

**BCCLS**  
**2017 COMMITTEE ASSIGNMENTS AND CHARGES**

**Adult Services Task Force**

Lorri Steinbacher	Ridgewood	Co-Chair
Susan Meeske	Old Tappan	Co-Chair
Kaitlyn Tanis	Allendale	
Denise Roberts	Bogota	
Tim Baek	Closter	
Donna Arera	Dumont	
Catherine Dodwell	Dumont	
David Schwalbe	Englewood	
Liz Miller Boose	Millburn	
Jen Lemke	Millburn	
Ethan Galvin	West Caldwell	
Janet Dunn	Westwood	
Marilyn Force	Wyckoff	
Eric Lozauskas	BCCLS	
Margaret O'Keefe	BCCLS	

1. Plan and present programming of interest for adult library services staff, specifically focused on outreach and programming.
2. Investigate establishing a repository of high-quality adult programs and vendors that libraries can draw on.

**Billing Task Force**

Dave Franz	Hillsdale	Chair
Stephanie Bellucci	Cliffside Park	
Mimi Hui	Hasbrouck Heights	
Monica Smith	Hawthorne	
Terrie McColl	New Milford	
Kathleen McGrail	Upper Saddle River	
Samantha McCoy	West Caldwell	
Marie Coughlin (Eric Lozauskas)	BCCLS	

1. Host small group meetings to understand membership concerns.
2. Develop new models for billing for BCCLS services. New model should be representational (i.e. reflect major BCCLS cost centers such as core services, cataloging support, eContent, etc. on members' bill).
3. Work with Reciprocity Task Force to determine how reciprocal borrowing should be incorporated into the proposed billing model.
4. Investigate a la carte services.
5. Provide ongoing feedback to membership regarding priorities, decisions made, progress etc. in order to build consensus.

### **By-Laws Committee**

Gerry McMahon	Franklin Lakes	Chair
John Trause	Oradell	
Len LoPinto	Paramus	
Riti Grover	Ramsey	
Judah Hamer	Rutherford	
Kathleen McGrail	Upper Saddle River	
Marie Coughlin (Eric Lozauskas)	BCCLS	

1. Review By-Laws and recommend changes as necessary.
2. In collaboration with Reciprocity Task Force, review issues related to unserved municipalities and individuals contracting for library services.
3. Define “BCCLS Services” as it relates to By-Laws and contracting for library services.
4. Review and propose mechanisms that would ensure member libraries and contracting municipalities meet requirements established in By-Laws.

### **Collection Development & Reference Committee**

Julia Nock	Closter	Co-Chair
Latricia Markle	Tenafly	Co-Chair
William Fischer	Bergenfield	
Julie Whitehead	Dumont	
Dawn Petretti-Silvera	Glen Ridge	
Danielle Cesena	Glen Rock	
Catherine Folk-Pushee	Hackensack	
Alexandra Bickel	Hawthorne	
Ina Rimpau	Maplewood	
Linda Pabian	Oradell	
Matthew Mitchel	Paramus	
Molly McKenney	Upper Saddle River	
Margaret O’Keefe	BCCLS	
Yumi Choi	BCCLS	

1. Continue with Weeding Tips.
2. Review quantity of items submitted for cataloging, focusing on items that only have one or two owning libraries and multiple functionally equivalent bibliographic records. Determine if these items are a detriment to BCCLS by slowing cataloging workflow and/or adding significant costs to BCCLS cataloging process. Work with Policies & Procedures Committee to recommend or revise policies as necessary.
3. Mentor libraries in use of Collection HQ, especially those libraries that are slow adopters
4. Present program on topics related to collection development, such as catalog submissions, ordering quality materials, handling gift donations, self-publishing, weeding, best practices for using Collection HQ and SkyRiver.
5. Work with Public Relations on a Book Club Leaders workshop.
6. Review BCCLS cataloging policies and procedures that have a direct impact on public service.

### **eBCCLS Committee**

Kathleen McGrail	Upper Saddle River	Co-Chair
Samantha McCoy	West Caldwell	Co-Chair
Deborah Leary	Closter	
Mary Kirsch	Fair Lawn	
Keri Adams	Hackensack	
Aimee Harris	Hoboken	
Barbara Laub	Maplewood	
John Daquino	Montclair	
Alicia Celentano	Teaneck	
Molly McKenny	Upper Saddle River	
Mary-Jean Gurzenda	West Orange	
Dan Lane	BCCLS	

1. Continue to develop and refine selection procedures for new content and identify gaps in the collection.
2. Work on transitioning eContent collections to a unified eContent platform.
3. Recommend budget allocation models for digital content.
4. Coordinate system-wide publicity campaign with Public Relations to promote digital products.
5. Work with other Committees as necessary to ensure that eBCCLS services are seen as integral.

