

# NJLA Personnel Administration Subcommittee (PAC) Minutes - Oct. 16, 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: Heather Kristian (representative from Member Services Committee), Alfreda Richardson, Eric Schwarz.

Planned absences: Melissa Brisbin, Ellen Callanan.

Start: 2:01 p.m.

1. Introductions.
2. Approval of minutes from Sept. 18.
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. 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.
  - 1. Eric checked the National Labor Relations Board (NLRB) website for cases involving NJ libraries, and found one (now closed) from 2021 at Verona Public Library. Search: [https://www.nlr.gov/search/case/library?state\[0\]=NJ](https://www.nlr.gov/search/case/library?state[0]=NJ) - Eric received the documents from this case from NLRB – nothing very informative.
  - 2. See more information under #6 below.
- 6. NJLA 2024 Conference - Session proposals must be submitted by Dec. 8 using this [form](#).
  - a. Heather attended the Oct. 5 information session. Takeaways from the session included:
    - i. Giving the presentation a snappy title.
    - ii. Avoid presenting a session about virtual programming. Libraries are no longer interested in virtual programming.
  - b. Idea to do 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: AAUP-AFT (college/university faculty), CWA (Communications Workers of America), retail industry. Alfreda currently works in a union job, and Heather previously did. Eric asked if they could put him in touch with the coordinators (union staff), who might be speakers at the NJLA conference. Heather mentioned that a CWA local representative has attended NJALA (NJ Association of Library Assistants) events in the past.
- 7. Annual salary guide: <http://njlamembers.org/content/salary-guide-documents-and-resources>
  - a. Discussion of draft salary guide (to share via Zoom at the meeting).
  - b. 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. For 2024 (projected):

[New Jersey School Boards Association, Percentage Increases, Teacher Contract Settlements\\*](#) 3.31%

[U.S. Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers \(CPI-U\), US City Average, All Items \(unchained\), 12-month periods \\*\\*](#) 3.49%

[U.S. Bureau of Economic Analysis, Personal Consumption Expenditures including food and energy \(PCE, aka consumer spending\) \\*\\*\\*](#) 3.6%

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[U.S. Social Security Administration \(SSA\). Cost-of-Living Adjustment \(COLA\)](#) 3.2%

Average of indicators 3.4%

\* As of Sept. 27, 2023 (checked Oct. 14, 2023):

"Teacher contract settlements that cover the 2023-24 school year are averaging 3.31%."

\*\* Nov. 2022-Sept. 2023, plus one month of projection to Oct. 2023 (as of Oct. 14, 2023)

\*\*\* Cumulative monthly percentage changes, seasonally adjusted at monthly rates, for Nov. 2022-Aug. 2023 plus two months of projection to Oct. 2023 (as of Oct. 14, 2023)

Three-year average: **4.946%** (based on the idea that the Executive Board preferred a three-year average in its vote last year).

- c. Eric is also working on a chart and other background material showing average or recommended salaries for librarians, nationally, regionally, or in specific states, as available.
  - d. Eric noted that the figures may change slightly based on new data that may be released before Nov. 21. Alfreda and Heather agreed that the figures seem reasonable as the basis for presentation to the NJLA executive board.
  - e. Eric has asked to be placed on the executive board agenda on Nov. 21, and if necessary, Dec. 19, to explain the guide, answer questions, and possibly revise the guide based on executive board feedback.
  - f. 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%.
8. Website: <http://njlamembers.org/pac>
  9. 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.
  10. 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. Nov 20, 2023 02:00 PM (third Monday of the month)

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- ii. Dec 11, 2023 02:00 PM (second Monday -- may be canceled if not necessary)
- iii. Jan 22, 2024 02:00 PM (fourth Monday)
- iv. Feb 26, 2024 02:00 PM (fourth Monday)
- v. Mar 18, 2024 02:00 PM (third Monday)
- vi. Apr 15, 2024 02:00 PM (third Monday)
- vii. May 20, 2024 02:00 PM (third Monday)
- viii. Jun 17, 2024 02:00 PM (third Monday)

End: 2:50 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)