



NJLA Executive Board Meeting
March 17, 2020
10:00am–12:00pm
via Zoom

MINUTES

Present: Amy Babcock-Landry, Danielle Cesena, Leslin Charles, Corey Fleming, Judah Hamer, Kate Jagers, Eileen Palmer, Will Porter, Susanne Sacchetti, Jen Schureman Brenner, Jessica Trujillo, Pat Tumulty, Leah Wagner, Kerry Weinstein

Guests: Kate Angelo, Conference Committee; Chris Carbone, Finance Committee; Cindy Czesak, NJLTA; Tonya Garcia; Karen Klapperstuck, Conference Committee; Rich Loomis, Conference Committee; Kim Lyons, Conference Direct; Samantha McCoy, 2020-22 Treasurer; Marie Radford, Rutgers University; Jeanne Marie Ryan, Finance Committee; Thalia Sweet, Conference Committee

Absent: Pham Condello, Darby Malvey, Adriana Mamay, Emily Moore

Call to Order - Jen Schureman Brenner, President

The President calls the meeting to order at 10:00am. Announces emergency adjustments to the agenda in order to focus only on essential items under New Business:

- Conference updates
- Financial Review
- COVID-19 updates

New Business

Conference Updates

- The Board discusses canceling or rescheduling the NJLA Annual Spring Conference at this time, or waiting until April to make the decision. The general consensus is that NJLA wait a little longer before making a final decision.
- NJLA will continue to accept attendee and booth registrations
- Report from Kim Lyons from ConferenceDirect, who navigates all of our contract negotiations:
 - Confident that we will be able to cancel Conference without penalty at some time in the future, but we aren't at the point that we are able to do that yet
 - Hotels are taking this hit very hard and sticking very strongly to cancellation fees
 - As of 8:00pm yesterday, all casinos have been mandated to close

- There is a clause in our contract that includes pandemics, but it is still on the organization to prove that it is either “illegal” or “impossible” to hold the meeting in order to not accrue cancellation fees
- NJLA has until April 30 to cancel our meeting before our cancellation fee rises
- If we hold Conference, the only cost we absolutely have to meet is our Food & Beverage minimum (approximately \$40K), which is cheaper than our cancellation fee (\$70K)
- NJLA is encouraged to pick an alternate date, and these dates are filling up very quickly, but it is also recommended that we have Harrah’s ensure incentives for doing so, if we decide to proceed that way
- Should ensure that Harrah’s would provide 75% of cancellation fee to a new date
- Eileen recognizes that our financial challenge is less a potential \$70K cancellation fee, and more the loss of revenue from registrations, sponsorships, and vendors
- Kim Lyons confirms her understanding that the \$30K we have already paid would count toward the \$70K
- There was discussion of retaining an attorney to review our contract and aid in decision-making:
 - The Chair of the Finance Committee recommends not contracting or paying for an attorney at this time due to the fast-changing nature of these circumstances
 - Eileen Palmer recommends researching contract lawyers so that we can be prepared to move forward as needed
 - Corey Fleming and Amy Babcock-Landry recommend communicating with an attorney immediately to review our Conference contract
 - Will Porter moves authorizing a Task Force, consisting of the President of the Association, the current Treasurer, and the incoming Treasurer, to work with Pat Tumulty to make decisions about retaining lawyer services as necessary. Leah Wagner seconds and the motion passes.
- Jen Schureman Brenner suggests that NJLA must determine a Plan B, tasked to the Conference Committee and Finance Committee to come up with proposals; Jen asks the Chair of the Finance Committee to schedule an emergency meeting
- Eileen Palmer further suggests that we research strategies to mitigate our financial hardship and run some worst-case scenarios

Financial Review

- The President presents the 2018-19 Financial Review. The Finance Committee recommends accepting the report. The motion passes unanimously.
- Pat Tumulty will coordinate the filing of the 990, and Jen Schureman Brenner requests weekly updates with regard to its progress

Update on COVID-19 and Statement on Library Closures

- Eileen Palmer moves to support the most recent NJLA statement about public and academic library closures. Amy Babcock-Landry seconds. Will Porter and Corey Fleming abstain. The motion passes.

- Jen Schureman Brenner requests that Pat Tumulty communicate with the Governor's office to seek a mandate to close public library in NJ during the coronavirus pandemic
- Amy Babcock-Landry asks for an update to the Construction Grant application, and Pat Tumulty reports the following:
 - A letter was sent to Dr. Hancock at the Thomas Edison University, as well as to Mary Chute at the NJ State Library, requesting an extension for the application for Construction Bond grant funding
 - NJSL has sent messages indicating that the deadline is not being extended
 - Pat recognizes that the State Librarian cannot make this decision on her own, and so the letter was sent to Dr. Hancock as well
 - Pat will communicate with Pat Pavlack, President of NJLTA, about this situation
 - It was additionally requested that Pat communicate with the Governor's office
- Eileen Palmer acknowledges the work that James Keebler put in to create a number of forums in MemberClicks that address the pandemic and the things that libraries are doing in reaction and response. These forums are also a way for members to communicate concerns and ask questions. Using MemberClicks is the best way at this time to document this information. Eileen asks members of the Board to contribute to the forums on MemberClicks, and to make sure that the content on Facebook is moved to or duplicated on that platform as much as possible as well.

Corey Fleming moves to adjourn at 10:52am.

Respectfully submitted by Kate Jagers, Secretary