

# NJLA Personnel Administration Subcommittee (PAC) Minutes - Nov. 20, 2023, at 2 p.m. via Zoom

Zoom meeting information:

<https://us02web.zoom.us/j/84057318683?pwd=dk9ldTlqTUQ4ZTc4UUtjcjNHeUk0UT09>

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: Yolanda Keahey, Heather Kristian, Alfreda Richardson, Eric Schwarz, Jeff Trout, Katy White (NJLA associate director).

Planned absences: Ellen Callanan.

Start: 2:02 p.m.

1. Introductions.
2. Minutes from Oct. 16 approved by consensus.
3. NJLA 2024 Conference - Session proposals must be submitted by Dec. 8 using this [form](#). We will submit a proposal for a session on labor unions: how they benefit library workers, including directors; how to form a union; how negotiation takes place and how it takes “forever” to get a contract ratified; how a local union representing library workers might be aligned, and as examples of types of unions: AAUP-AFT (college/university faculty), CWA (Communications Workers of America), retail industry. Alfreda (Rutgers contact), Heather (contact through NJALA), and Katy (contact at Somerset County Library System) have contacts at various unions representing libraries. Eric volunteered to moderate the session.
4. Annual salary guide
  - a. [Draft](#) sent to Brett/Carina on Nov. 17, recommending 4% increase for reasons spelled out in detail in the document.
  - b. Executive board to discuss at meeting (Zoom) on Tuesday, Nov. 21 at 10 a.m. Eric will present the guide along with Brett Bonfield (NJLA executive director).
  - c. Previous increases:
    - i. 2021: No guide.
    - ii. 2022: 5.378% (compounded percentage change between 2020 and 2022)
    - iii. 2023: 4% (maximum the executive board would approve), although the three-year average of the calculations was 4.369%.
  - d. [Correspondence with various library administrators about possible changes to the salary guide for 2025 and forward](#). Brett had invited the administrators to the conversation.
    - i. The following people responded: Bonnie Sprouls, Human Resources Director, Princeton Public Library; Deanna Rivera, Director of Human Resources, Somerset County Library System of New Jersey; Jennifer Doderer, Ocean County Library.
    - ii. Brett summarized the recommendations as follows:

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1. Focus on releasing the guide earlier, ideally in September or October.
  2. Collaborate with the State Library or another partner to collect salary data on a few representative positions from as many New Jersey libraries as possible. This is also an opportunity to partner with the organizations that currently collect data (e.g., BCCLS, Libraries of Union County, Camden County).
  3. Represent a path or crosswalk between current salaries and aspirational salaries that can help staff and administrators understand that we're all on the same side. Everyone wants staff to earn competitive salaries; every library building to be safe, beautiful, and welcoming; collections, programs, and other services to be robust; and our communities to thrive. Unless we see an unanticipated, dramatic, and immediate increase in funding, most libraries will have difficult decisions to make in planning their budgets.
  4. Investigate and, potentially, license access to more granular data. I can designate funding for this committee if we can find a data set that would better serve New Jersey's public libraries. The MIT data set is scoped to the county level, not zip code or census tract, and we know that county level is not sufficiently granular in New Jersey.
  - e. Katy will investigate whether the NJLA office verifies that salary offers that libraries publish in their job ads on the [NJLA job hotline](#) actually do meet the salary guide minimums when libraries say that they do.
5. 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](mailto:agough@njla.org)) can help any individual member with this.
6. 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. Dec 11, 2023 02:00 PM (second Monday)
  - ii. Jan 22, 2024 02:00 PM (fourth Monday)
  - iii. Feb 26, 2024 02:00 PM (fourth Monday)
  - iv. Mar 18, 2024 02:00 PM (third Monday)
  - v. Apr 15, 2024 02:00 PM (third Monday)
  - vi. May 20, 2024 02:00 PM (third Monday)
  - vii. Jun 17, 2024 02:00 PM (third Monday)

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End: 3:07 p.m.

Committee members:

- Eric Schwarz, Chair, Clarence Dillon Public Library, [eschwarz@dillonlibrary.org](mailto:eschwarz@dillonlibrary.org)
- Alfreda Richardson, Vice Chair, Rutgers University, [alfredar@libraries.rutgers.edu](mailto:alfredar@libraries.rutgers.edu)
- Melissa Brisbin, Livingston Public Library, [melissa.brisbin@livingston.bccls.org](mailto:melissa.brisbin@livingston.bccls.org)
- Ellen Callanan, Sussex County Library, [callanan@sussexcountylibrary.org](mailto:callanan@sussexcountylibrary.org)
- Tony Joachim (Chair, Member Services Committee), William Paterson University, [joachima1@wpunj.edu](mailto:joachima1@wpunj.edu)
- Yolanda Keahey, Jersey City Public Library, [ykeahey@yahoo.com](mailto:ykeahey@yahoo.com)
- Heather Kristian (Co-Chair, Member Services Committee), Pennsauken Free Public Library, [heather.kristian@gmail.com](mailto:heather.kristian@gmail.com)
- Lorraine Ruiz, Kenilworth Public Library, [lruiz@lmxac.org](mailto:lruiz@lmxac.org)
- Jeff Trout, Cape May County Library, [jefft@cmclibrary.org](mailto:jefft@cmclibrary.org)