

NJLA Personnel Administration Subcommittee (PAC) Minutes - Jan. 22, 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: Ellen Callanan, Yolanda Keahey, Heather Kristian, Nicole Poyer, Eric Schwarz.

Planned absences: Alfreda Richardson, Jeff Trout, Katy White.

Start: 2:02 p.m.

1. Introductions.
2. Welcome to Nicole Poyer, new intern assigned to this subcommittee.
3. Approval of minutes from Dec. 11.
4. NJLA 2024 Conference: Eric submitted a proposal for a session on labor unions on Dec. 7. The Conference Committee will announce the accepted programs in late January or early February
 - a. Possible topics: how unions 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.
 - b. Speakers -- would like to have three to four panelists, five at the most:
 - 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.
5. Annual salary guide
 - a. [Salary guide](#) approved by executive board on Nov. 21. (Now on NJLA server.) Eric emailed Alicia and Katy late on Jan. 19 to update the other link on the NJLA website, under Job Hotline.
 - 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.
6. Possible surveys/research by NJLA regarding:

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- a. Salaries
 - i. Whether a library meets or uses the NJLA salary recommendations.
 - ii. Databases and/or other previously untapped statistics.
 - b. Union membership: Which libraries have unions and whom they represent.
 - i. Eric started a survey at https://docs.google.com/forms/d/1IFXmVT1Htrzes--9b4yhUBegCriEz0Wx_6V-JUiXps/edit.
 - ii. We discussed various changes (examples: adding questions about county location and county system, and moving the optional name and email address to the end of the survey). Eric made these updates live during the meeting.
 - iii. Nicole will assist, for example, adding the list of counties.
 - iv. Release/deadline date - possibly mid-February.
 - c. Civil Service membership. The NJ Civil Service Commission maintains a list of [Civil Service agencies by municipality](#). There are 72 libraries on the list as of Nov. 22, 2023, separated out in [this spreadsheet](#). Eric added this list to the [NJLA Members website](#) on Dec. 12. Heather mentioned that Pennsauken Public Library and Rowan University should be listed. Eric emailed a contact at the CSC right after the meeting to clarify.
 - d. The NJLA's Library Workers of Color Section (LWOC) held virtual sessions, co-sponsored by LWOC and by LibraryLink NJ (LLNJ) in May 2022 on Civil Service and on unions. The Civil Service program was held Thursday, May 12, 2022, at 2 p.m. The union program was held Thursday, May 19, 2022, at 2 p.m. "Human resource consultants Melissa Czaplicki and Zeslyn Wade from the New Jersey Civil Service Commission will present on a variety of topics specific to job titles, promotions, trainings, and more. The program on unions will give attendees a stronger idea of what unions do, why they are important, and how they can get involved. All NJ library workers are welcome to attend." Yolanda said that about 80 people attended each of the two sessions and that the contact person is Keisha Miller.
7. 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.
8. 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. Feb 26, 2024 02:00 PM (fourth Monday)
 - ii. Mar 18, 2024 02:00 PM (third Monday)

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- iii. Apr 15, 2024 02:00 PM (third Monday)
- iv. May 20, 2024 02:00 PM (third Monday)
- v. Jun 17, 2024 02:00 PM (third Monday)

End: 3:01 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.