



**NJLA Executive Board Meeting**  
**April 13, 2020**  
10:00am–12:00pm  
via Zoom

## **MINUTES**

### **Call to Order - Amy Babcock Landry, First Vice President**

The First Vice President calls the meeting to order at 10:03am. The President is excused from the meeting.

**Present:** Amy Babcock-Landry, Danielle Cesena, Leslin Charles, Pham Condello, Corey Fleming, Judah Hamer, Kate Jagers, Darby Malvey, Adriana Mamay, Eileen Palmer, Will Porter, Susanne Sacchetti, Jessica Trujillo, Pat Tumulty, Leah Wagner, Kerry Weinstein

**Guests:** Kate Angelo, Conference Committee; Karen Cerra, NJLA Office; Cindy Czesak, NJLTA; Samantha McCoy, Incoming NJLA Treasurer; Pat Pavlak, NJLTA; Lilia Pavlovsky, Rutgers; Kathleen Peiffer, NJSL; Jeanne Marie Ryan, Finance Committee; Thalia Sweet, Conference Committee

**Absent:** Emily Moore, Jen Schureman Brenner

### **Adoption of Agenda - Amy Babcock Landry, First Vice President**

Judah Hamer moves to accept the agenda. Susanne Sacchetti seconds, and the motion passes.

### **Minutes - Kate Jagers, Secretary**

1. **Board Meeting March 17, 2020** - With no corrections, the minutes are accepted
2. Judah Hamer moves to accept the minutes from the following emergency meetings. Eileen Palmer seconds, and the minutes are accepted. Jessica Trujillo abstains.
  - **Emergency Board Meeting March 23, 2020** (SHLB Letter, meeting via email)
  - **Emergency Board Meeting March 31, 2020** (Zoom authorization)
  - **Emergency Board Meeting April 3, 2020** (Paycheck Protection Plan)

### **Financial Report**

- Pat Tumulty provides the following report:
  - The organization is currently in a good place with memberships, but there are concerns about income generated from Conference, which will have a significant impact on the 2020-21 fiscal year. Money from vendors currently registered for the conference has not been included in the FY19-20 budget report.

- The Paycheck Protection Plan application for a forgiveness loan of \$32,500, through the federal CARES Act has been submitted
- Judah Hamer, Treasurer, provides some background to the Board about how finances will be potentially impacted by both Conference and funds from the Paycheck Protection Plan, summarizing that NJLA's best-case scenario is a \$70,000 deficit starting July 1, 2020.
- Funds currently in the bank can help cover costs through June 2020
- Pat reports on the plan to relocate from the current NJLA Office for a variety of reasons, which should aid in putting NJLA on a more financially-sustainable path.
  - The office is currently on a long-standing month-to-month lease agreement
  - NJLA is aiming for a change in workspace around August or September
  - A remote work plan is being considered
  - NJLA does need storage for archives, etc. (space at NJSL suggested)
  - Eileen Palmer seeks clarification that NJLA has not received an eviction notice at this time
  - Pat is asked to report back clarifying the details about giving notice when breaking the existing lease agreement
- Amy Babcock Landry stresses that our finances are not in a "good" place, but rather the funds we have are simply enough to keep the organization afloat through the current fiscal year
- Amy Babcock Landry presents the bill list, which Will Porter moves to accept. Corey Fleming seconds. Amy requests a roll call vote. With 9 'yays', 4 'nays', and 2 abstentions, the motion passes. Following the vote, discussion includes:
  - Eileen Palmer questions if there are more bills still coming in to be paid for stock for the NJLA Store. Pat Tumulty reports that there is a total of about \$1800 still to be approved that does not appear on this month's bills list, and most of that is due to the Store. Kate Jagers notes that the Store only purchases twice a year, in February and in August. Purchases for the Store were made prior to concerns about COVID-19 or the potential for postponing or canceling the Conference.
  - A question is posed for an explanation of Board members' concerns in approving the submitted bills list. The overall reasoning for those who voted not to accept the Bills List was due to the format and/or timeliness in which it was presented.
  - Corey Fleming questions the process of voting on the Bills List, which was prior to allowing for discussion. Eileen apologizes for posing a question after the formal vote, and Amy acknowledges a misstep in following proper procedure by failing to seek discussion prior to requesting the roll call vote. Corey is clear that he is questioning the process so that the proper procedure is followed going forward, both in presenting the Bills List, as well as voting on it.
- Eileen Palmer requests that the NJLA Finance Committee submit a written report to the Board in advance of each monthly meeting.

