

2021 BCCLS Committees & Charges

ADULT SERVICES COMMITTEE (ASC)

Jessica Bielen	Livingston	Co-Chair
Rebecca Spero	Carlstadt	
Julia Nock	Closter	
Orla Cassidy	Demarest	
Caroline Dunsheath	East Rutherford	
Linda Corona	Edgewater	
Eric Schwarz	Englewood	
Leann Lydon	Garfield	
Dawn Petretti-Silvera	Glen Ridge	
Catherine Folk-Pushee	Hackensack	
Gina Gerard	Hawthorne	
Jane Spadaccini	Hawthorne	
Rosary Van Ingen	Hoboken	
Megan Flynn	Hoboken	
Alexandra Bickel	Mahwah	
Jenny Zbrizher	Maplewood	
Jon Michaud	Millburn	
Michelle Albert	Nutley	
George Galuschak	Montvale	
Lorri Steinbacher	Ridgewood	
Susanna Beck	Wallington	
Christina Park	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:

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: 7/1/21

ADVOCACY & GOVERNMENT RELATIONS COMMITTEE (A&GR)

Parinda Desai	Demarest	Chair
Justin Portelli	Fair Lawn	
Matt Latham	Ramsey	
Darlene Swistock	BCCLS	

Overview:

Provides public-facing advocacy that supports increased awareness of library issues, including sustainability and public funding. Coordinates all aspects of outward-facing advocacy.

Charges:

1. Host an Advocacy Day Panel Program 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. Keep members informed of opportunities for advocacy on local and state levels.
4. Working with the Executive Director, create a biennial marketing campaign to support libraries.
5. Encourage BCCLS membership and trustee attendance at regional, high-trafficked public events.
6. Encourage BCCLS membership and trustee attendance at local and state legislative events.
7. Partner with established county, state and national library organizations to promote public libraries in general and the BCCLS organization in particular.
8. Enact the plan created in 2020 to increase third-party funding for BCCLS.

BRANDING TASK FORCE (BTF)

Adele Puccio	Fair Lawn	Chair
Camille Valentino	Emerson	
John Mongelli (Trustee)	Ho-Ho-Kus	
Katie Neylan	Livingston	
Sai Rao	North Bergen	
Susan Meeske	Old Tappan	
Tyne Runfeldt	River Vale	
Gretchen Corsillo	Rutherford	
Lori Quinn	Waldwick	
Dave Hanson	BCCLS	
Darlene Swistock	BCCLS	

Overview:

Created by the Strategic Plan, the Branding Task Force is charged with having control of the BCCLS Brand.

Charges:

1. Create Task Force and Plan for Branding Analysis - November 2021

BYLAWS COMMITTEE

Kathleen McGrail
Parinda Desai
Camille Valentino
Judy Heldman
Mike Banick
John Trause
Julie Marallo
Dave Hanson

Upper Saddle River Chair
Demarest
Emerson
Harrington Park
Millburn
Oradell
Tenafly
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:

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.

CAPITAL PLAN TASK FORCE (CAP)

Sai Rao	North Bergen	Chair
Gerry McMahon	Franklin Lakes	
Amy Babcock-Landry	Livingston	
Mike Banick	Millburn	
Terrie McColl	New Milford	
Len LoPinto	Paramus	
Christina Park	BCCLS	

Overview:

Takes up the work in Strategic Priority 6 of the Strategic Plan: *Have financial stability, the means to respond to anticipated and unforeseen circumstances, and the ability to pursue new opportunities to advance the cooperative.*

Charges:

1. Create and annually review a Capital Plan for BCCLS covering 2021-2026.
2. Propose a funding mechanism for the approved Capital Plan.
3. Evaluate BCCLS technology to plan for necessary upgrades and equipment replacement.

CODE OF CONDUCT COMMITTEE (COC)

Omar Khan	Ridgefield Park	Chair
Ruth Rando	Closter	
Adele Puccio	Fair Lawn	
Amy Babcock-Landry	Livingston	
Gretchen Corsillo	Rutherford	
Allen McGinley	Teaneck	
Laura Leonard	Wyckoff	
Dave Hanson	BCCLS	

Charges:

It was MOVED BY: Amy Babcock-Landry Seconded by: John Arthur to convene a Code of Conduct task force, with applications for inclusion on the task force to be received by May 15, 2021, and with appointments made by the BCCLS President by May 31, 2021, to consist of Executive Board members and non-Executive Board members, not to exceed seven total members (three from Executive Board and four non-Executive Board), with the BCCLS Executive Director serving in an advisory and non-voting role. The first charge of the committee will be to draw on Code of Conduct policies from other library consortia, other similar organizations, draft a Code of Conduct to be reviewed by an attorney and to be voted on by the Executive Board at the Executive Board meeting closest to the end of work and then onto System Council if approved by the Executive Board.

DIVERSE & UNDERSERVED POPULATIONS COMMITTEE (DUP)

Lisa Hoffman	Bloomfield	Co-Chair
Sara Rimassa	Fort Lee	Co-hair
Sherrri Kendrick	Cliffside Park	
Deborah Leary	Closter	
Susan Price	Edgewater	
Gladys Cepeda	Hackensack	
Kevin Cosenza	Hawthorne	
Ethan Galvin	Hoboken	
Ashley Hoffman	Hoboken	
Jade Mapp	Hoboken	
Karyn Gost	Lodi	
Irene Langlois	Maplewood	
Emily Myhren	Midland Park	
Katie Piano	Palisades Park	
Omar Khan	Ridgefield Park	
Erin Douglass	Upper Saddle River	
Darlene Swistock	BCCLS	

Overview:

Works on multifaceted issues relating to diversity and underserved populations. Examples include but are not limited to; homelessness, special needs, LGBTQ+ and other underserved populations identified by the committee.

