



**NJLA Executive Board Meeting
July 16, 2019**

Long Branch Public Library
328 Broadway
Long Branch, NJ 07740
10:00am–12:00pm

MINUTES

Present: Tonya Garcia, Pham Condello, Jen Schureman, Jessica Trujillo, Will Porter, Corey Fleming, Pat Tumulty, Emily Moore, Leah Wagner, Kate Jagers, Adriana Mamay, Eileen Palmer, Judah Hamer, Amy Babcock Landry, Danielle Cesena, Darby Malvey

Guests: John Bonney, Cindy Czesak (NJLTA), Joyce Valenza (Rutgers), Carol Collins (NJASL), Peggy Cadigan (NJSL), Eric Schwartz

Absent: Radwa Ali

Call to Order - Tonya Garcia, President

The President called the meeting to order at 10:14am.

Adoption of Agenda - Tonya Garcia, President

The following additions were added to the agenda under New Business: Initiative with Jacqueline Woodson

Jen Schureman moves to adopt the revised agenda. Leah Wagner seconds. The motion passes.

Minutes – Kate Jagers, Secretary

Board Meeting June 18, 2019

With no corrections to the minutes, the minutes are adopted.

Financial Report - Amy Babcock Landry, FY18-19 Treasurer

- 1. Current Budget FY19-20** - There is some money in the income line from early-July membership payments
- 2. Budget FY18-19** - NJLA will be closing out the year in the black, with much thanks to the Conference Committee. Pat Tumulty reports that approximately \$11,000 is still anticipated to come in from Conference income to officially close out the budget year.
- 3. Bill List Approval** - Will Porter moved to approve the bill list, Amy Landry seconded. The motion passes unanimously.
- 4. Finance Committee Report - John Bonney, Chair** - Shared goals and expectations on behalf of the FY19-20 Finance Committee, which include: (1) full audit of the association, (2) documentation to guide the approval of expending funds outside of the approved budget, (3) assisting with the determination of the future of the NJLA Store, and (4) supporting the success of the Fundraising Committee. In his role as Chair, John made a

request of Pat Tumulty, with support from the Executive Board, to provide monthly bank statements from investment and regular checking accounts and an expense revenue sheet for regular review by the Finance Committee. There were no objections.

- Discussion of the NJLA Store and the Committee's inventory process led to a request that the topic be included as an agenda item at a future Board meeting.
- Discussion of a full audit for NJLA included John's suggestion that additional revenue expected from the close-out of FY18-19 be used to fund such an audit, and Pat Tumulty reminded the Board of money in the Professional Services line.

Reports within NJLA

Tonya Garcia, President

- Tonya has been working with Jen Schureman to appoint Committee Chairs and participants, trying to make sure that most people's first choices were recognized. Tonya noted a lot of interest in participation.
- Tonya attended Public Policy and Intellectual Freedom Committee meetings this month and reported that Advocacy Month will be moved to February (I Love My Library Month) and Snapshot Day will also be moved to earlier in the calendar year. Goals of IF Committee include review of Meeting Room Policy recommendations, planning Conference programs, and recognizing Intellectual Freedom Award.
- Tonya is working on appointing Diversity Task Force members.
- A Leadership Orientation (organized with support from the Board Organizational Subcommittee) will be held on Wednesday, August 28, 10:00am, at Long Branch Library.

Pat Tumulty, Executive Director - Pat Tumulty highlighted some advocacy activities, including:

- There is support on State Aid bills from 20 Senate sponsors and 26 supporters in the Assembly, with 5 additional Assembly members expected. It is noted how significant it is that there is support from every member of the Senate and a majority of the Assembly, but a hearing is dependent on many factors. There was a positive meeting in June with Skip Cimino, Executive Director of the Assembly Democratic Office, and Peggy and NJSL continue to work with NJLA to set up legislative visits throughout the summer.
- Peggy reported a new bill that, if passed, would ensure that a bill would be called if it has a certain number of sponsors.
- Congressman Leonard Lance will be honored on July 20 at the Hunterdon County Library's celebration of the 20th anniversary of its North County Branch.
- Pat has been invited to the American Association of School Librarians in Lexington, KY in November to speak about Snapshot Day and advocacy for School Library Media Specialists. Pat's report states that she intends to take vacation time and pay for her own attendance in order to participate in the AASL Conference. Eileen Palmer suggests that NJLA pay for Pat's attendance. The Treasurer and Finance Committee will discuss this suggestion, keeping in line with the budget already set for FY19-20.
- [Full report](#)

Eileen Palmer, ALA Councilor - [Jayne Beline submitted a report from ALA](#)

