

NJLA Personnel Administration Subcommittee (PAC) Minutes - March 18, 2024, at 2 p.m. via Zoom

Zoom meeting information:

<https://us02web.zoom.us/j/84057318683?pwd=dk9ldTlqTUQ4ZTc4UUtjcjNHeUh0UT09>

Meeting ID: 840 5731 8683 / Passcode: 281067

+1 646 931 3860 OR +16469313860,,84057318683#,,,,*281067# (one-tap mobile)

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

Attendance: Alfreda Richardson, Jeff Trout, Nicole Poyer, Eric Schwarz, Heather Kristian, Yolanda Keahey

Planned absences: Katy White.

Start: 2:01 p.m.

1. Introductions.
2. Approval of minutes from Feb. 26.
3. Guest speaker from ALA-APA: Angela Jones, Chair of the ALA-APA SSLW Committee (ALA Allied Professional Association Standing Committee on the Salaries and Status of Library Workers). - Postponed.
4. NJLA 2024 Conference: Labor Unions in NJ Libraries program is set for Friday, May 31 from 9 to 9:50 a.m.
 - a. Speakers -- each to get about 7 minutes to speak.:
 - 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. Issue with schedule at <https://njlaconference.info/> - as of March 15, links to a Google Doc listing only Allison as a speaker. Katy and Alicia are working to fix this issue.
 - c. Possible items for the speakers to cover:
 - i. Name of union
 - ii. Dues amounts/percentages.
 - iii. How long have you represented the library workers?
 - iv. Whom you represent in the library and, if applicable, other areas of the organization?
 - v. Which library workers are not represented by the union?

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- vi. Benefits of the union. What would be different if there were no union?
 - vii. Challenges the union faces
 - viii. Can you explain the contract ratification process?
 - ix. Is your library civil service? How does this mesh with the union status?
5. Union membership survey. [Draft survey](#). During the meeting we discussed the questions under sections 3 and 4 (about union alignment), which may be duplicative or confusing. Eric will review after this meeting. To be distributed to NJLA members in late April or early May.
6. Annual salary guide
- a. [2024 Salary Guide](#).
 - b. The salary guide has existed since at least 1989. The [March 1989 issue of New Jersey Libraries](#) includes “minimum starting public library salary recommendations” for “certified staff” and “staff” for both 1989 and 1990. There is no explanation about how the figures were derived. However, we can compare “(Junior) Librarian” to “Librarian” in the current guide.
 - i. (Junior) Librarian, 1989, \$22,000 (This amount in March 1989 has the same [buying power](#) as \$55,480 in January 2024.)
 - ii. (Junior) Librarian, 1990, \$24,200 (This amount in March 1990 has the same [buying power](#) as \$57,993 in January 2024). Also, the amount is a 10% unadjusted increase from the previous year.
 - iii. Librarian, 2024, \$62,395.
 - c. 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?
 - d. 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.
7. Civil Service membership.
- a. The NJ Civil Service Commission maintains a list of [Civil Service agencies by municipality](#).
 - b. Nicole is updating [the list on our website](#). She is working with a contact at the CSC, who said that 21 libraries were missing from the CSC agencies by municipality list. She is also checking on academic agencies (colleges and universities) and whether they should be listed.
8. News from NJLA:

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- a. Focus groups: North/South (open to all in target counties), Tuesday, March 12 at 10am; East/West (open to all in target counties), Thursday, March 21 at 10am.
Did anyone attend the March 12 meeting or plan to attend on March 21?
 - b. Strategic plan survey
 - c. Other news
9. PAC name and mission. (See current mission [here](#).)
- a. New name to better reflect mission: “Subcommittee on Library Work and Workers?”
 - b. New mission items:
 - i. Worker education about employment and libraries in NJ, in general and specific to types of library (union vs. non-union, academic/special/public/school, small vs. large, civil service).
 - ii. Worker rights: Pensions/DCRP, job application rights (employers may not ask for citizenship status in the initial application, and may not ask about salary history), overtime, other rights on the job.
 - iii. Working with the Civil Service Commission and understanding Civil Service job titles and desk audits.
 - iv. Understanding the role of unions, and how to form a union, or sign up (or decline to sign up, or withdraw from membership), and what those statuses mean.
 - c. Can we have a draft by the April 15 meeting to present to the board, before the conference if possible?
10. Informational items:
- 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. Future meetings - All meetings are set for Mondays, each at one hour by Zoom (same Zoom information as for this meeting) – [iCalendar \(.ics\) file](#):
- i. Apr 15, 2024 02:00 PM (third Monday)
 - ii. May 20, 2024 02:00 PM (third Monday)
 - iii. Jun 17, 2024 02:00 PM (third Monday)

End: 2:55 p.m.

Committee members:

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- 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.

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New Information added by Alfreda Richardson, PAC, Vice Chair, attended:

NJLA Focus Group Standing Committee meeting was on March 11'2024@ 2:30pm-3:30pm.

Lynnette Fucci and Emily Witkowski- NJLA Executive Board Members and the Board is in the process of developing a new strategic plan. NJLA wants to reach out to key member libraries, library leaders, library staff, and stakeholders and partners, to hear their thoughts and gather ideas for NJLA. The Standing Committees was one of the ways the Board thought to connect with.

The attendees: were Keith McCoy (Finance), Kimberly Paone (Conference Futures), Alfreda Richardson (Personnel Administration Committee), Aaron Pickett (Conference Committee), Eileen Palmer (Intellectual Freedom), Laura Poll (History & Preservation) and Robin Rockman(Honors & Awards).

The group was to discuss our thoughts and inspirations on NJLA , as we work on a new strategic plan. Responses were placed on a Jamboard by Emily Witkowski (NJLA Executive Board Member)

1.

Strengths

What's unique about NJLA? What does NJLA do well? Some suggestions:

- Unity
- Idea Sharing
- Meeting new people
- NJLA is a body of knowledge, it has a history
- Having a voice in statewide public policy debates
- Connecting with like-minded people
- Getting out of your comfort zone
- Good way to gain leadership experience
- Connecting with what's going on in other groups/ organizations
- Advocacy resources

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2.

Opportunities

2.

Opportunities

How will we best build on our strengths? Where can our strengths take us?

- Strengthening onboarding process for new NJLA members to diversity leadership
- Need to do a better job advocating to libraries/library staff themselves to get involved
- Better sense of continuity with past to lead into future
- Retaining information from committee to committee to continue to build institutional
- Continue to share about NJLA and its resources
- Create sense of NJLA history-and what we can learn from it (Archive)
- Continuing to listen to all voices in NJLA at all levels in the libraries

3.

Aspirations

Imagine what NJLA could be. Dream big! What outcomes are you hoping for?

- Greater presence and advocacy statewide presence
- NJLA to be at the table for every statewide policy discussions that could touch libraries
- NJLA to take more of a leadership role to develop consensus among membership on funding
- Financial resources and reserves to keep dues low
- More money for construction grants, growth, etc.

4.

What will it look like when our opportunities and aspirations are realized? Results?

- Adequate, stable, and sustainable funding for all libraries
- Follow through on projects
- New leadership & engagement
- Better understanding & respect of libraries by public
- Better continuity year to year for sections & committees

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Participants are able to continue to add their ideas throughout the next two weeks on the color coded Jamboard

General Notes

Who does NJLA work for- the library? The librarian? The public?

Upcoming NJLA Standing Committees Sessions:

There are two more focus group March 12 for North/South Libraries and March 21 East/West Libraries.