



**NJLA Executive Board Meeting
February 19, 2019
Cherry Hill Public Library
1100 Kings Highway N.
Cherry Hill, NJ 08034**

Present: Amy Babcock-Landry, Mo Donohue, Kate Jagers, Laverne Mann, Emily Moore, Will Porter, Pat Tumulty, Leah Wagner, Chelsea Woods-Turner

Attending Online: Tonya Garcia, Darby Malvey, Lynn Schott, Nancy Weiner, Joyce Valenza (Guest - Rutgers)

Guests: Phil Berg (Investment Subcommittee), Sophie Brookover (LibraryLinkNJ, Core Values Taskforce), Beth Cackowski (Cherry Hill Public Library, Member Services), Mary Chute (NJSL), Carol Collins (NJASL), Jeanne Marie Ryan (Roselle Public Library, Public Policy), Julie Tozer (Camden County Library, Core Values Taskforce), Emily Witkowski (Maplewood Library, Conference Committee)

Absent: Radwa Ali, Jayne Beline, Michael Maziekien, Jen Schureman, Jessica Trujillo

1. Call to Order – Leah Wagner, President

- a. Leah W. called the meeting to order at 10:12am and called for introductions of the guests.

2. Adoption of Agenda – Leah Wagner, President

It was noted that the Organization Subcommittee does not need an action item.

Laverne M. makes a motion to approve the agenda with amendments. Will P. seconds. All in favor.

3. Minutes – Maureen Donohue, Secretary

- a. Meeting Jan. 15, 2019

- i. Laverne Mann's name needed to be added to the minutes. Mo D. will make the adjustment. Will P. makes a motion to approve as amended. Laverne M. seconds. Emily M., Amy B., and Chelsea W. abstain.

4. Financial Report- Amy Babcock Landry - Amy B. makes motion to submit the financial report. Kate J. seconds. All in favor.

- a. **Bill List Approval** - Amy B. makes motion to approve the bill list. Emily M. seconds. All in favor.

5. Reports within NJLA

- a. **Leah Wagner, President** - Leah thanked Tonya G., Jeanne R., and Jen S. for filling in during the leadership program in January. Google Suite was a hot topic item. Many members did not know that they had access to Google Suite. Others expressed concern about feeling isolated and wished there was a plan for incoming chairs and section presidents.

An anonymous donor expressed interest in sending one person to conference. This donation would pay for the room, registration, meals, and travel. Leah W. is talking to Fundraising and Scholarship to see how we can get this in place. There will be an essay component.

There will be a NJLA Nuts and Bolts program at conference and we are looking for people to talk about NJLA. This idea came from an Emerging Leaders forum where many expressed that they did not understand how NJLA works. Amy B. offered to help. Kate J. and Chelsea W. are in discussion about volunteers and will keep us posted. Laverne M. asked if there are any plans to change the organizational structure of the sections/committees before conference. Leah W. confirmed that there has been discussion but this will not happen before conference. This idea will have to be phased in as part of the strategic plan.

School Library Journal (SLJ) is holding a base camp on May 3 & 4, 2019 at Rutgers University. NJASL and the NJSL will talk about issues and trends in public and school libraries concerning youth. The second day will be a diversity program open to everyone.

- b. **Diversity Program** - The Past Presidents raised \$2,500 for a Diversity Consultant. Pat T. matched that number and there is now a budget of \$5,000. There is also a dedicated line in the budget going forward. Leah W. and Emily M. will start taking the steps for the diversity program.
- c. **Pat Tumulty, Executive Director** - [Report Attached](#)

Laverne M. asked for clarification on the North Hunterdon School District censorship challenge. Pat T. clarified that the book Fun Home must be signed out by a parent in order for their child to read the book. NJASL did send a letter and Ryan Lammers from Intellectual Freedom is working on a letter for NJLA.

d. Jayne Beline, ALA Councilor (written report) - [Report Attached](#)

Jayne B. asked the Executive Board for 2 endorsements. The first is to consider endorsing a resolution stating that NJLA supports equal access to all.

