



**NJLA Executive Board Meeting**  
**December 17, 2019**  
10:00am–12:00pm  
Piscataway Public Library,  
Kennedy Branch

## **MINUTES**

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

**Guests:** Kathleen DiGiulio (Member Communications Committee), Lynnette Fucci (Member Communications Committee), Rita Musanti (Cancer Institute of NJ), Jeanne Marie Ryan, Joyce Valenza (Rutgers)

**Absent:** Emily Moore

### **Call to Order - Jen Schureman Brenner, President**

The President calls the meeting to order at 10:04am.

### **Adoption of Agenda - Jen Schureman Brenner, President**

The President proposes the following change to the agenda: Move NJ Cancer Institute (New Business) to immediately following the Financial Report. Leah Wagner moves to accept the agenda as amended. Adriana Mamay seconds, and the motion passes.

### **Minutes - Kate Jagggers, Secretary**

#### **Board Meeting November 12, 2019**

With no corrections, the minutes are accepted. Jessica Trujillo abstains.

### **Financial Report - Judah Hamer**

- The Treasurer reports on the sustainability of the NJLA Store, following meetings with the NJLA Store Committee and the Finance Committee. It was agreed that the store needed funds to acquire new inventory in preparation for the NJLA Conference. The Finance Committee worked line-by-line from the existing budget to sufficiently move funds. All those entities impacted by the removal of funds from specific budget lines received communication from the Finance Committee. This revised budget is being presented to the Board for approval later in the agenda. Judah thanks everyone for their support of Cheryl McBride and the NJLA Store Committee.
- Pat Tumulty presented the current FY20 budget through November to file for audit, and also distributed the proposed revised FY20 budget with the additional funds moved into the budget line 5150 (NJLA Store).
- Jen Schureman Brenner presented the bill list for review. Leah Wagner moves to approve the bill list, and Pham Condello seconds. The motion passes.

**Cancer Institute of New Jersey** - Jeanne Marie Ryan introduces Rita Musanti, Assistant Director of Community Outreach & Engagement at Rutgers Cancer Institute of New Jersey

- There is a grant opportunity that the Cancer Institute is interested in that has adjusted its parameters to require community outreach and partnerships. There is a new group of staff now focused on this mission. Jeanne Marie Ryan is an NJLA member and sits on the Cancer Institute's Community Advisory Board. The priority area is in Sussex and Warren County as well as southern NJ. There are also pockets across the state that are underserved in terms of prioritizing education (for providers and patients), screenings, and prevention. These pockets are often difficult to identify and reach to provide service.
- How can libraries be involved? There are mobile health units that the Cancer Institute would like to provide (which would include services like free mammographies), and they also work with ScreenNJ ([screennj.org](http://screennj.org)) to provide screenings to people who can't afford them. The Cancer Institute would like to coordinate with libraries to reach more people in more communities in order to provide education and free preventative programs.
- The Institute is working on a greater online presence to offer resources that can be distributed ([www.cinj.org](http://www.cinj.org)).
- Eileen Palmer requests that the Cancer Institute share the list of those areas of the state that seem to have particular needs so that NJLA can reach out specifically to share this information with the libraries in those communities.

## Reports within NJLA

### Jen Schureman Brenner, President

- Accepted the resignation of Brian Michlich, NJLA part-time bookkeeper; the Personnel Committee is currently reviewing applications to fill this position
- Accepted the resignation of John Bonney, Chair of the Finance Committee; Jeanne Marie Ryan has been recommended to fill this position for the remainder of the year
- The Conference Committee will be meeting this week to discuss program proposals
- "Day in the Hall" was organized in Trenton last Monday, and NJLA was able to speak with many representatives from the Assembly and the Senate. Thanks to Laverne Mann and the Public Policy Committee. At least three signatures were added at this event!
- Attended an informative and productive meeting with Cheryl and Jeff McBride, as well as the Executive Director, Treasurer, and other members of the NJLA Store Committee, to discuss better practices for the NJLA Store. Further discussion was brought to the Finance Committee. Jen commends the work of the entire committee, particularly in reviewing the budget in order to accommodate funds to support the Store.
- Met with NJLA Office staff to better understand the processes and workflow of the Association, and will continue to do this going forward
- Jen has arranged for the delivery of a gift to Tonya Garcia on behalf of the Board

### Pat Tumulty, Executive Director - [Full report](#)

- Participated in "Day in the Hall" and the League of Municipalities Conference over the past month. Expresses thanks to Steve Hrubes from Monroe Township Library for engaging other participants attending the Conference through demonstrations with the 3D printer. Danielle Cesena reported on her positive experience at the League as well.
- There are currently three legislative days left (January 6, 9, & 13). The bills NJLA has prioritized have support from over half of the legislature, but we are still working on securing a more positive response from the Speaker. Pat thanks the Public Policy

Committee for all of their diligent hard work through promotion and advocacy. If the bills do not pass by the end of January 13, it's back to the drawing board in terms of gaining support. Jeanne Marie Ryan voices the need for particular support from Middlesex County (District 19), and urges local residents to reach out to their representatives.

