

# NJLA Personnel Administration Subcommittee (PAC) Minutes - Aug. 21, 2023, 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, Eric Schwarz, Jeff Trout, Tony Joachim (chair, Member Services Committee [MSC]), Heather Kristian (vice chair, MSC).

Planned absences: Yolanda Keahey.

Start: 2:02 p.m.

1. Introductions.
2. Approval of minutes from July 17.
3. The PAC is a subcommittee of NJLA's [Member Services Committee](#). It is NOT the [Administration and Management Section](#), the [Employee Relations Subcommittee](#), or the [Professional Development Committee](#).
4. Personnel Administration Subcommittee - background from [NJLA Code for Committees](#):
  - a. AUTHORIZATION: The Civil Service Committee was established in 1944 as a subcommittee of the Personnel Committee, made a Special Committee in 1945, and established as a Standing Committee in 1948. Personnel Committee and Civil Service Committee were combined to form the Personnel Administration Committee in 1955. The Certification Committee was absorbed by the Personnel Administration Committee in 1965, Grievance Committee dissolved in 1991, and function of providing information to members regarding laws and regulations was absorbed by Personnel Administration Committee in 1991. Re-established as Personnel Administration Subcommittee under the Member Services Committee in 1996.
  - b. COMPOSITION: 10 members, including the chair
  - c. FUNCTIONS: ● To keep Association members informed of important developments in the area of personnel issues ● To gather, publish and distribute data relating to salary and working conditions of library personnel in New Jersey ● To recommend to the Executive Board programs relating to salary and employee conditions ● To work with the New Jersey Department of Personnel to explore and to clarify relevant issues as they arise ● To provide assistance to members seeking information relating to personnel practices
5. Ideas for the future
  - a. Name: "Committee (or Subcommittee) on Library Work"
  - b. Rewrite of functions/mission statement. For example, the New Jersey Department of Personnel has not existed for many years.
  - c. Projects

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- i. Worker education about employment and libraries in NJ, in general not specific to any type of library (union vs. non-union, academic/special/public/school, small vs. large, civil service). Ideas: 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.
  - ii. Working with the Civil Service Commission and understanding Civil Service job titles and desk audits. Maybe a special contact there?
  - iii. 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.
  - iv. Survey of libraries with unions in NJ.
  - v. Survey with Professional Development Committee?
6. Annual salary guide:
- <http://njlamembers.org/content/salary-guide-documents-and-resources>
- a. Received [ALA-APA Library Salary Database 2020 Salary Survey](#) data from Brett Bonfield (NJLA executive director), with the help of Michael Maziekien (Project Specialist, Shared Services, Library Development Bureau, New Jersey State Library).
    - i. From Brett: “I think NJLA, as a member, is allowed to make use of this data. I've downloaded and attached the 2019 data, which is the most recent data that ALA-APA makes available, for each MLS-level position in NJ and All Regions, divided by each Public Library size that ALA-APA tracks. ALA-APA hasn't collected non-MLS data in ~15 years. ... While some data is better than no data, I think it's important to manage our expectation about how useful this will be. I wish it were updated regularly, and there were other ways to filter the data (e.g., civil service, union, years of experience, cost of living).”
    - ii. From the survey: “Non-MLS salary data is ONLY available for 2006 and 2007. The Non-MLS Salary Survey will be conducted again in the future. Contact ALA-APA for more information.”
    - iii. Survey includes these links: [How to Interpret the Tables](#) | [Methodology](#) | [Position Descriptions](#) | [Response Rates](#) | [Survey Questionnaire](#).
    - iv. Survey library universe #1: Public libraries
      1. Very Small, serving populations less than 10,000
      2. Small, serving 10,000–24,999
      3. Medium, serving 25,000–99,999
      4. Large, serving 100,000–499,999
      5. Large, serving 500,000 or more
    - v. Survey library universe #2: Academic libraries “(including Association of Research Libraries members' data) using the 2014 IPEDS data file (the most current and complete file available).”