Amy B. makes a motion to add our name as an endorser stating that NJLA supports equal access to all. Emily M. seconds. All in favor.

This began a discussion on our Code of Conduct. Emily M. asked that it be presented at leadership meetings and included in the welcome/leadership packets. Amy B. asked if we need to review the code of conduct since it was written in June 2015. Kate J. asked that the executive board review it for updates. She also asked that we begin the practice of having the Code of Conduct on all agendas for members to read and have access to. Will P. agreed that it should also be on all confirmation emails we send. Emily M. suggested making the “report a violation” option more visible. Laverne M. asked that it be placed on our website. Laverne M. also suggested that we change who the reports go to and that it should not just fall on the Executive Director and instead should be consulted with the NJLA president and officers with the understanding that if it is a time sensitive issue it might not be able to reach all officers. Leah W. pointed out that the Code of Conduct is a list of “all the things you shouldn’t do” and instead should promote civil discourse. Pat T. and Kate J. will review the Code of Conduct and bring suggestions to the next meeting.

The second endorsement is from the College and University section. ACRL issued a statement about the incident at ALA. The College and University Section would like NJLA’s permission to issue a statement as well. [Current Statement](#).

Sophie B. asked that the phrase “mean to” be removed from the statement. All are in agreement and Will P. does not think we can approve the statement without the revisions The revision will read as:

“...redefining policies that have a zero-tolerance for behavior that harasses, intimidates, or is aggressive.”

Emily M. makes motion to accept the statement from CUS only if changes are accepted by CUS. Amy B. seconds. All in favor.

During ALA, three interpretations of the Library Bill of Rights were presented and will be reviewed. Pat T. will pass them to the Intellectual Freedom subcommittee.

6. New Business

- a. Finance Advisory Services (RFQ)- Phil Berg (Investment Committee- Action Item)** - The Finance Committee is looking for members. Please let Phil B. know if you are interested or know of anyone who is interested.

There is currently roughly \$300,000 split between two accounts: Scholarship and Endowment. Profits were up but not as high as they could be. The Fees associated with these funds are high.

Phil B. is suggesting we do a RFQ (Request for Quote) by April 5 to see how good or bad the current accounts are. We need to make sure the money is properly accounted for and growing in line with the current market. We need to prepare for a Bear market, recession, etc.

We are currently using Morgan Stanley with a flat fee of 1%. There are fees on top of that for transactions as well as for ETF's. There are also a lot of individual stocks involved in the portfolio.

Laverne M. makes a motion for the Investment Subcommittee to move forward with the RFQ. Will P. seconds. All in favor.

Will P. volunteered to sit on the Investment Sub Committee.

- b. Financial Review 2016-17 (Action item)** - Amy B. distributed the report. The Finance Committee did meet and review the report line by line and they did not notice anything problematic or out of order.

The cost for next years financial review or full audit will depend on the books. The rough estimate for a full audit could be around \$12,000. The estimate for a financial review could be \$6-8,000.

Kate J. makes a motion to approve the financial review 2016-2017. Laverne M. seconds. All in favor.

Amy B. asked the Board if we were comfortable doing another review next year. There is an issue with doing a full audit because of the store and the inventory we carry. The inventory does not come with enough merchandise information to be able to do a full audit that would be 100% correct. The general consensus of the Finance Committee is to do another review next year until the new bookkeeper is up to speed and then do an audit the following year. Kate J.

mentioned that we need to do a lot of cleanup to aim for the audit the following year. Jeanne R. confirmed that we need to clean out the store before going ahead with a full audit and that those details are currently being worked on. Kate J. commented that the store does bring in money and if we are to cut the store that means there needs to be a plan in place to recoup that money.

The Finance Committee recommends staying with the current firm, Dorfman Abrams Music for the 2017-2018 financial review. All were in favor.

