NJLA Personnel Administration Subcommittee (PAC) Minutes
Sept. 18, 2023, at 2 p.m. via Zoom

Zoom meeting information:
https://us02web.zoom.us/j/84057318683?pwd=dk9ldTIqTUQ4ZTc4UUtjcjNHeUh0UT09

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, Alfreda Richardson, Eric Schwarz.

Planned absences: Jeff Trout.

Start: 2:04 p.m.

1. Introductions.
2. Approval of minutes from Aug. 21.
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.

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    c. Projects

        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. Alfreda mentioned that the U.S. Department of Labor has resources online on how to form a union and rights to form a union. Aug. 28-Sept. 1 was Labor Rights Week.

            2. Eric later 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.nlrb.gov/search/case/library?state[0]=NJ - Eric has submitted a request for documents in this case via FOIA Online.

            3. Yolanda mentioned that she had prompted the Library Workers of Color Section to hold sessions on unions and civil service issues. These two sessions were presented in May 2022.

        ii. 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.

        iii. Working with the Civil Service Commission and understanding Civil Service job titles and desk audits. Maybe a special contact there?

        iv. Survey of libraries with unions in NJ.

6. NJLA 2024 Conference - Yolanda suggested that PAC present a poster or program at the NJLA 2024 conference. Proposals must be submitted by Dec. 8. proposal form. Yolanda and.or Alfreda will try to attend one of the online information sessions for submitting programs (to be held Thursday, October 5 at 2 p.m. and Monday, October 16 at 11 a.m.).

7. Annual salary guide: http://njlamembers.org/content/salary-guide-documents-and-resources

    a. Work on calculations. We have a working spreadsheet that can be used as a guide.

    b. Preparation of the written guide.

    c. Eric has emailed Carina Gonzalez (NJLA president) to be added to the Nov. 21 (10 a.m. via Zoom) agenda for the NJLA executive board meeting to discuss the 2024 guide and get it approved. If there are still questions, possibly we may need to attend the Dec. 19 meeting as well (also at 10 a.m. via Zoom).

    d. Eric to prepare a salary guide draft for PAC to review on Oct. 16. The Social Security COLA will be released Oct. 12.

    e. 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 about 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)."
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."

f.   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.

g.   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.

h. 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%.

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) 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. Oct 16, 2023 02:00 PM
       ii. Nov 20, 2023 02:00 PM
    b. No meetings yet set for December 2023-June 2024.

End: 3:02 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