



**NJLA Executive Board Meeting
August 21, 2018
Cranford Public Library
224 Walnut Ave, Cranford NJ 07016**

Present: Leah Wagner, Michael Maziekien, Nancy Weiner, Amy Babcock Landry, Pat Tumulty, Kate Jagers, Jen Schureman, Chelsea Woods-Turner, Jessica Trujillo, Adele Puccio, Lynn Schott, Mo Donohue, Jayne Beline, Will Porter

Attending Online: Darby Malvey

Guests: Jeanne Marie Ryan, Peggy Cadigan, Dale Spindel

Absent: Radwa Ali, Emily Moore, Tonya Garcia

Leah called the meeting to order at 10:04am.

1. **Adoption of the Agenda** - Leah introduced Dale Spindel from the PAC Committee. Jen made a motion to move PAC below the financial report item. Adele seconded: all in favor.
2. **Minutes** - Kate Jagers made a motion to approve July 17, 2018 Meeting Minutes. Jen seconded. Will, Jayne, Mo and Pat abstained.
 - a. **Spring Business Meeting- May 31, 2018** - No report
3. **Financial Report** - No report. This afternoon Amy will be heading to TD Bank to become a signatory and will gain online access to the accounts. Amy confirmed that the Finance and Investment Committee met.

Pat mentioned that the \$11,000 that is in the "Libraries Build Communities" fund will go back into the NJLA fund once Chris Carbone closes the account.

70 people have not paid for conference through the "pay later" feature on the conference registration page. Pat will go back into the records and contact those attendees who have not paid

2018 Conference accounts and expenses are all paid off.

4. **Bill List Approval** - Jayne made a motion to approve the bills. Will seconded. All in favor.
 - a. **PAC (Personnel Administrative Committee)** - Dale Spindel reported that the NJLA minimum salary is being raised. Amy commented on the broad structure and wondered if there could be more consideration for a break down of library structures. Pat commented that the current structure follows state aid. Dale confirmed that it is a "best effort" with data (state report) and the two salaries that are reported are the Directors and the entry level staff. This structure is more of a guide. Adele made a motion to approve increase in NJLA minimum salary. Nancy seconded. All in favor.

5. **Reports within NJLA**

- a. **Leah Wagner, President** - Leadership orientation was held on July 23 with over 40 people attending. Thank you to Chelsea for helping with the orientation.

The interns from the Committee Internship Program have been placed by Erica Krivopal from the Leadership and Education subcommittee. Erica mentioned that they had requests from sections to receive interns. These interns would serve on the board and would complete tasks.

- b. **Pat Tumulty, Executive Director** - a Library Journal "letter to the editor" was featured in the most recent issue discussing LibraryLinkNJ being dissolved and questioned why NJLA was not supporting LibraryLinkNJ. This letter had an anonymous author. Pat's concern was that letters to editors should not have anonymous writers. Jen disagreed and noted that there is always concern of backlash from an employer. Pat wished that NJLA was at least offered an interview before being published.

The NJLA office has a committee reviewing a job description for staffing in the office. Similar job and job structures at different library associations and nonprofits are being reviewed to be used as examples. A draft job description will be available at the next meeting. Pat has been working with QuickBooks experts in the meantime.

There was an issue with online NJLA registration. Members are requesting to pay later and not paying or accidentally paying twice.

Car Lease - Pat requested permission to lease a car since the old car lease expired and Pat had to turn it in. Amy requested the Finance Committee review the report before signing the lease to make sure it is the best financial option and requested that Pat submit mileage in the meantime. Will made a motion to adopt

the IRS reimbursement rate for employees using personal vehicles for business travel. Lynn seconds. Will made another motion to authorize Pat to sign said lease with approval of finance committee. Nancy seconds. All in favor.

c. Jayne Beline, ALA Councilor - SEE ATTACHMENT

ALA Strategic Plan Questions - Jayne asked a series of questions for the ALA strategic plan.