- c. **IMLS Resolution (Action Item)** - Mary Chute attended the February Public Policy meeting and brought to the committee the recommendation to support the IMLS appropriation budget of \$1 per capita. 15 state chapters have currently approved it. Laverne M., on behalf of the Public Policy committee let the Board know that it is important that NJLA represent New Jersey in this ALA resolution to support.

Public Policy recommends that NJLA support a resolution for \$1 per capita funding for the Institute of Museum and Library Services Grants to States Program. All in favor.

- d. **Core Values Taskforce Report** - Julie Tozer presented the report the Core Values Task Force created from the Strategic Plan Task Force survey.

Sophie B. talked about financial barriers for librarians (mileage, registration cost for professional development events, etc.) and how, by lowering those barriers, it will be fundamentally good for our members and our organization.

Leah W. thanked the Core Values Taskforce for their hard work.

Laverne M. asked that the Core Values and the resource list be placed on the website.

Pat T. reminded the Board that this report was a result of the public comments already held and asked if we wanted to yearly review and yearly affirm the Core Values.

Julie T. asked that this be a living document and that it needs to change over time as we are changing.

Chelsea W. recommends that the Organization Subcommittee put together a resource for the leadership on how to discuss this in their monthly meetings and give them a way to provide feedback so that there is a way for everyone to read and review it.

Will P. and Amy B. ask that it be adopted at a full membership meeting and Chelsea W. asks that it be released to the membership monthly until conference where it can be discussed at a formal meeting.

Will P. makes a motion that the Executive Board accept the report from the Taskforce and that the Organizational Subcommittee take the lead to have it distributed among leadership encouraging feedback from all members. This feedback will be reviewed at the next months Executive Board meeting and a member of the Taskforce will present it for vote at the Business Meeting at Conference. The Core Values Task force will provide a paragraph contextualizing it for the members and will remove comments when disseminating it to the membership. Amy B. seconds. All in favor.

7. Old Business

- a. **Conference Committee** - Emily Witkowski from Conference Committee reported that the schedule is up on the website and registration will be up later this week. They will be using Civi for registration.

The committee met with Harrah's and reviewed the account and contract and everything is in good shape. There is a new contact at Harrah's but she has been very receptive.

The Exhibit Hall this year will be tweaked and the President Program, the Poster Sessions, and section and committee tables will all be held in the exhibit hall.

The print programs will share highlights of the conference and direct members towards the app and online where there will be full conference information.

There is a current room rate of \$79.

8. Partnering organizations

- a. **NJ State Library** - [Report Attached](#)

In regards to the Construction Bond, NJLA understands the gravity of the situation and the NJSL has done everything they can at this moment.

- b. **Rutgers LIS** - Joyce Valenza presented a report.

Rutgers received successful accreditation from ALA.

Marie Radford is the new chair of the LIS department.

New faculty hiring is still in process. Rutgers is in negotiation with two more new faculty.

Enrollment in LIS and School Library concentration is strong.

The Department of Education approved the Certificate of Eligibility with Advanced Standing (CEAS) for the School Library program.

Kay Cassell reported that her Public Library course has been successful.

Tonya Garcia will be teaching an Urban Libraries course.

c. NJASL - Carol Collins reported on behalf of NJASL.

They are trying to stay ahead of job losses, termination, and retirements. A Job Loss Survey will go out to the membership. One major type of job loss that is flying under the radar is school's renovating their school library with the purpose of replacing them with Tech Teachers without getting input from School Library Media Specialists (SLMS).

Education based organizations throughout the state are concerned with K-8 education and are holding workshops about School Libraries without input from SLMS's. NJASL is looking into how they can address this.

Laverne M. commented that an email is going out this week about advocacy month in April. Public Policy will make sure the emails go to NJASL to see if any SLMS's can go on visits. Carol C. said that NJASL will make a strong effort to have SLMS's at these visits.

9. Action Plan for Next Meeting

The next meeting is at the **Gloucester County Library on Tuesday, March 19 at 10am.**

10. Good of the Order

Amy B. makes a motion to adjourn the meeting at 12:16pm. Emily M. seconds.