## Reports within NJLA

**Pat Tumulty, Executive Director** - Full reports: [March](#); [April](#)

- Submissions to the NJLA Hotline have been low this month, which is not surprising
- Provides status updates to NJLA's application to the Paycheck Protection Plan and for funds under NJEDA
- Reports that NJLA Past President Dag Bulman's lawyer submitted his Last Will and Testament to NJLA, which indicates his desire that 1/16th of his estate go to NJLA's Scholarship fund

**Eileen Palmer, ALA Councilor** - [Full report](#)

Alongside the full report, special notation is made of efforts being made to build support to include local libraries in federal relief funding:

<http://cqrcengage.com/ala/app/write-a-letter?2&engagementId=507416>

**New Business**

1. **Conference Updates**

- Kate Angelo, NJLA Conference Committee Co-Chair, reports that we are still working closely with Kim Lyons on details of the current contract, and that Harrah's is now holding Nov 30-Dec 2 for Conference (no other dates were available from our choices) with current contracted rates.
  - Amy Babcock Landry voices concern over postponing rather than canceling the event, and NJLA's ability to make two complete payments to Harrah's in a single fiscal year
  - Judah Hamer voices concern about second COVID wave in the fall
  - Leah Wagner reports on behalf of the President the suggestion to wait for a full vote on moving Conference dates until May (based on dates listed on the contract for payment/cancelation), for which Eileen Palmer voices endorsement
  - The Board participated in some discussion of potential virtual Conference options
  - Amy asks the Conference Committee to pull together projected financial numbers and alternative options to present to the Board regarding postponing/canceling Conference
  - Eileen questions if we have had an attorney look at our current contract, the answer to which is that we have not yet. Eileen suggests that we don't respond to Harrah's in any way until we secure legal advice.
  - The Conference Committee will remove the hold for the Nov/Dec dates
  - Will Porter moves to authorize the existing Task Force (President, Treasurer, Incoming Treasurer and Pat Tumulty) to issue payment to a lawyer to review NJLA's contract with Harrah's. Eileen amends the motion to include that the cost not exceed \$2,000. Corey Fleming seconds, and the motion passes.
  - As outgoing Treasurer, Judah Hamer recuses himself from the Task Force
2. **CARES Funding:** Pat Tumulty reports that NJLA submitted a Paycheck Protection Plan application for a forgiveness loan of \$32,500, through the federal CARES Act
3. **NJEDA Funding:** Pat Tumulty reports that NJLA also submitted an application for

assistance from the New Jersey Economic Development Authority's Small Business Emergency Assistance program for \$1000, and NJLA is on the "waiting list" for approval

4. **Bullman Estate:** Pat Tumulty reports that NJLA Past President Dag Bulman's lawyer submitted his Last Will and Testament to NJLA, which indicates his desire that 1/16th of his estate go to NJLA's Scholarship fund. Eileen Palmer questions whether or not we are required to accept this bequest.

## Old Business

**Discussion of Current Library Issues Related to COVID-19** (based on [Google Doc](#) started at request of the Board):

- ❖ Discussion of guidance from NJLA about handling materials once libraries reopen, and what supplies/equipment (if any) will be needed for staff. Has ALA released guidelines, or do they plan to?
- ❖ What can NJLA do to support furloughed library workers?
- ❖ What can NJLA do to assist library directors and boards in understanding options related to furloughs, budget cuts, etc.
- ❖ What should NJLA be doing to understand what, if any, state and federal recovery resources might be available to libraries and their employees?
- ❖ What is our strategy regarding the supplemental NJ state budget appropriation?
- After Eileen Palmer reminds the Board of this document, which was a working document intended to draft the agenda of this meeting, Danielle Cesena opens the discussion on the topic of library staff furloughs and the questions of how NJLA can and/or will support library workers, administrators, and trustees.
- Pat Pavlack, President of the NJ Library Trustees Association, is invited to speak to the Board. Pat shares that NJLTA is working with Michael Cerone to provide guidance to trustees. Mr. Cerone recently presented to over 300 online participants on the topic of the Open Public Meetings Act and the adjustments made in response to being in a state of emergency. Pat issues the reminder that only Library Boards can choose to hire, fire, or furlough library staff. Municipalities and Counties are required to provide libraries with minimum funding.
- Amy Babcock Landry appoints a task force of the NJLA Board to work jointly with NJLTA and the State Library to provide guidance for libraries. There is concern over NJLA producing a formal statement, but agreement that we should work together to provide library administration and trustees with appropriate information. Amy appoints Danielle Cesena as Chair of this Task Force, which will include Eileen Palmer, Kerry Weinstein, and Corey Fleming to work with Pat Tumulty and Pat Pavlack, and in coordination with Bob Keith and NJSL.

## Partnering organizations

1. **NJ State Library** -- Kathleen Peiffer reports that a portion of funds has been frozen through September 30 (the adjusted end of FY19-20), which will not affect State Aid, which has already been issued, but will impact things under Network funding, including LibraryLinkNJ services.

2. **Rutgers LIS** -- Lilia Pavlovsky reports success with ongoing digital instruction, and commends the foresight to adopt this method well in advance of it becoming “necessary” (and not at all in response to COVID-19). An acknowledgement is made to the support coming from public libraries, particularly with regard to continuing a commitment to the internship program by providing virtual tasks and engagement. Rutgers is currently scenario-planning for the fall, and there is concern about the fall job market.
3. **NJASL** -- No report
4. **NJLTA** -- No additional report

### **Good of the Order**

Pat Tumulty will be resigning as NJLA Executive Director effective November 1, 2020. In order to help support NJLA’s finances, she will be cutting back to a four-day-per-week work week. Leah Wagner, Past President and Chair of the NJLA Board Personnel Subcommittee will be heading efforts to plan for filling the Executive Director position. No additional report was shared with the Board at this time. The entire Board thanks Pat for her extensive years of exceptionally dedicated service and wishes her the very best.

Judah Hamer moves to adjourn at 11:47am.

*Respectfully submitted by Kate Jagers, Secretary*