2019 BCCLS Committees & Charges

ADULT SERVICES COMMITTEE (ASC)

Lorri Steinbacher
Ridgewood Co-Chair
Jessica Bielen
Livingston Co-Chair
Laura Chumas
Allendale
Bill Fischer
Bergenfield
Joan Dorfman
Bloomfield
Julia Nock
Closter
Julie Whitehead
Dumont
Kerry Weinstein
Fort Lee
Leann Lydon
Garfield
Dawn Petretti-Silvera
Glen Ridge
Cathy Folk-Pushee
Hackensack
Gina Gerard
Hawthorne
Anna Kim
New Milford
Margaret Rose O'Keefe
BCCLS

Overview: Works on issues related to adult services, including professional development, programming and collection management. Incorporates aspects of Collection Development and Reference (“CD&R”). Works closely with eBCCLS and recommends adult eBooks, eAudio and eMagazines (“eContent”) for purchase.

Charges for 2019:

1. Staff development and training focusing on collection development, reader's advisory, customer service, and other services to adult users. This may include developing training programs for key basic skills that are reproducible (with freedom to incorporate changes to account for new developments or personalities of presenters) for future committees or even reproducible at the library level.
2. Collection development: provide regular weeding and selection tips, including e-book recommendations and possibly streaming and other online options for members to consider.
3. Assist eBCCLS with the selection of adult eContent materials for the shared core collection.
4. Develop and maintain a repository of high-quality adult programs and vendors that libraries can draw on, including ideas for staff-led programs that allow libraries to develop cost-effective in-house programs.

UPDATED: 5/10/19
**ADVOCACY & GOVERNMENT RELATIONS COMMITTEE (A&G)**

Judah Hamer  
Rutherford  
Co-Chair

Amy Babcock Landry  
Livingston  
Co-Chair

Patricia Durso  
Allendale

Holly Belli  
Bloomfield

Mark Curiale  
Hoboken

Elysse Fink  
Leonia

Tom Madru (Trustee)  
Park Ridge

Dave Hanson  
BCCLS

**Overview:** Provides public-facing advocacy that supports increased awareness of library issues, including sustainability and public funding. Combines the previous Friends, Trustee Development, Government Relations and PR committees into a single committee that can better coordinate all aspects of outward-facing advocacy.

**Charges for 2019:**

1. Host Advocates Day in March 2019 to promote awareness of library issues to elected officials and other key stakeholders.
2. Work with NJLA to advocate for the restoration of full funding of per capita state aid.
3. Distribute timely, relevant information related to the Library Construction Bond Act. Prepare an informational program with best practices to submit a winning grant application.
4. Keep members informed of opportunities for advocacy on local and state levels.
5. Based on the response to Advocacy Day this year, consider planning a similar event for 2020.

**Commitment Expected:** Meets regularly throughout the year.

**Who may join:** Open to all trustees, directors and staff who are interested in outreach and advocacy to friends, trustees, elected officials and other stakeholders. Up to 12 members.
BYLAWS COMMITTEE

Gerry McMahon  Franklin Lakes  Chair
Terrie McColl    New Milford
John Trause     Oradell
Judah Hamer     Rutherford
Kathleen McGrail Upper Saddle River
Dave Hanson     BCCLS

Overview: This is a standing committee established in Bylaws to recommend amendments to the Bylaws as needed and proceed with a full review of the Bylaws every two years.

Charges for 2019:

1. Conduct a comprehensive review of the Bylaws. Perform scrivener's corrections as necessary to ensure uniformity and consistency throughout the document.
2. Recommend changes as may be necessary based on changes to the status of LibraryLinkNJ and other statewide library network services.
3. Review and propose mechanisms that would ensure member libraries and contracting municipalities meet requirements established in Bylaws.

Commitment Expected: Meets as necessary.