### **Elections Committee**

Lori Quinn	Waldwick	Chair
Camille Valentino	Emerson	
Gerry McMahon	Franklin Lakes	
Chris Doto	Park Ridge	

1. Call for nominations to the Executive Board. In the event that there are fewer candidates than open seats, solicit nominations from membership.
2. Coordinate online voting for Executive Board members and officers.

### **Friends of the Library Committee**

Ellen O'Keefe	Northvale	Chair
Camille Valentino	Emerson	
Ella Urdang (Friend)	Englewood	
Emiliana Tuohey	Fair Lawn	
Georgene Betterbed (Friend)	Glen Rock	
Melissa Singlevich	Hasbrouck Heights	
Jeanne Sylvester	Nutley	
Robin Rockman	Oradell	
Donna Perkosky	Paramus	
Daragh O'Connor	River Edge	
Lynn Kloss (Friend)	Teaneck	
Darlene Swistock	BCCLS	

1. Work with Scholarship Committee to host Annual Friends Breakfast in October 2017
2. Identify needs, develop and implement programs that foster thriving Friends organizations that build and strengthen relationships with library board, director, staff and the public.
3. Develop funding advocacy toolkit. Work with the Government Relations & Public Policy and Public Relations Committees to develop materials to engage Friends groups and communities in funding libraries over ½ mill through the Johnson Legislation or other legislative actions.

### **Government Relations & Public Policy Committee**

Riti Grover	Ramsey	Chair
Stephanie Bellucci	Cliffside Park	
Anna Coats	Livingston	
Patti Gandolfini	Paramus	
Jenifer May	Secaucus	
Marie Coughlin (Darlene Swistock)	BCCLS	

1. In conjunction with NJLA, provide timely information to membership on library legislation
2. Work with Trustee Development, Friends and PR Committees to prepare a funding advocacy toolkit so that member libraries can use to help educate their communities about library legislation, formulate best practices for advocating for library funding, and successfully engaging voters to raise funding above ⅓ mill. (Consider [NYSL toolkit](#) as a model?)
3. In conjunction with NJLA, coordinate active participation in Legislative Day on a national, state, county and local level

### **Library Administration, Management & Personnel (aka LAMP)**

Gretchen Kaser	Ho-Ho-Kus	Chair
Stephanie Bellucci	Cliffside Park	
Monica A. Smith	Hawthorne	
Lina Podles	Hoboken	
Mike Banick	Millburn	
Sai Rao	North Bergen	
Susan Kumar	Palisades Park	
Laura Rifkin	Washington Twp.	
Marie Coughlin (Eric Lozauskas)	BCCLS	

1. Prepare and distribute the annual salary survey
2. Present and/or co-sponsor programs on topics relating to library administration, management and personnel for directors, management staff and/or trustees as indicated by topic
3. Continue Community Circle Director Breakfasts
4. Work with ED and BCCLS staff to coordinate new directors' orientation meetings with essential information for new directors', including FAQs on legal resources, BCCLS organization and services.
5. Explore the possibility of contracting with an HR consultant (on an hourly basis?) as a resource for BCCLS libraries.

### **Policies & Procedures Committee**

Jennifer Breuer	Glen Ridge	Chair
Ruth Rando	Closter	
Deepti Dutta	Cresskill	
Gerry McMahon	Franklin Lakes	
Lynn Reiff	Haworth	
Amy Fletcher	Hawthorne	
Melissa Brisbin	Livingston	
Catherine Dileo	Midland Park	
Valerie Danhart	Paramus	
Chris Doto	Park Ridge	
Debra Sarr	West Orange	
Mike Grgurev	BCCLS	
Eric Lozauskas	BCCLS	