- Attended the NJASL Conference and met with NJLA-NJASL School Libraries Task Force
- Presented at the National Association of School Libraries Conference on statewide advocacy (on a panel alongside librarians from Michigan, Arizona, and Washington)
- NJLA will have a (free) booth at ALA Conference. Joyce Valenza reported that a rally in front of the Philadelphia Board of Education and other events are being planned at Midwinter in support of school librarians.
- NJLA Mid-Year Leadership Workshop is scheduled for January 13, with topics to include MemberClicks and Section Bylaws
- The work Pat is doing as reflected in the Strategic Plan is included in her full report

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

- The process of reorganization seems to be slowed down, but Eileen believes that there will be a vote at Midwinter and asks for the Boards' formal opinion by our January meeting. Eileen asks the Board if they support her opposition to the restructuring, and how vocal they'd like Eileen to be during the discussions. Eileen's primary concern is the dissolution of Council as a governing body, removing the existing formal processes, and placing sole responsibility with the Executives and the ALA staff. The proposed dissolution seems to greatly reduce the voice of individual members. While the creation of ALA committees may increase membership engagement, Eileen believes that this is a separate issue from governance. Leah Wagner points out that removing Council also potentially impacts the amount of information that each Chapter receives from our representative. Eileen will draft a statement, and this issue will be added to the January agenda for formal support from the NJLA Board.
- ALA sold its headquarters in Chicago, and will be moving its Chicago-based office functions in Spring 2020 to Michigan Plaza. The move should provide ALA with a modernized workspace and enhanced meeting space.

#### **New Business**

1. **Appointment of NJLA Second Vice President** - Jen Schureman Brenner informs the Board that with Tonya Garcia's resignation from NJLA President, Jen moved to the position of President and Amy Babcock-Landry moved to the position of Vice President, all in accordance with NJLA Bylaws. Jen recommends appointing Susanne Sacchetti to the position of Second Vice President to fill the resulting vacant seat on the Board. Eileen moves to appoint Susanne Sacchetti as Second Vice President to fulfill the remainder of the 2019-2020 term. Corey Fleming seconds, and the motion passes.
2. **Board Succession & Bylaws** - Kate Jagers, Chair of Bylaws Subcommittee, reports on potential changes to the bylaws to present to the Board for approval prior to full membership vote. No request for action from the Board at this meeting. The Bylaws Subcommittee will continue to work on refining recommendations.
  - Succession of Vice President/President-Elect: The terminology is unclear in Section VII.E.3: "the second vice president shall become first vice-president (president-elect)." Clarification needs to be added to either state that while the 2nd VP does become 1st VP under succession, they don't necessarily become

President-Elect unless another vacancy arises in that term. An alternate or additional way to clarify is to define the title of the position (“Vice President” vs “Vice President/President-Elect”).

- Guidelines for appointment of Past President: With the resignation of the elected 2019-20 President, a vacancy exists for the position of Past President for the year 2020-21. The Board has the power to appoint someone to this position, but there is the need for documentation to guide the process of this appointment.
  - **Appointment of NJLA Past President** - Kate Jagers moves to appoint Leah Wagner as Past President to fulfill the 2020-2021 term, immediately following her current term. Will Porter seconds, and the motion passes.
3. **Nominations & Elections Committee** - Leah Wagner, Committee Chair, reports that petitions have gone out for the annual election (deadline January 17, with signatures needed by January 24). The ballot will be distributed first week of February and NJLA membership has approximately two weeks to cast online votes. Leah noted that the Treasurer position is open on this ballot, and the newly elected member will start their training in April 2020, in accordance with the bylaws. The Nominations & Elections Committee is currently seeking candidates, and Leah would like to hear from current Board members who are interested in continuing to serve on the Board.
4. **Appointment of Finance Chair** - Jen Schureman Brenner moves to appoint Jeanne Marie Ryan as the Chair of the Finance Committee through the remainder of the 2019-2020 year. Leah Wagner seconds and the motion passes.
5. **NJLA Store** - Jen Schureman Brenner provides a detailed report of discussions from recent NJLA Store and Finance Committee meetings and subsequent proposed actions.
- Jen moves to accept the recommendation from the Finance Committee to increase the NJLA Store budget line by \$12500 and approve the revised FY20 budget. The motion passes with seven in favor, three in opposition, two abstentions.
  - At the recommendation of the Financial Committee, Jen additionally moves to approve NJLA opening a credit card in Cheryl McBride’s name for the purpose of NJLA Store expenses. Leah seconds. The motion fails
  - Eileen requests that written documentation be provided in the Board packet in advance whenever financial motions are placed on the agenda for discussion.
  - Discussion of the NJLA Store includes:
    - Review of recommended changes line-by-line from the FY20 budget:
      - 5353 reduced to \$1000
      - 5550 reduced to \$1200 (almost all spent already)
      - 5650 reduced to \$3500
      - 5700 reduced to \$1500 (almost all spent already)
      - 5750 reduced to \$3250
      - 5875 reduced to \$650 (all spent already)
    - The current climate of the NJLA Store is to maintain a smaller “boutique” store with reduced, manageable inventory. The online store has been removed (shipping costs are prohibitive). Items in the Store are marked up 100% from wholesale prices.
    - The Store will use and upgraded POS (point of sale) system and will move to a barcoded inventory system.
    - A request was made for funds to be provided so that the Store can purchase new stock. The Finance Committee reviewed the current budget

