like this. We will need to tell the new executive director what our priorities are and formulate our role/direction. We will have to define our role, in discussion with the NJ State Library and Library LinkNJ.

### 3. [Laverne Mann, ALA Councilor](#)

- A lot of meetings. Attended a session on new ALA bylaws. There's a lot of overlap with the constitution. AT LibLearnX, there will be a Constitutional Convention.
- Submitted State of the Report
- There is a travel grant for underemployed library workers
- Links for Book bans and Intellectual Freedom issues
- In the end of September, ALA sent a letter to the FBI director expressing concerns about the threats to public and school librarians.
- The Right to Read Act was proposed— all schools will have a school library staffed with a Certified School Librarian.

## Old Business

### 1. [NJLA Social Media Guideline Recommendations](#)

These were updated by a Member Communications subcommittee. Discussion about who in NJLA would be creating and maintaining accounts. We don't know. NJLA has about 30 accounts, they will devise a rubric to decide which should stay and which should be created. Discussion on the number of accounts and the necessity of such. Discussion on who would permit new accounts. Hoping for someone in the office.

## 7. New Business

### 1. [NJLA Construction Task Force Recommendation](#)

A subcommittee of Public Policy recommended the next steps for a Task Force with representation across the state. Discussion about the size of the Task Force (minimum 14 members). There may be an overlap in membership. Question about a possible lack of

volunteers to fill positions, will we still move forward? The focus of the Task Force is to bring transparency to the process. Dave Hanson is willing to chair the task force. This TF will address inequities – some libraries received 0 dollars.

- Recommendation to consider it an NJLA Task Force reporting to the Executive Board, not a Public Policy Task Force however a member of Public Policy should serve on it.
- John Wallace asked if it should be a task force since that body is limited in time frame or if a permanent body to continue this work. This has been discussed by the subcommittee and the task force will make that decision.
- Recommendation for Library LinkNJ representations.
- Motion to approve the creation of the Task Force by Danielle; seconded by Carina. All approved.

## 2. EIM Refund Policy

- EIM has started as a beta tester; 4 libraries started the process. Some libraries want to start now, but they renewed in April and are asking for a refund for that gap.
- This would be a logistical and administrative challenge. NJLA runs on July – June fiscal year and refunds may be for membership received in the previous fiscal year.
  - To the individual it would be a small refund (\$20-\$30), but it would be a burdensome process and may negatively affect this year's budget.
  - If a library joins, Karen would have to go through everyone's membership in that library to give everyone refunds back.
  - Since it's a rolling membership, the suggestion is to wait to join. They still offer a gap membership.

A motion was made by Heather to approve this statement “While NJLA is revising its membership structure, we will be not issuing refunds on previously paid memberships. Gap membership is available.” Seconded by Daniela. All Approved.

## 3. [NJLA Mini-Grants](#) (Allen McGinley)

Mini-Grants are an opportunity for sections and communities to apply for additional funding to complete projects. The Mini-Grant Task Force will work on the application and scoring rubric determining how the projects align with the core values and help NJLA achieve the goals in the Strategic Plan. The Second VP would chair. Membership would be composed of Members at Large from the NJLA Executive Board. The Executive Board voted to create the Task Force. The executive board voted to create the task force.

#### 4. NJLA Support Fund Discussion (Jessica)

There was a suggestion to create a small task for – Eileen, James, Laverne - to make recommendations on how to allocate the funds.

##### e. Membership Report (Allen McGinley)

Individual members in September were up from the previous year. Student membership was up a little, but still down from last year. Retired was down vs the previous year and previous month. We will look at these areas in Members Services in terms of outreach.

There are 10 new EIM members. Adriana suggested that a rep come to NJAL Conference (Formerly Vale) to discuss EIM. A talking point to directors is inclusion; allowing all to engage in professional development.

#### 8. Committees & Sections

##### 1. EveryLibrary Partnership Update - Judith Pissano

Received NDA, but not MOA, which we'd need to vote. Ewa from NJASL wants to move forward. Carina suggested a miscommunication about why we have not received the document.

##### 9. Partner Organizations Reports - none

1. NJSL – Jen Nelson
2. LibraryLinkNJ – Ralph Bingham
3. NJASL – Darby Malvey
4. NJLTA – Pat Pavlak

##### 10. Good of the Order

11. Next Meeting: Nov 22, 2022, at 10:00 AM

12. Adjourn

Motion to adjourn was made by Allan and seconded by Adriana.

The meeting adjourned at 12:15pm

Respectfully submitted by Heather Dalal