- From the submitted report, Eileen Palmer highlighted the presentation from the Steering Committee on Organizational Effectiveness (SCOE) at ALA Conference Council II, which included discussion of proposed restructuring of ALA (possibly replacing Council with an Executive Board). Eileen suggested placing this issue on the agenda prior to Midwinter for feedback/statements from NJLA, and also asked for space on NJLA's website for the ALA Councilor to post about ALA issues and receive input directly from NJLA membership to increase engagement on broader issues. There is concern about how the proposed restructuring will impact chapter structures and strategic plans. [A webinar to be held on July 19](#) and is an opportunity to hear the details of the proposal and begin to assess its impact on NJLA.
- Cindy Czesak (ALA Chapter Relations Committee) shared some thoughts about the SCOE proposal, as well. There is concern over the abolishment of specific avenues for chapter communication with major implications Council is currently 180 people with a proposal to shrink down to 18 -- a recommendation that would need to be approved by ALA Council and then receive 'yes' votes from 25% of the membership.
- Further discussion from the NJLA Board includes the following:
 - Will Porter asks if there is something that can be shared that clarifies the reasons for these changes, and Eileen Palmer answers that many associations are looking at their futures (membership engagement, retention, sustainability, revenue including Conference) and she believes that these proposals come with good intentions.
 - Judah Hamer asks if a restructuring might lead to the splintering of PLA from ALA, and Cindy answers that ALA is stressing that nothing is set in stone, but there is a concern for the separate divisions of ALA (some are successful, some are consolidating, but the effect of changes is unclear, and even those doing well now may not be set up for sustainability going forward)

New Business

1. **Appointment of New Treasurer** - Michael Maziekien, Chair of Nominations & Elections Subcommittee, informed the President that there were no petitions for the position of Treasurer, so Tonya Garcia appointed Judah Hamer. Amy Landry moves to approve the appointment, Will Porter seconds. The motion passes unanimously.
2. **Discussion of Statewide Services Forum** - Kimberly Paone, President of NJLA Administration & Management Section, approached Pat Tumulty about hosting a statewide discussion of statewide services. The proposal was that the discussion would be led by the Administration Section with participation from all levels of staff. Pat wonders if it's led by the Administration Section, if others will feel welcome to attend. Kathy Schalk-Greene announced her retirement this past week as Executive Director of LibraryLinkNJ, effective Dec 31, 2019, and Pat believes this changes the discussion. After 30 years of the current model and network, Pat suggests that the network needs an audit (how many types of libraries, how many libraries are being served, and particular concern about how many school libraries are being served). Agreement from the Board that this should be a much more broad discussion; a previous NJSL statewide task force was not open to everyone and was perhaps too guided/limited. Jen Schureman

suggests bringing together our primary library organizations (NJLA, NJSL, NJASL, LLNJ) at an exec board level first. Will Porter suggests that this be done as early as September, in-line with the proposal from Administration Section, and that the Board might discuss an investment of money in this project. Cindy Czesak reports from the Administration Section meeting that the intention behind the proposal was that there needs to be a timely discussion of what is needed right now with immediacy from a public policy standpoint. The Section suggests hiring a facilitator to discuss “what network would we create now?” using LSTA money. If NJLA is asking consortia, county systems, associations for money, we need to schedule the meeting asap (it’s budget time!). Pat and the President will share an “invite list” for such a meeting, and will look at dates.

3. **Authorization of Automatic Bill Payments** - Pat Tumulty presented NJLA’s automatic bill payment list; these still are also individually presented to the board at monthly meetings in the bill list. Will Porter asked if the recurring bills not on this list are not there because they can’t be or because we don’t want them to be. Pat replied that there are probably some bills that can be reviewed and recommended for automatic online payment. Amy Landry asked that the Finance and Budget Committees be able to review and make a thorough recommendation prior to the Board’s formal authorization. Amy moves to continue authorization of the current automatic bill payments on a temporary basis until the Finance and Budget Committees can make a formal recommendation. Will Porter seconds. The motion passes unanimously.
4. **Authorization to purchase Zoom Subscription** - Pat Tumulty and Jessica Trujillo recommend securing 7 licenses at \$14.99/month for a yearly total of \$1,049.30 for use of Zoom video-conferencing. Pat provided a copy of the subscription order for review. Jen Schureman moves to authorize NJLA to purchase a Zoom subscription, and Leah Wagner seconds. The license agreement allows for 7 separate meetings to occur at a single time. Individuals have the option of using a camera or not; there is an additional cost for the functionality of fully recording and transcribing fully and it would require all participants to use a camera individually. Recommendation is to start with this subscription, rather than upgrade to the enhanced plan that would cost over \$2000 yearly. The motion passes unanimously.
5. **Authorization to purchase a booth with NJASL for NJ School Boards Conference** - Pat Tumulty brought a request to the Board that we authorize splitting the cost of a booth at the NJ School Boards Conference (October 22, 2019) equally with NJASL. NJASL has agreed to make the same request of their Board at their next meeting in August. The cost of a booth at the NJ School Boards Conference is \$900; the proposed cost to NJLA would be \$450. Following discussion of the importance of NJLA’s visibility to a group of people with whom we typically don’t interact, as well as the agreement that there is great potential impact from this particular audience, Will Porter moves that we authorize payment of up to \$900 for a booth at the NJ School Boards Conference regardless of NJASL partnership using funds from the Board Discretionary budget line. No additional funds would be needed for marketing materials. Jen Schureman seconds. The motion passes unanimously.
6. **Vineland Public Library and Civil Service** - Pat Tumulty reports that Vineland Public Library’s budget has been cut significantly, and an organizational plan was submitted to