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1. Two-Year College / Carnegie Foundation for the Advancement of Teaching in 1994 (“Carnegie”) category “Associate of Arts.”
  2. Four-Year College / Carnegie categories “Baccalaureate I and II.”
  3. University / Carnegie categories “Master’s I and II, Doctoral I and II, and Research I and II.”
- b. The NJLA survey does not differentiate between library positions by type of library (public, academic, school, private). However, the position titles suggest that the survey is geared toward public libraries.
- c. For assistant director and director, the NJLA guide does make distinctions based on population served.
- i. Assistant Director
    1. Population up to 49,999.
    2. Population 50,000 to 99,999.
    3. Population 100,000 and above.
  - ii. Director
    1. Population up to 7,499.
    2. Population 7,500 to 14,000 [**\*\*** should be corrected to 14,999].
    3. Population 15,000 to 49,999.
    4. Population 50,000 to 99,999.
    5. Population 100,000 and above.
- d. The NJLA survey increases are based on a three-year average formula as of the 2023 guide: 25% each “teacher contract settlements, CPI, PCE, SSA cost-of-living increases. 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%.
- e. Work on calculations. We have a working spreadsheet that can be used as a guide.
- f. Preparation of the written guide.
- g. (In 2021 and 2022): Executive board discusses in November and December and passes in December following animated discussions.
- h. Alfreda mentioned the [BLS website](#), which discusses previous growth and the job outlook for librarians. She also mentioned an article that reports that employers are budgeting for 4% salary increases for 2024.
- i. Heather: “I think the salary guide is great.” She mentioned that she has worked in four libraries in New Jersey, none of which have followed the salary guide.
7. Liaison from Member Services Committee (MSC)
- a. Tony: MSC is considering surveying NJLA members, with one of the goals being to reach new members who have joined because their libraries are enhanced institutional members of NJLA. Multiple topics and potential questions were discussed. Eric suggested that if there are a lot of questions, that the survey be broken up into several surveys.

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- b. Heather suggested that a member survey could include the question, “Do you work in a library that follows the NJLA salary guide?”
8. Website: <http://njlamembers.org/pac>
9. Collaboration tools:  
Jeff set up a [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.
10. Future meetings
  - a. The third Monday of the month (same Zoom information as for this meeting) – [iCalendar \(.ics\) file](#):
    - i. Sep 18, 2023 02:00 PM
    - ii. Oct 16, 2023 02:00 PM
    - iii. Nov 20, 2023 02:00 PM
  - b. No meetings yet set for December 2023-June 2024.

End: 3:06 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)
- Yolanda Keahey, Jersey City Public Library, [ykeahey@yahoo.com](mailto:ykeahey@yahoo.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)

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## **I. Understanding the roles of unions and how to form a union:**

U.S. Department of Labor Blog

### **You Have the Right to Form and Join a Union**

Sept 12, 2022, By Lucia Nunez, Valeria Treves

<https://blog.dol.gov/2022/09/12/you-have-the-right-to-form-and-join-a-union>

- · The worker organizing resource and knowledge center.
- · Who has the right to form a union?
- · The process for forming a union and negotiating a contract.
- · The union advantage in pay, benefits, health, safety, pay equity and more.
- · What an employer can and cannot do during a union organizing effort.

### Worker.gov

- · Organizing a workers committee or a union.
- · Voicing safety concerns
- · What to do if you think you may be facing retaliation.

### Workplace Concerns

- · Interested in improving the workplace.
- · Workers right to organize.
- · Workers' right to concerted action and right to discuss wages.
- · What an employer can and cannot do if you organize a union strike.

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## 2. Labor Rights Week: 3 Ways to Get Involved

By Julie Su August 22, 2023

Labor Rights Week: Aug 28-Sept 1, 2023.

<https://blog.dol.gov/2023/08/22/labor-rights-week-3-ways-to-get-involved>

During [Labor Rights Week 2023](#), Aug. 28-Sept. 1, we're getting the word out that ALL workers in the United States have the same right to a safe and healthy workplace and a just day's pay, as well as the right to report violations of labor laws without fear of retaliation. And these worker protections apply to everyone, regardless of immigration status.

- **Learn about workers' rights.** Knowledge is power and workers who know their rights are empowered workers. There are resources available for workers to read. As someone who has advocated for workers my entire career, one of my top priorities has been to make these resources more accessible, understandable, and easy to use—and available in multiple languages. A good starting point is [dol.gov/LaborRightsWeek](https://dol.gov/LaborRightsWeek). At [worker.gov](https://worker.gov), you will also find information organized from the perspective of workers, with a Spanish language option for the entire website and additional languages being added soon. For any questions or help with rights at work, including how to file a complaint, call us at 1-866-487-2365. Resources in different languages.
- **Download our Labor Rights Week social media toolkit.** From being paid on time to staying safe in the heat, [our messages in English and Spanish](#) inform and educate workers about critical workplace protections.

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- The Department of Labor will hold the lost wages for 3 years until they can locate employees and return the funds back to them.

## **3. Employer/Union Rights and Obligations**

<https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employer-union-rights-and-obligations>

The National Labor Relations Act forbids employers from interfering with:

- Restraining or coercing employees in the exercise of rights relating to organizing, forming, joining, or assisting a labor organization for collective bargaining purposes to improve working conditions.
- Labor organizations may not restrain or coerce employees in the exercise of these rights.

