



**NJLA Executive Board Meeting Agenda  
July 17, 2018  
Monroe Twp. Library  
4 Municipal Plaza  
Monroe Twp., NJ 08831**

Leah Wagner called the meeting to order at 10:10am.

Prior to introductions, Leah noted that Secretary Maureen Donohue could not be here today and that Nancy Weiner would be taking minutes.

Present: Leah Wagner, Michael Maziekien, Nancy Weiner, Amy Babcock-Landry, Pat Tumulty, Kate Jagers, Darby Malvey, Jen Schureman, Chelsea Woods-Turner, Radwa Ali, Jessica Trujillo

Attending online: Emily Moore, Adele Puccio, Lynn Schott

Guests: Peggy Cadigan, NJ State Library and Lilia Pavlovsky, Rutgers

Absent: Tonya Garcia, Maureen Donohue, Jayne Beline, Will Porter

**Adoption of the Agenda:** Pat requested the action item requesting authorization of Automatic Bill Payments be removed from the agenda. Motion to adopt the amended agenda by Nancy, seconded by Michael: all in favor.

**Approval of the Minutes:** Motion to approve the corrected minutes from June 19 meeting (adding Kate Jagers name to the Office Operations Task Force) by Darby, seconded by Jen. Minutes approved with 4 abstentions. Minutes from the June 19 meeting to be forwarded by email; Pat has not yet received the minutes from the Spring Business meeting.

**Financial Report:** Treasurer Amy Babcock-Landry does not have a report for this meeting since Pat included pending financial items in her report.

**Reports from within NJLA**

*President's Report*

- Leah made available a list of future meeting dates which are also listed on the NJLA calendar [https://njla.org/njla\\_calendar/2018-07](https://njla.org/njla_calendar/2018-07) Leah noted that all meetings are scheduled for the third Tuesday of each month. The majority of the meetings are from 10:00am-12:00pm with two meetings (October 16 and April 16) scheduled from 4:30pm-6:30pm.

- Leah attended the Chapter Leaders Forum and the Chapter Relations Committee Meeting at ALA Annual. Jayne Beline's report goes into more detail but Leah indicated she made some good connections with other state chapter leaders and is already signed up for an upcoming webinar.
- Library Journal is hosting its Design Institute at the Cherry Hill Public Library September 28 with optional events for attendees on September 27. Four architectural firms are participating and New Jersey was probably selected as a location because of the passage of the NJ Library Construction Bond.
- John Wallace from the Public Policy Committee brought forth a suggestion to Leah about creating a seat for an academic librarian on the Public Policy Committee. Leah indicated we would need to review the Code for Committees in order to make this change. Amy suggested creating a seat for school librarians and that representation from academic/school librarians should be created for all committees. All agreed this would be a good idea and Leah thanked everyone for their input.
- Leah also noted that four Board subcommittees (Budget, Organization, Planning and Bylaws) will be reinstated and noted that Chelsea is chair of the Organization Committee and Amy will chair the Budget committee. Amy encouraged those new to the Board to serve on one of the subcommittees. Please let Leah or Chelsea know if you are interested in serving as the plan is to have the teams in place by the August meeting.
- Leah announced the Finance Committee is meeting this afternoon and that the Office Operations Task Force would be meeting Monday after the Leadership Orientation meeting.

#### *Executive Director's Report*

- Pat sent her report via email but elaborated on various financial issues and challenges facing the Association. Pat also distributed a summary of reconciliation of NJLA accounts in Quickbooks, the balances of various accounts and a list of bills not on the approval list that need to be paid.
- While there is money in all the accounts, Pat is currently working with the Quickbooks expert on a financial review for the fiscal year ending June 2017. The bottom line is that our accounts have not been reconciled and the expert has found many inaccuracies in the manner in which the accounts were maintained although we received no such feedback from the previous financial reviewer in 2016.
- The Association processes numerous individual transactions and the software currently used to process payments does not identify what the funds are for and credit card transactions trigger fees which also need to be taken into account.
- Pat is paying most bills by hand but she will return next month with the list of bills that can be set up to be paid automatically through credit card deductions/online banking.
- Board members expressed concern about the way the books have been kept and whether the amounts in each account are accurate; Pat indicated they amounts align with balances on paper and online statements but are not fully reconciled. Board members fully support establishing procedures for entering transactions and reconciling the accounts on a consistent/monthly basis.
- Pat noted the Finance Committee is meeting this afternoon to help devise a plan to address the issues and identify a priority list of tasks. The recommendations will be

shared with the Office Operations Task Force and also be reviewed by the financial advisor.

- Pat needs approval to continue working with the Quickbooks expert on the review and is asking the Board to authorize 10 more hours of time.
  - Amy moved to authorize 10 more hours of work with the expert; Jen seconded. Motion approved.
- Two other financial related issues listed as action items on the agenda were addressed at this time.
  - Leah moved to change the signatories on the TD bank account to Amy Babcock-Landry (Treasurer), Leah Wagner (President) and Pat Tumulty (Executive Director); Nancy seconded. Roll call vote taken and motion passed.
  - Leah moved to approve the check register of bills Pat shared earlier. After discussion, the motion was amended to include “pending the Treasurer’s review of the listed expenses and related documents”. Radwa moved the amended motion, Jen seconded. The motion passed.
- Pat will be on vacation from July 27 to August 4 which means the office will be closed during this time.