Who may join: Open to directors. 6-8 members.
DELIVERY TASK FORCE (DTF)

Stephanie Bellucci  
Adele Puccio  
Gerry McMahon  
Ellen O'Keefe  
Gretchen Kaser  
Sarah Lester  
Len LoPinto  
Peter Coyl  
Terrie McColl  
Judah Hamer  
Eric Lozauskas  
Christine Zeni  
Cliffside Park  
Fair Lawn  
Franklin Lakes  
Glen Rock  
Ho-Ho-Kus  
Maplewood  
Paramus  
Montclair  
New Milford  
Rutherford  
BCCLS  
BCCLS

Overview: Oversees the implementation and culmination of the BCCLS Internal Delivery Service while being mindful of cost-containment vs. level of service.

Charges for 2019:

1. In concert with the BCCLS staff and the Policies & Procedures Committee, establish procedures for delivery (packing, labeling, sorting, etc.). Develop procedures for responding to ILL requests from non-BCCLS libraries.
2. Host small group meetings with the representative from each library that is primarily in charge of delivery, to gain input for system design.
3. Monitor the delivery costs and how they align to those projected for a possible bill reduction in the fourth quarter.
4. Work with the finance committee to determine if equally billing delivery costs to all members, in 2020, is sustainable. Explore sources of external funding such as grants and corporate sponsorship to offset the cost to member libraries.
5. Where possible, respond to requests from non-BCCLS libraries/consortia regarding consultation services.
6. Monitor the state of JerseyCat and any potential implication to the BCCLS delivery service.

Commitment Expected: Will meet at least once every other week through June 30, 2019 to assist with the transition from development to implementation. Will meet monthly after June 30 to review effectiveness of the service and recommend enhancements.

Who may join: Current Task Force members preferred, for continuity, unless there is a vacancy. 10-12 members including BCCLS liaisons.
Overview: Works on multifaceted issues relating to diversity and underserved populations. Examples include homeless, special needs, LGBTQ+, new Americans, ESL/ESOL and other underserved populations identified by the Committee. Note that there is a separate task force reviewing World Languages.

Charges for 2019:

1. Develop staff training, programs, outreach that support library services to diverse and underserved populations.

Commitment Expected: Meets regularly throughout the year.

Who may join: Open to all directors and staff who are interested in diverse and underserved populations. 10 - 12 members.
Overview: eBCCLS will maintain a high-level overview of the BCCLS eContent collection, including working closely with Adult and Youth Services on content selection and with the BCCLS staff on ensuring appropriate use of resources.

Charges for 2019:
1. Continue to monitor the eContent marketplace. Keep membership informed of new platforms and services that may be appropriate for consideration for the entire system or individual member libraries.
2. Present continuing education programs on collection development aspects of eContent platforms so that member libraries may make effective use of local funds when purchasing for member libraries’ collections.
3. Work closely with Adult and Youth Services to coordinate selection of high-quality eContent for the shared eBCCLS collection.
4. Work closely with BCCLS staff to ensure appropriate use of shared resources.

Commitment Expected: Meet regularly throughout the year. May meet often when evaluating new eContent platforms.

Who may join: Open to all directors and staff who are interested in the growing use of eContent. 10 - 12 members.
Overview: This is a standing committee established in Bylaws to oversee the implementation of election procedures.

Charges for 2019:
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. In the event that a seat is vacated, coordinate voting for a replacement.

Commitment Expected: Meets as necessary to call for nominations to Executive Board and coordinate the election process as needed

Who may join: Open to directors who are not running for Executive Board only. 3 - 4 members.
Overview: The Friends & Trustees Committee supports the growth and development of library trustees, friends and allied support groups through awareness of state and local library initiatives and through regular programs oriented specifically towards these groups.

Charges for 2019:
1. Work with Scholarship Committee to host Annual Friends Breakfast in October.
2. Provide regional continuing education opportunities for Trustees that support the state requirement of 7 CE hours per year.
3. Continue to build awareness of best practices on how to successfully advocate among trustees, friends and elected officials for increased funding under the Johnson Legislation passed in 2017.
4. Research and present a program on fostering thriving Friends organizations that build and strengthen relationships with the library board, director, staff and the public.
5. Research and present a program on library foundations. What roles do foundations serve in the long-term support of public libraries? What’s the difference between a friends group and a foundation? What are the concerns with starting a foundation? Is a foundation right for your library?