1. Continue to review and update system-wide policies in order to best serve patrons' needs. Recommend changes to EB and System Council as necessary.
2. In conjunction with the BCCLS Strategic Planning process, discuss policies regarding uniformity (fines, renewals, loan periods, etc.) in order to receive feedback and build consensus
3. Continue working with Technology Committee to develop policies and procedures necessary to accept credit cards through the catalog
4. Work with Collection Development & Reference Committee to revise guidelines, policies and procedures on submitting items for inclusion in the catalog
5. Work with the eBCCLS Committee to create or revise policies as necessary regarding the transition to a single platform
6. Conduct annual review of replacement costs
7. Explore the possibility of creating policies regarding Associations in the ILS

### **Professional Development Committee**

Allison Moonitz	Bergenfield	Chair
Jennifer Cullen	Cliffside Park	
Lina Podles	Hoboken	
Rosary Van Ingen	Hoboken	
Melissa Brisbin	Livingston	
Irene Langlois	Maplewood	
Chelsea Dodd	Montclair	
Rebecca Karpoff	Paramus	
Laura Rifkin	Washington Twp.	
Veronica Potenza	Wyckoff	
TBD	BCCLS	

1. Evaluate, assess and adjust Supervisory Training program as necessary based on feedback from 2016/17 cohort.
2. Solicit feedback from membership on areas where additional continuing education may be required.
3. Work with BCCLS staff and other Committees to develop and coordinate continuing education programs as required.
4. Host meetings for new professionals to discuss common concerns.

Updated: 7/27/17

### **Public Relations Committee**

Sai Rao	North Bergen	Co-Chair
Laura Knittel	Hoboken	Co-Chair
Patricia Durso	Allendale	
Nicholas Jackson	Hawthorne	
Rola Salloum	Mahwah	
Joseph Rivera	North Bergen	
Katie Piano	Palisades Park	
Nancy Greene	Ridgewood	
Lori Quinn	Waldwick	
Dan Lane	BCCLS	

1. Co-sponsor Selected Shorts and BooksNJ.
2. Work with eBCCLS to promote digital products system-wide, highlighting our new eBook platform
3. Work with Government Relations, Friends and Trustee Development Committees to develop advocacy toolkits to support public referendum that increase local library funding over ½ mill
4. Work with Technology Committee to promote awareness of credit card acceptance through the catalog
5. Work with Collection Development & Reference on a Book Club Leaders workshop

### **Reciprocity Task Force**

Mimi Hui	Hasbrouck Heights	Chair
Allison Moonitz	Bergenfield	
Monica A. Smith	Hawthorne	
Terrie McColl	New Milford	
Peter Havel	Oakland	
John Trause	Oradell	
Len LoPinto	Paramus	
Judah Hamer	Rutherford	
Kathleen McGrail	Upper Saddle River	
Laura Leonard	Wyckoff	
Eric Lozauskas	BCCLS	

1. Identify potential imbalances of service among libraries, including impact of both “walk-in” patrons from neighboring libraries and interlibrary requests. Determine methods to quantify and measure such imbalances.
2. Identify and recommend compensating factors to offset imbalances as necessary. Provide recommendations for the Billing Task Force, Policies & Procedures and/or System Council to consider as appropriate.
3. Work with By-Laws Committee to review issues related to unserved municipalities and individuals contracting for library services.

### **Scholarship Committee**

John Trause	Oradell	Chair
Catherine Dodwell	Dumont	
Amy Babcock Landry	Livingston	
Rebecca Karpoff	Paramus	
Martin Gilbert (Trustee)	Tenafly	
TBD	BCCLS	

1. Award BCCLS Scholarships according to criteria approved on 9/20/2001
2. Work with Friends Committee to host annual Friends Breakfast in October 2017

### **Special Populations Task Force**

Paul Shaver	Northvale	Co-Chair
Victoria Hilditch	Ridgewood	Co-Chair
Lisa Hoffman	Bloomfield	
Leslie Kruegel	Fair Lawn	
Kristin Nelson	Fairview	
Gina Webb-Metz	Fort Lee	
Michelle Ferreira	Hackensack	
Hongmei Liu	Livingston	
Peter Coyl	Montclair	
Jill DeMarco	Montclair	
Laura Rios	North Bergen	
Emily Pepe	Northvale	
Elynn(Lim) Park	Palisades Park	
Chang Hyeran	Paramus	
Martha Urbiel	Westwood	
Yumi Choi	BCCLS	

1. Develop programs and/or outreach that support library services to special programs, such as ESL, foreign language speakers, new Americans, LGBT, special needs, etc