#### *ALA Councilor’s Report*

- Jayne Beline sent the report via email prior to the meeting.

#### **New Business**

##### *Strategic Plan Update*

- Amy and Nancy reported that the committee is still reviewing the feedback from the conference and shared compiled responses with those in attendance. Additional feedback will be sought from attendees at the upcoming Leadership Orientation. Once we have that information, the data collection subcommittee will begin identifying areas of focus although networking and communication have already emerged as leading themes. The next step is developing a survey that will be sent to members and non-members in early fall. We will also decide whether to conduct focus groups. Lilia noted that students are seeking networking opportunities and that she strongly encourages membership in NJLA.

##### *Conference Committee Update*

- Kate reported that the chairs are still reviewing some tax charges and have been in contact with the venue contract negotiator to sort out the final outstanding bill before payment is submitted. Overall, the conference left us in a good financial place and much of the feedback about the conference was positive. One sponsor expressed concern that there was not enough traffic in the exhibits hall and requested that a one-time promotional message be sent to NJLA members. Pat noted that email addresses were not shared with this vendor but NJLA did send out a message on behalf of the vendor. The conference committee will continue to focus on the relationship with exhibitors and will also review the layout at the conference.

##### *NJLA Leadership Program*

- Leah is hosting the program on Monday, July 23 and all chairs/vice chairs of committees and presidents/vice-presidents of sections have been invited. This is a daylong program and will provide attendees with the opportunity to learn about responsibilities and

expectations for the coming year. It will also provide the opportunity to gather feedback regarding NJLA for the Strategic Plan.

## **Reports from Partnering Organizations**

### *New Jersey State Library*

- Peggy Cadigan reported for the State Library and highlighted several items of note from the full report which will be emailed after the meeting.
- Although Michele Stricker is the President of the NJ Cultural Alliance for Response Steering Committee, Karl Niederer from the Historic Preservation Office has been the primary force behind keeping NJCAR's efforts on track. Karl is now retiring from HPO after 40 years of service. The NJSL would like to thank him for all of his work and express our deep appreciation for his commitment to NJCAR over the past several years.
- State Library staff members Deborah Mercer, Caitlyn Cook and Heather Husted created a master list of New Jersey newspapers that have been digitized. The list can be accessed here: <http://libguides.njstatelib.org/digitized-newspapers>
- The Talking Book and Braille Center's Summer Reading Program began at the end of June. To date, over 50 children have signed up.
- Tina Keresztury continues to update the Frequently Asked Questions regarding the Library Construction Bond Act which can be found here: [https://www.njstatelib.org/services\\_for\\_libraries/new-jersey-library-construction-bond-act/](https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act/)
- Active Shooter training workshops, sponsored by the State Library, will be held: July 17 at Montville Public Library; July 18 at Monmouth County Library System, Manalapan; and July 19 at the Atlantic County Library System, Hammonton.
- Year 3 of Career Connections began on June 1. The original 19 libraries, including SLIC at the New Jersey State Library, will continue offering jobseeker assistance and referrals to One Stop Career Centers.
- The 2018 New Jersey Library Trustee Institute will be held on October 27, 2018.
- The Youth Services Forum, sponsored by NJLA, NJSL, and NJASL, is scheduled for Oct. 29, 2018 at the Monmouth County Library in Manalapan.
- The State Library received an FY2018 Laura Bush 21st Century Librarian Program grant award from the Institute of Museum and Library Services (IMLS) for \$222,697.
- MentorNJ is sponsoring three more Technology Meetups across the state in addition to the one recently held at Gloucester County Library System's Innovation Studio located on the campus of Rowan College.

### *Rutgers*

- Lilia Pavlovsky reported that it is a busy time since students are admitted three times a year and there are now close to 500 students in the MI program. Lilia did note that 85%-90% of the students are enrolled in the LIS program which represents significant growth for the program and students are almost equally split between the online and on campus programs. When asked if the job market could support the enrollment growth, Lilia indicated that many of the students in the program are already working, some as paraprofessionals in libraries and the hottest areas at the moment are cataloging and meta data.

- Lilia also reported that she and Ross Todd have been working on reaccreditation documentation and submitted a draft in June which came back with very few comments. The final submission is due in August with a visit from the reaccreditation team scheduled for the fall. Lilia suggested we review the final document when it becomes available since it really provides a sense of what the program has become. The informal and formal feedback received from the library community has been very important and much appreciated.

#### *New Jersey Association of School Librarians*

- No formal report submitted but Darby noted that promotion of the NJASL Conference has already begun. Pat also noted that we are making some headway with the Unlock Student Potential initiative and all agreed that now is the time to emphasize the importance of school librarians and their role in helping students develop information literacy skills.

#### **Action Plan for Next Meeting**

- Leah encouraged everyone to sign up for a Board committee so we can have this information ready for the next meeting which is scheduled for August 21 from 10:00am-12:00pm at the Cranford Public Library.
- A request was made to send out the minutes a week or two before the meeting. All agreed this would be helpful.
- Pat will check on the status of membership renewals for some board members.

**Meeting adjourned at 11:38am.**

Minutes prepared by,

Nancy Weiner  
*Secretary Pro Tem*