Q1: Peggy would like to see a redesign of the website. Pat would like to clearer understanding of what NJ members are part of ALA and are having conversations on behalf of NJ. Jen would like to see more connections between the groups (YALSA, NJLA YA etc.) She feels there is a disconnect between the local chapters and ALA. Presidents of NJLA sections should be having conversations with the presidents of ALA sections. Pat did praise the connections the Intellectual Freedom committee has with the ALA office and their chairs throughout the country. They have a great exchange of information and could be used as a successful model. Darby would like to see the cost of membership to be more accessible. The cost prohibits a lot of librarians from joining.

Q2: Nancy would like to see ALA needs look at their organizational structure. They are so disconnected from everything else and there is a gap between divisions and sections.

Q3: See previous answers

Q4: Adele would like to see the state represented as a whole. Jen would like to make sure there is enough for everyone to get something out of their membership.

6. New Business

- a. **Strategic Plan** - Nancy received input from the leadership orientation. They are currently taking the comments and forming a process. Amy and Judah Hamer looked into data they received from conference questions and organized those into categories. Four major topics rose to the top: (1) inclusion (2) structure (3) training (4) advocacy - these mirror the pillars of the previous strategic plan. They will build a survey to push out to full membership in the fall. The draft survey will go through the committee first. Amy is on track to be done with the plan by the end of the year. Once the responses are collected a report will be created.
- b. **Conference Committee** - Kate reported that the conference committee plans to keep the proposal form for conference programs open to everyone this year. The only change is that they are not going to purposefully designate programs with section and committee sponsorship and instead will organize them with tags.

This won't require that programs be submitted via section and committee however they would still want committees & sections to discuss programs to submit. This brings hope that the conference will be able to provide a more diverse range of programming with diverse speakers. A rough draft timeline of the proposal form opening will be roughly Aug-Nov which gives outside organizations time to submit/self submit.

The conference committee will not be doing a program planners orientation this year and instead will be doing 3 virtual meetings.

- c. **Authorization of Capital One Signatory Accounts** - The Investment Committee, chaired by Philip Berg, looked at all of the accounts and suggested a policy for when we change treasurers to make sure all signatories align in the same timeline. There are 3 different accounts currently: TD Bank, Capital One, and Morgan Stanley.

Will made a motion to change Capital One accounts to reflect the new leadership. Adele seconded. All in favor.

- d. **Authorization of Automatic Bill Payments** - Will made a motion to adopt the list of authorized auto payments for the upcoming year with the removal of the car lease and car insurance. Jen seconded. All in favor.

- e. **Board Committee** - The Board Committees were sent out in a previous email. Chairs are as follows:

Budget: Amy
Organization: Chelsea
Planning: Tonya
ByLaws: Kate

- 7. **Organization Subcommittee** - njla_organization@njlamembers.org - Chelsea commented that the leadership orientation went very well with great attendance. The attendees broke into work groups to talk about projects for the year and to plan their first meetings for sections and committees. The program "Keep, Stop, Start" was very successful and instructed how to run meetings and communicate well within their committees.

Chelsea did record questions from the committees which she will help them obtain the answer to. These questions included:

Where to find Bylaws or create their own
How to post on the NJLA Facebook page.
Who is designated to create marketing flyers?

What is the process for creating advanced registration?
How to promote professional development programs.

8. Partnering Organizations

- a. **NJ State Library - SEE ATTACHMENT**
- b. **Rutgers LIS - No report.**
- c. **NJASL - No report.**

- 9. Action Plan for Next Meeting** - Amy would like to see someone from Public Policy attend the next meeting to give a brief update. Pat mentioned the flood at Caldwell Public Library Claudine Pascale thanked the NJLA for letting the members know about the situation. Donations are welcome and are available on their website.

Next meeting will be held on September 18 at 10am at the Long Branch Public Library

- 10. Good of the Order** - Jen mentioned that the Diversity and Outreach section ran an election and David Perez from Long Branch is the new VP. They will need to vote on a President at the upcoming election. The Diversity conference will be held on November 8 at Raritan Valley Community College. The event is being co-sponsored by LibraryLinkNJ, MentorNJ, NJLA Leadership & Education Subcommittee, NJLA Professional Development Committee, and the New Jersey State Library. Kate made a request that the NJLA logo be used on all section or committee programs.

Jeanne Marie mentioned the Library Journal Design Institute and their work.

Amy made motion to adjourn meeting at 11:35 am. Lynn seconded.