and was able to create a proposal that provides the store with \$12500 additional funds for inventory and upgraded systems. The extra funds would support the Store through FY20. Additional funds are projected to be included when the FY21 budget is submitted for approval.

- The NJLA Store line in the current FY20 budget line only provides for storage and travel to supply scheduled stores through 2019-2020.
- The Store completed their last store (at Monroe Township Public Library) as well as a full inventory as of December 2019. Almost all of the existing stock as been diminished, at the request of the Finance Committee.
- Eileen Palmer requests that the Store supply a written business plan and projections, and provide regular reports to the Board throughout the year.
- There was discussion of the financial and member benefit of the NJLA Store, in relation to making the decision whether or not to reinvest an additional \$12500 into its budget.

6. **Raffle License** - Jen Schureman Brenner reports that the Fundraising Committee is applying for a Raffle License, which requires information about all Board Members. Eileen Palmer moves to approve submitting an application for a raffle license at the cost of \$100 biannually. Leah Wagner seconds, and the motion passes.

7. **Auditor Approval** - Jen Schureman Brenner presented a contract from Dorfman Abrams for financial services, dated December 11, 2019.

- Will Porter moves to accept the vendor's proposal. The Board additionally tasks the Executive Director, with the support from the Treasurer, to communicate with the vendor regularly and consistently to do everything we can to adhere to appropriate deadlines until the Financial Review has been received and the 990 has been submitted by the May 15, 2020 deadline. Kate Jagers seconds. With two in opposition, the motion passes.
- Eileen Palmer moves that a document be drafted to present at the Board's February meeting that details a plan for seeking quotes to secure a new Financial Auditor for the Association. Amy Babcock Landry proposes an amendment to the motion that includes wording that makes it clear that the draft document be specific about providing for a full audit of the Association. The motion on the table is that a document be drafted to present at the Board's February meeting that identifies a plan to secure quotes for a new Financial Auditor to complete a full audit of the Association. Corey Fleming seconds. The amended motion passes.
- Previous tax forms have been filed; extension has been filed for current 990 form
- Jen recaps issues with filing taxes late the past two years; Pat Tumulty is working with the IRS to file for abatement of late fees
- Eileen questions why NJLA is responsible for the late fee, rather than the auditor
- Once this filing is complete, NJLA has plans to look for a new auditor. Pat has struggled with communication with the current auditor.
- Will questions why we are reviewing a contract for a company that we find unsatisfactory. The company has already done some of the work for a current Financial Review. Corey recommends finding a different vendor for this process.
- No deadlines were detailed in the proposed contract. Pat recommends sending the contract back for revision to include deadlines (to be agreed upon by the Finance Chair, Treasurer, and Executive Director). There is concern that if we propose adjustments to the contract, the auditor will walk away.

## **Old Business**

**Member Communications Committee** - Lynnette Fucci, Chair of the Member Communications Committee, and Kathleen DiGiulio, Committee member, provide a committee update.

- Kathleen will present information about MemberClicks in a “train-the-trainer” style at the NJLA Mid-Year Leadership Workshop.
- At the NJLA Executive Board meeting in November, a request was made that the Committee evaluate what member publications should be members-only benefits and maintained behind a password-protected portion of the NJLA website. Ultimately, there was agreement from the Board that the Newsletter should remain outside of the membership paywall. Further discussion is needed for how we market freely-available NJLA publications.

## **Partnering organizations**

1. **NJ State Library** - Mary Chute, State Librarian, submitted a [full report](#)
2. **Rutgers LIS** - Joyce Valenza
  - Rutgers is taking on in-house recruitment for students
  - Two RU alumni are in the ALA 2020 Emerging Leaders program
  - Rutgers SCI is currently hiring junior and senior faculty
3. **NJ Association of School Librarians** - No report

## **Action Plan for Next Meeting**

The next NJLA Executive Board meeting will be **Tuesday, January 21, 10:00am** at Monroe Township Public Library.

## **Good of the Order**

- NJLA Scholarship Committee presented a proposal of changes to the scholarship application, which was not submitted in time for Board review, but will be discussed and voted on at the next Board meeting.
- Thanks to Jen for breakfast!

*Respectfully submitted by Kate Jagers, Secretary*