### **Strategic Planning Task Force**

Dave Franz	Hillsdale	Chair
Jennifer Breuer	Glen Ridge	
Amy Babcock-Landry	Livingston	
Terrie McColl	New Milford	
Gina Webb-Metz	Tenafly	
Samantha McCoy	West Caldwell	
Marie Coughlin	BCCLS	

1. Synthesize results of membership surveys and small group meetings in order to identify focus areas that are shared by the majority of members
2. Develop a list of primary focus areas for the plan, plus a timeline of goals and necessary steps for goal achievement for each focus area
3. Outline opportunities for future growth such as merging with other consortium or adding new member libraries, or compelling reasons to avoid growth
4. Outline objectives for capital plans and resources necessary to accomplish these objectives
5. Compile and publish the final Strategic Plan and introduce the plan to Library Directors
6. Work with Committee/Task Force chairs to facilitate creation and communication of specific goals and steps



### **Technology Committee**

Matthew Latham	Leonia	Co-Chair
Radwa Ali	Bogota	Co-Chair
Holly Belli	Bloomfield	
Rita Browning	Cresskill	
Mary Witherell	Englewood	
Morgan Taylor	Glen Rock	
Nicholas Jackson	Hawthorne	
Emily Crowell	Lodi	
Sara Keegan	Rutherford	
Lisa Machno	Secaucus	
Katie Neylan	Upper Saddle River	
Hannah Sweetser	West Caldwell	
Veronica Potenza	Wyckoff	
Eric Lozauskas	BCCLS	

1. Review means, standards, and procedures in which both BCCLS and member libraries can deliver services through Technology
2. Identify and evaluate new and emerging technologies that would allow BCCLS or its members to provide improved services, or to deliver services more efficient. Differentiate between services that BCCLS might add for all members and what is best offered on an a la carte basis
3. Work with BCCLS staff to implement accepting credit cards in the catalog in 2017 if practicable. Work with Policies & Procedures Committee to develop guidelines, policies and procedures for accepting credit cards. Work with PR Committee to promote awareness of this service
4. Develop training programs and/or supply information to the membership regarding various technologies
5. Identify and explore enhanced public-public facing catalog interfaces that improve public service through streamlined search features and integration of eContent

### **Trustee Development Committee**

David Cubie	West Orange	Co-Chair
Tom Madru (Trustee)	Park Ridge	Co-Chair
Patricia Durso	Allendale	
Larry Bergmann (Trustee)	Livingston	
Peter Wendrychowicz (Trustee)	Mahwah	
Mike Banick	Millburn	
Lynn Kloss (Friend)	Teaneck	
Darlene Swistock	BCCLS	

1. Sponsor a program on the role of Trustees
2. Develop materials for trustee education to be shared with all trustees at their monthly Board meetings
3. Work with the Government Relations, Friends and PR Committees to develop a funding advocacy toolkit

## **Youth Services Committee**

Kate Senedzuk	Hasbrouck Heights	Co-Chair
Justin Kontoncolaou	Ridgewood	Co-Chair
Alessandra Nicodemo	Allendale	
Tommy Skrnich	Bogota	
Erin Hughes	Carlstadt	
Lupita O'Brien	Closter	
Korine Stopsy	Dumont	
Maria Russo	East Rutherford	
Esperanza Pacheco	Fort Lee	
Lauren Magielnicki	Garfield	
Danielle Cesena	Glen Rock	
Caitlin Siciliano	Mahwah	
Debbie Stillman	Mahwah	
Emily Witkowski	Maplewood	
Danielle Fisher	Maywood	
Giulia Bombace	Montvale	
Maureen Cuschieri	Norwood	
Michelle Albert	Nutley	
Rachel Stephenson	Palisades Park	
Deborah Fagnan	Ridgefield Park	
Jen Overton	Roseland	
Margo Franklin	Teaneck	
Stacey Shapiro	Tenafly	
Mary DeNunzio	Upper Saddle River	
Faith Boyle	West Orange	
Margaret Mellett	Wood-Ridge	
Barbara E. Weber	Wyckoff	
Margaret O'Keefe	BCCLS	

1. Present Caldecott, Newbery, and Printz Mock Awards programs
2. Provide a venue for youth services providers, new and old, to meet and share experiences & ideas and promote professional development
3. Plan and present programming of interest for children and/or YA library staff
4. Investigate establishing a repository of high-quality youth programs and vendors that libraries can draw on
5. Assist with the selection of youth materials for eBCCLS
6. Continue annual joint meeting with appropriate committees, as needed