Civil Service Commission that included “vacating and abolishing” the position of Library Director, permanently eliminating this position. Jen Schuremen provided some background on this situation, including that Vineland Library, an urban library, has had their budget cut to only one-third mill and are currently without leadership. Pat presented the Board with a letter she has written that will be presented to the NJ Civil Service Commission, the Vineland Library Board of Trustees, and the press. The association’s concern is the precedent that elimination this sets (at a time that libraries are already appointing directors without MLIS degrees). Will Porter highlights the importance of per capita state aid and Johnson Legislation. The next meeting of the Vineland Library Board of Trustees is scheduled for July 25; the full 2019 meeting schedule is available here: www.vinelandlibrary.org/pr/boardmeetings.html.

7. **Update on Strategic Plan** - This document was approved by the Board in June and has been posted on the NJLA website and shared with the membership. No further action.
8. **Reading = Hope x Change Initiative with Jacqueline Woodson** - Leah Wagner was approached by Betty Turock to support the initiative led by Jacqueline Woodson, The Library of Congress 2018-19 National Ambassador for Young People’s Literature. Ms. Woodson will be leading an in-person workshop at The College of New Jersey on October 16 for Title 1 kids. This workshop will be both live-streamed and recorded for access throughout October 16. NJLA is in partnership with the NJ State Library, NJASL, The NJ Center for the Book, TCNJ and Rutgers University in supporting and promoting this recording to public libraries and schools, along with creating resources and lesson plans. Ms. Woodson will also be the keynote speaker at the NJASL Conference on December 10. More information can be found on [NJLA’s website](#).

Old Business

No old business to report

Partnering organizations

1. **NJ State Library** - Mary Chute, State Librarian, [submitted a report from NJSL](#)
Peggy Cadigan highlighted the following:
 - The Library Construction Bond Act regulations were published in the New Jersey Register on July 1, 2019. Responses may be emailed or snail mailed to the State Librarian through August 30, 2019. The State Librarian then has thirty days for her responses.
 - The NJSL Electronic Resources Task Force made their selections for FY20: all of the Ebsco e-resources that are currently licensed, including Rosetta Stone and Job and Career Accelerator; RefUSA and Heritage Quest.
 - NJSL has been notified that it was awarded a \$628,744 federal IMLS grant for its application entitled *Reconnecting Citizens with their Communities at Public Libraries*. The State Library and partners, New Jersey State Parole Board, New Jersey Department of Labor and Workforce Development, Long Branch Public Library, and Free Library of Philadelphia will collaborate with other government and nonprofit organizations on a two-year project for public libraries in New Jersey and Pennsylvania to provide services to citizens returning to their communities after being paroled or after completing their prison terms.

Opportunities also exist for any libraries who can participate without funding; these libraries can reach out to County Parole Board re-entry task force. There will also be an opening for a 2-year project manager position.

- NJ LGBTQ History research guide will be unveiled later in the year to work in concert with the legislative mandate that public schools include this history in their curriculum.
 - Classes in July at NJSL include *Introduction to Finding Grants* on July 23 and *Legal Resources Available at the New Jersey State Library-a webinar* on July 24.
 - The Talking Books & Braille Center Outreach Award recognizes a library program that promotes service to its print impaired patrons. The award highlights outreach efforts and programs to assist those in the community who cannot see the words in a printed book or hold a book to read. This award provides a \$1,000.00 honorarium to the winning library. The award is funded by the Friends of the New Jersey Library for the Blind and Handicapped.
 - Plans are underway for the implementation of four new Apple training sessions. Two sessions will be held on September 25 at Montville Township Library and two sessions will be held on October 2 at The Free Public Library of Hasbrouck Heights. More information and registration details to come.
2. **Rutgers LIS** - No report; Joyce Valenza was present but had to leave meeting early.
 3. **NJ Association of School Librarians** - Carol Collins was present to report that NJASL Board's first meeting of FY19-20 is scheduled for August 8. NJASL's new president is Christina Cucci and new officers will be installed at that meeting.

Action Plan for Next Meeting

The next NJLA Executive Board meeting will be **Tuesday, August 20, 10:00am at Gloucester County Library.**

Good of the Order

Eileen Palmer asked if Leadership Orientation will be a full-day or half-day event. Jen Schureman and Tonya Garcia will follow-up with more details.

Corey Fleming moves to adjourn the meeting at 11:59am, and Jessica Trujillo seconds.

Respectfully submitted by Kate Jagers, Secretary