

NJLA Personnel Administration Subcommittee (PAC) Minutes - July 17, 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

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

Attendance: Heather Kristian (Co-Chair, Member Services Committee), Alfreda Richardson, Lorraine Ruiz, Eric Schwarz, Jeff Trout.

Start: 2 p.m.

1. Introductions
2. The PAC is a subcommittee of NJLA's Member Services Committee.
3. 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
4. Ideas for the future
 - a. Name: "Committee (or Subcommittee) on Library Work"
Alfreda said that a name change would bring clarity and understanding to members of what PAC does, and also help PAC define itself.
 - 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?
5. Annual salary guide:
<http://njlamembers.org/content/salary-guide-documents-and-resources>
 - a. Based on a three-year average formula as of the 2023 guide: 25% each “teacher contract settlements, CPI, PCE, SSA cost-of-living increases.
 - b. 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%.
 - c. Work on calculations. We have a working spreadsheet that can be used as a guide.
 - d. Preparation of the written guide.
 - e. (In 2021 and 2022): Executive board discusses in November and December and passes in December following animated discussions.
6. Liaison from Executive Board - NO REPORT.
7. Liaison from Member Services Committee (MSC).

Heather mentioned that it would be useful to know which libraries meet the salary guidelines.

She said that the MSC is working on materials to encourage libraries to join NJLA as an institutional member. The MSC and NJLA are working on “how best to handle an influx of paraprofessionals” into NJLA, with the start of enhanced institutional membership.
8. Liaison to Library Workers of Color Section. - NO REPORT.
9. Website: <http://njlamembers.org/pac>
 - a. Do you need/want a login to edit?
 - b. Maintenance, e.g. posting of minutes
10. Collaboration tools: Alfreda and Jeff both recommended using Google Forms and other Google tools for collaboration.
11. Future meetings

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- a. The third Monday of the month (same Zoom information as for this meeting) – [iCalendar \(.ics\) file](#):
 - i. Aug 21, 2023 02:00 PM
 - ii. Sep 18, 2023 02:00 PM
 - iii. Oct 16, 2023 02:00 PM
 - iv. Nov 20, 2023 02:00 PM
- b. No meetings yet set for December 2023-June 2024.

End: 3:09 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
- Yolanda Keahey, Jersey City Public Library, ykeahey@yahoo.com
- Lorraine Ruiz, Kenilworth Public Library, lruiz@lmxac.org
- Jeff Trout, Cape May County Library, jefft@cmclibrary.org

Thank you to the 2022-2023 subcommittee members:

- (continuing): Yolanda Keahey, Lorraine Ruiz, Eric Schwarz.
- (stepping down or term ended): Linda Crittenden, Jennifer Kaari, Cynthia Lambert, Jennie Pu, Rose Marie Rudy.