## **4. Examples of employer conduct that violates the law:**

- Threatening employees with loss jobs or benefits if they join or vote for a union.
- Threats to close job worksites.
- Questioning employees.
- Promising benefits.
- Punishing employees by transferring, laying off, assigning to more difficult tasks.

## **5. Examples of labor organization conduct that violates the law:**

- Employees receiving threats for not supporting the union.

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- Seeking to suspend an employee, even after union dues paid in full.
- Refusal to support a union member grievance because of their opinion.
- Making employees pay a fine who resigned from the union for engaging in union activities or who may have crossed an unlawful picket line.
- Displaying unruly behavior in a picket line such as, signs of assault, threats, and barring non-strikers from the organization's property.
- Striking over non-related employment issues.

## **6. What rules govern collective bargaining for a contract?**

- Employer and bargaining representatives discuss wages, hours, and benefits, and safety measures.
- Both the employer and bargaining leader must continue to meet in good faith to come to an agreement.
- If an employer refuses to bargain the National Labor Relations Board may seek a federal court to force the employer..
- Either party must notify the other party 60 days before a contract expires.

### **How is "good faith" bargaining determined?**

- NLRB will determine if both parties are acting in good faith.
- Employer and collected bargaining representatives should keep an open mind and come to a desired agreement.
- NLRB responsibility is to ensure that both parties are compliant in collective bargaining contracts and union representatives who can make decisions.



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## **What are the rules about union dues?**

- Union dues collected are under Federal and State laws and court rulings.
- Employees can pay union dues within 30 days of hiring date.
- Employers and unions enter into union agreements.
- Employees who do not desire full union memberships may continue as core members and pay only their share of dues directly for union representation. Also, this includes collective bargaining and contract administration support.

## **7. Librarians and Library Media Specialists**

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*,

Librarians and Library Media Specialists, at

<https://www.bls.gov/ooheducation-training-and-library/librarians.htm> (Visited September 06, 2023).

- Median pay (2022) \$61,660.00/ \$29.65 per hour.
- 2022-2032 there was a 3% projected employment change.
- The projected numeric change in employment from 2022-2032 is 4,300.
- The projected percent change in employment from 2022-2032, the average growth rate for all occupations is 3 percent.
- Most librarians hold full and part-time positions.

## **8. Employers Budgeting 4% pay raises in 2024.**

By Kathryn Mayer Dated: July 18'2023

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<https://www.shrm.org/resourcesandtools/hr-topics/compensation/pages/2024-salary-pay-raise-projection-employer-forecast-wtw.aspx>

- Budget of 4 percent in 2024.
- 2022 4.2 percent was higher than
- 2023 high inflation.
- Competitive labor market.
- Worker shortages.
- U.S. employers reported 2023 annual merit increases have average 3.8 percent.
- Employers 2024 salary strategies (retention n& attraction efforts).
- 2022-2023 pay raises were among the highest they have been in years.
- Employees expectations for higher pay have increased.
- Majority of workers expect a bigger payday from their employers, otherwise, employees may leave their employer and find other employment.
- Surveys conducted on wage increases across organizations the pay scale is competitive.
- Companies were playing catch-up last year to pay.
- Inflation needs to ease.
- Job market cools down.
- Company strategies are set in place in different organization, raises will eventually stabilize from last year's payouts.
- Employers are cautious.
- Uncertainty in the economy

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- Annual salary budget increases follow economic indicators.
- Employers' strategy is to maintain healthy pay increases to keep employees.

## 9. Library asbestos exposure draws OSHA violations

Written By: News 12 Staff     Aug 22'2023

<https://newjersey.news12.com/library-asbestos-exposure-draws-osh-violations>

- Asbestos exposure during construction at the East Brunswick Public Library
- The children section of the East Brunswick Public Library was contaminated with dust and debris.
- The library received seven violations, if not resolved, it could owe thousands of dollars per day for each violation.

## 10. <https://www.npl.org/community-libraries/clinton-branch/>

Newark Library Permanently Closes Branch: Hazardous Conditions

By Eric Kiefer, Patch Staff. Dated: Sept. 30'2021

- The Clinton Branch of the Newark Public Library has been permanently closed.
- The library is working to find a new temporary location.
- Hazardous building conditions
- Health and safety of staff and patrons, Newark Public Library has permanently closed the Clinton Branch at 739 Bergen Street.
- Other Branch locations were open to serve the community, while Newark Public Library looked for a temporary location.

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