Commitment Expected: Meets as necessary to fulfill the charges.

Who may join: Open to trustees, friends, directors and staff who are interested in ensuring that all key stakeholders remain informed and active proponents of library services. 10-12 members.
LIBRARY ADMINISTRATION, MANAGEMENT & PERSONNEL COMMITTEE (LAMP)

Gretchen Kaser Ho-Ho-Kus Co-Chair
Allison Moonitz Bergenfield Co-Chair
Stephanie Bellucci Cliffside Park
Catherine Dodwell Dumont
John Arthur Englewood
Ellen O’Keefe Glen Rock
Lina Podles Hoboken
Susan Kumar Palisades Park
Julie Marallo Tenafly
Kirsten Fagerlund BCCLS

Overview: LAMP committee provides opportunities for professional growth that is not already covered by other committees, such as BCCLS’ supervisory training program.

Charges for 2019:
1. Prepare, compile 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.
4. Continue Community Circle Director Breakfasts.
5. Work with ED and BCCLS staff to coordinate biannual new directors’ orientation meetings with essential information for new directors, including FAQs on legal resources, BCCLS organization and services.

Commitment Expected: Meets on a regular basis throughout the year.

Who may join: Open to directors interested in administration, management and personnel issues. 10 - 12 members.
Policies & Procedures Committee (P&P)

Jennifer Breuer          Glen Ridge       Co-Chair
Amanda Eigen             Maplewood       Co-Chair
Lois Alexander           Bergenfield
Jessica Czarnogursky     Bloomfield
Laurie Leon              Dumont
Amy Fletcher             Hawthorne
Kathryn Ennist           Hillsdale
Rosary Van Ingen         Hoboken
Melissa Brisbin          Livingston
Dave Fisher              Mahwah
Catherine Dileo          Midland Park
Giulia Bombace           Montvale
Lynn Reiff               Norwood
Valerie Danhart          Paramus
Deepti Dutta             River Vale
Jen Overton              Roseland
Samantha McCoy           West Caldwell
Debra Sarr               West Orange
Mike Grgurev             BCCLS

Overview: This is a standing committee established in Bylaws to recommend and implement policies and procedures relevant to the membership.

Charges in 2019:
1. Conduct annual review of library materials replacement costs.
2. Conduct ongoing review of P&P. Recommend changes as necessary for uniformity and consistency throughout the document.
3. Review policies regarding uniformity (fines, renewals, loan periods, etc.). Conduct small group meetings in order to receive feedback and build consensus regarding moving towards greater uniformity.
4. Work with Delivery Task Force to revise policies and procedures relevant to delivery.
5. Review, revise, and develop policy regarding cataloging and adding bibliographic records to the database.
6. Working with the Personnel and Finance committees, develop policy for reimbursing member libraries for program and meeting refreshments.

Commitment Expected: Very active group that meets on a regular basis throughout the year. Members are expected to work on projects between meetings as well.

Who may join: Open to all directors and staff interested in system-wide policies and procedures. 10 - 12 members.
SCHOLARSHIP

John Trause Oradell Co-Chair
Becky Karpoff Paramus Co-Chair
Chris Hartigan East Rutherford
Wendy Hollis Hawthorne
Cindy Greenwald Hillsdale
Caitlin Hull Maywood
Sai Rao North Bergen
Betty Ralph (Trustee) Paramus
Darlene Swistock BCCLS

Overview: Administers the BCCLS scholarships.

Charges in 2019:
1. Request and review applications for BCCLS Scholarships. Award Scholarships according to criteria approved on 9/20/2001.
2. Work with Friends & Trustees Committee to host annual Friends Breakfast in October 2019.
3. Review guidelines for the amount of individual scholarships, consider sunsetting named scholarships that are no longer funded, consider offering fewer scholarships of greater value.

Commitment Expected: Meets as necessary.

Who may join: Open to all directors and staff interested in awarding scholarships to up-and-coming librarians. 4 - 6 members.
Overview: Will work closely with the BCCLS Executive Director to draft the next Strategic Plan for BCCLS.

