

NJLA Personnel Administration Subcommittee (PAC) Minutes - June 24, 2024, at 2 p.m. via Zoom

Zoom meeting information:

<https://us02web.zoom.us/j/84057318683?pwd=dk9ldTlqTUQ4ZTc4UUtjcjNHeUhh0UT09>

Meeting ID: 840 5731 8683 / Passcode: 281067

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+1 646 558 8656 OR +16465588656,,84057318683#,,,,*281067# (one-tap mobile)

Attendance: Ellen Callanan, Nicole Poyer, Eric Schwarz.

Start: 2:03 p.m.

1. Introductions.
2. Approval of [minutes from May 20](#).
3. NJLA 2024 Conference: Our [Labor Unions in NJ Libraries program](#) was held Friday, May 31 from 9 to 9:50 a.m.
 - a. Speakers:
 - i. Allison Ryan, Adult Services Supervisor at the Montgomery Branch at Somerset County Library System of New Jersey, represented by OPEIU (Office and Professional Employees International Union) Local 32.
 - ii. Beth Zak-Cohen, Librarian, Charles F. Cummings New Jersey Information Center at the Newark Public Library. President of AFSCME, Local 2298, Council 63.
 - iii. Amy Joyner, Treasurer Secretary of AFSCME COLT Local 1761, Council 63, representing library workers at Rutgers University.
 - iv. Moderator: Eric.
 - b. This was a successful program. Maybe 40 attendees? It ran overtime until about 10:30 a.m. and started several conversations, including some discussions among participants trying to help people at other employers/unions.
 - c. We have a page on the [PAC area of the NJLA Members website](#) on labor unions including the conference handouts, including the introductory slides and the slides from the three speakers.
 - i. Nicole has done a great job updating everything. Eric also has updated the site with more unionized libraries. There are 77 libraries listed as unionized as of June 1. From the NJLA survey we had learned of 49 unionized libraries or library systems, so we were able to add 28.
 - ii. Most academic libraries, and perhaps all libraries at public colleges and universities, are unionized, so there is definitely an undercount.
 - iii. The page also includes selected resources from the ALA-APA, Rutgers, and the National Labor Relations Board.

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- iv. We should update the page, to the extent possible, with information on each union local and whom they represent within the library or library system.
 - d. Frank Gomes from Direct Flooring (fgomes@dfemail.com) requested the list of unionized libraries. Eric sent him a link to the [list](#) on June 13.
 - e. Other comments on our session.
 - f. Other comments on the conference.
- 4. Union membership survey being conducted by NJLA of library directors and academic library administrators only (part of a [larger survey](#) running from March 27-May 3). This replaces the survey that we had planned to send to all members.
 - a. Two questions on the survey related to unions:
 - i. Is your library represented by one or more labor unions? (yes or no)
 - ii. How is your union aligned? Four choices
 - 1. We have a separate union (local) for our library, OR a contract that is not related to the pay or contract of employees outside the library.
 - 2. We have the same union (local) with our municipality/county/agency/organization, and our terms largely mirror those of employees outside the library.
 - 3. We have the same union (local) with our college/university/school, and our terms largely mirror those of employees outside the library.
 - 4. N/A
- 5. Civil Service membership.
 - a. The NJ Civil Service Commission maintains a list of [Civil Service agencies by municipality](#).
 - b. Nicole has updated [the list on our website](#). She is working with a contact at the Civil Service Commission (CSC), who said that 21 libraries were missing from the CSC agencies by municipality list. The CSC contact, in turn, is working with the Secretary of State office. Nicole is also checking on academic agencies (colleges and universities) and whether they should be listed.
- 6. PAC name and mission (functions). NJLA is updating its bylaws, and this should be part of the discussion. Eric will work on this with Carina Gonzalez and Jeff Cupo. (See current mission [here](#).)
 - a. New name to better reflect mission: "Subcommittee on Library Work and Workers"
 - b. New proposed functions:

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- i. To educate members of the association on employment and libraries in New Jersey, in general and specific to types of libraries (such as academic/special/public/school, small vs. large libraries).
 - ii. To educate members on labor unions in libraries and civil service status in libraries.
 - iii. To educate workers and libraries on common benefits and rights in New Jersey and in library environments. These include but are not limited to pensions and retirement benefits, sick leave, salaries, asking about citizenship and/or salary history on job applications, and overtime pay.
 - iv. To gather, publish, and distribute data relating to the improvement of salary and working conditions of library personnel in New Jersey.
 - v. To recommend to the Executive Board programs relating to the improvement of salary and working conditions.
 - vi. To provide assistance to members seeking information relating to working practices.
7. Annual salary guide
- a. [2024 Salary Guide](#).
 - b. Future guides, including meeting goals of collecting salary data from libraries; and having more granularity in terms of regions and funding mechanisms within NJ, beginning vs. experienced personnel, and job titles. Can we use databases and/or other previously untapped statistics?
 - c. We may want to conduct a survey at some point in the future about salaries. One question to ask is whether a library meets or uses the NJLA salary recommendations.
 - d. Occasional questions from NJ libraries about the job titles. The titles in the guide were derived from historical civil service titles. A library director asked about “library assistant.” The civil service “local” (non-state position) job description for library assistant is [here](#). Titles can be looked up [here](#).
 - e. Comments from Ellen Callanan: The salary guide works for libraries that are well-funded but not for Sussex County Library. She suggested that the guide be more granular.
8. Website: Nicole has posted the minutes from July 2023 through April 2024 at <https://njlamembers.org/pacminutes> (note that there is a gap in minutes from 2015 to 2023).
9. News from NJLA Executive Board/administration. (None.)
10. Informational items:

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- a. The [PAC](#) is a subcommittee of NJLA's [Member Services Committee](#). Background from [NJLA Code for Committees](#):
 - b. Collaboration tools: [shared folder in Google Drive](#) (under Shared Drives). If you are on this subcommittee, you should see it under your Shared Drives in the Google Drive associated with your email address (if any). Alicia Gough at NJLA (agough@njla.org) can help any individual member with this.
11. Reorganization/new members of this subcommittee. Departing members finishing their terms. (not yet known as of meeting date)
 12. Meeting schedule for July 2024 to June 2025. (not yet set as of meeting date)

End: 2:57 p.m.

Committee members:

- Eric Schwarz, Chair, Clarence Dillon Public Library, eschwarz@dillonlibrary.org
- Alfreda Richardson, Vice Chair, Rutgers University, alfredar@libraries.rutgers.edu
- Melissa Brisbin, Livingston Public Library, melissa.brisbin@livingston.bccls.org
- Ellen Callanan, Sussex County Library, callanan@sussexcountylibrary.org
- Tony Joachim (Chair, Member Services Committee), William Paterson University, joachima1@wpunj.edu
- Yolanda Keahey, Jersey City Public Library, ykeahey@yahoo.com
- Heather Kristian (Co-Chair, Member Services Committee), Pennsauken Free Public Library, heather.kristian@gmail.com
- Nicole Poyer (subcommittee intern), Somerset County Library System of New Jersey, npoyer@sclibnj.org.
- Lorraine Ruiz, Kenilworth Public Library, lruiz@lmxac.org
- Jeff Trout, Cape May County Library, jefft@cmclibrary.org
- Katy White, NJLA liaison, kwhite@njla.org.