Charges in 2019:
1. Review BCCLS history, its current strategic plan, and the future of the organization within the context of the rapidly changing world of public libraries.
2. Draft a new Strategic Plan to be used by the Executive Director and Executive Board to guide future growth and success of the organization for review and approval by the System Council.

Commitment Expected: Very active committee from March - August. Meets at least once a month and often works on projects in between meetings in order to draft a new Strategic Plan before the September System Council meeting.

Who may join: This is a committee of directors specifically selected by the BCCLS President and Executive Director to represent the broad spectrum of BCCLS members.
TECHNOLOGY & DIGITAL SERVICES COMMITTEE (Tech)

Matthew Latham
Joseph Emery
Rita Browning
Christopher Elford
Kristen Rasczyk
Phillip Mendez
Alan Bernstein
Christie Tenewitz
Kathryn Cannarozzi
Marcia Literati
Veronica Potenza
Joseph Palmer

Leonia
Livingston
Cresskill
Fort Lee
Glen Rock
Hoboken
Maywood
Paramus
Rochelle Park
Tenafly
Wyckoff
BCCLS

Overview: Provides technology services and resources to help libraries, patrons, and staff.

Charges in 2019:

1. Review means, standards, and procedures in which both BCCLS and member libraries can use technology to deliver efficient, effective and timely services.
2. Identify, evaluate and recommend new and emerging technologies that would allow BCCLS to provide improved services, or to deliver services more efficiently.
3. Develop training programs and/or supply information to the membership regarding various technologies.
4. Create criteria for three tiers of BCCLS library technology levels and establish the effective ways to support each tier.

Commitment Expected: Very active committee. Meets at least once a month and often works on projects in between meetings.

Who may join: Open to all directors and staff interested in technology, digital- and web-based services. 20 - 25 members.
WORLD LANGUAGES TASK FORCE (WLTF)

Paul Shaver Montvale Co-Chair
Morris Balacco Fort Lee Co-Chair
Kiwon Kim Cresskill
Rola Salloum Mahwah
Elynn Park Palisades Park
Daragh O’Connor River Edge
Rafat Ispahany Tenafly
Lana Peker West Orange
Yumi Choi BCCLS

Overview: The World Languages Committees supports the work of member libraries that seek to develop and expand collections and services in languages other than English. The Committee promotes access to world language materials and services among the BCCLS community.

Charges for 2019:

1. Produce bi-monthly or quarterly list of recommended titles in the most widely collected world languages.
2. Produce a list of reputable vendors providing world language materials in the most popularly spoken languages in Bergen County.
3. With the Scholarship Committee, explore the possibility of establishing scholarship opportunities for bilingual library staff, particularly those who speak the most popular languages spoken in Bergen County.
4. Host a World Languages event to promote library and information services to speakers of world languages.
5. Work with Adult and Youth Services to identify individuals and organizations that provide high-quality programming in languages other than English.

Commitment Expected: As necessary to fulfill charges.

Who may join: Open to all directors and staff interested in World Languages. 10 - 12 members.
Overview: Works on issues related to youth services, including professional development, programming and collection management. Incorporates aspects of Collection Development and Reference (“CD&R”). Works closely with eBCCLS and recommends children’s and young adult eBooks, eAudio and eMagazines (“eContent”) for purchase.

Charges for 2019:
1. Present Caldecott, Newbery, and Printz Mock Awards program.
2. Plan and present programming of interest for children and/or YA library staff.
3. Establish and maintain a repository of high-quality youth programs and vendors that libraries can draw on, including ideas for staff-led programs that allow libraries to develop cost-effective in-house programs.
4. Assist eBCCLS with the selection of children’s and young adult eContent materials for the shared core collection.
5. With the Technology Committee, identify, evaluate and recommend software that member libraries can opt to use to manage summer reading programs.
6. Provide a venue for youth services providers, new and old, to meet and share experiences and ideas and promote professional development.
7. Continue annual joint meeting with appropriate committees, as needed.

Commitment Expected: Meets regularly throughout the year.

Who may join: Open to all staff interested in children’s and young adult services. Up to 30 members.