Charges:

1. Develop staff training, programs, outreach that support library services to diverse and underserved populations.
2. Make recommendations on donating withdrawn materials and general best practices for sustainability.
3. Oversee charitable collections [winter clothing drive, school supply drive, etc.] from the membership.

eBCCLS COMMITTEE

Kathleen McGrail	Upper Saddle River	Co-Chair
Samantha McCoy	West Caldwell	Co-Chair
Danielle Serra	Cliffside Park	
Lupita O'Brien	Closter	
Caroline Dunsheath	East Rutherford	
Mary Kirsch	Fair Lawn	
Ellen O'Keefe	Glen Rock	
Melissa Brisbin	Livingston	
Alexandra Bickel	Mahwah	
Becky Karpoff	Paramus	
Margo Franklin	Teaneck	
Molly McKenney	Upper Saddle River	
Susanna Beck	Wallington	
Martha Urbiel	Westwood	
Dave Hanson	BCCLS	

Overview:

Maintains 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:

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.

ELECTIONS COMMITTEE

Lori Quinn
Christine Hartigan
Shinae Hyun
Chris Doto
Darlene Swistock

Waldwick
East Rutherford
Haworth
Park Ridge
BCCLS
Chair

Overview:

This is a standing committee established in bylaws to oversee the implementation of election procedures. Meets as necessary to call for nominations to the Executive Board and coordinate the election process as needed.

Charges:

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.

FRIENDS COMMITTEE

Mimi Hui	Hasbrouck Heights	Co-Chair
Jenifer May	Secaucus	Co-Chair
Emiliana Tuohey	Fair Lawn	
Georgene Betterbed (Friend)	Glen Rock	
Lisa Traina (Friend)	Hasbrouck Heights	
Barbara Bye (Friend)	Livingston	
Rola Salloum	Mahwah	
Judy Eisner (Friend)	Millburn	
Donna Perkosky	Paramus	
Jane Forte	Ridgefield	
Lynn Kloss (Friend)	Teaneck	
Darlene Swistock	BCCLS	

Overview:

Supports the growth and development of Friends and allied support groups through awareness of state and local library initiatives and through regular programs oriented specifically towards Friends groups.

Charges:

1. Work with the Scholarship Committee to co-host Annual Friends Breakfast (usually in October).
2. Co-host with the Trustees Committee a program on fostering thriving Friends organizations that build and strengthen relationships with the library board, director, staff and the public.
3. Present grant application workshop. Possibly co-host with other committee(s).
4. Host fundraising workshop.
5. Explore viability of a multi-committee hosting of a Performer's Showcase.

LIBRARY ADMINISTRATION, MANAGEMENT & PERSONNEL COMMITTEE (LAMP)

Allison Ballo	Bergenfield	Co-Chair
Jennifer Breuer	Glen Ridge	
Ellen O'Keefe	Glen Rock	
Tara Cooper	Hackensack	
Diane Sweatlock	River Vale	
Jen Overton	Roseland	
Gretchen Corsillo	Rutherford	
Julie Marallo	Tenafly	
Kathryn Ennist	Wallington	
Darlene Swistock	BCCLS	

Overview:

Provides opportunities for professional growth that are not already covered by other committees, such as BCCLS' supervisory training program.

Charges:

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.
3. Evaluate success of BCCLS' revised supervisory training program based on feedback from 2018/19 cohort. Make recommendations for further refinements for future years. Depending on demand, plan similar training for 2021.
4. Continue Community Circle Director Breakfasts.
5. Work with Executive Director and BCCLS staff to coordinate biannual New Directors' Orientation meetings with essential BCCLS specific information for new directors.
6. Regularly inform library staff of the purpose of committees and availability of participation.
7. In conjunction with new director mentors, create on-boarding steps by June 2021 (Strategic Plan 5.2)

MANDATED VS OPT-IN SERVICES TASK FORCE (MOST)

Peter Havel	Oakland	Chair
Holly Belli	Bloomfield	
Kristin Nelson	Fairview	
Jennifer Breuer	Glen Ridge	
Stephen Turro	Little Ferry	
Amy Babcock-Landry	Livingston	
Kurt Hadelor	Mahwah	
Holly Pizzuta	Weehawken	
Dave Hanson	BCCLS	

Overview:

Meets every two years to evaluate all current services offered by BCCLS to ensure they meet the criteria established by the current Strategic Plan.

Charges:

1. Evaluate mandated services and opt-in services every two years beginning in 2020.
2. Present an evaluation of services to the Finance Committee.
3. Present a recommendation to be used in the review of the current billing formula.

MEMBER SERVICES COMMITTEE (MSC)

Matt Latham	Ramsey	Co-Chair
Maria Worth	Cliffside Park	
Kate Gorman	Demarest	
Justin Portelli	Fair Lawn	
Lauren Magielnicki	Garfield	
Mary Ellen Puzen	Leonia	
Amalia Butler	Maplewood	
Lorri Steinbacher	Ridgewood	
Darlene Swistock	BCCLS	

Overview:

Strengthens the relationship among individuals from member libraries through networking opportunities and professional recognition. Look for new and innovative means of promoting collegiality among members.

Charges:

1. Plan at least one professional member networking event annually.
2. Plan at least one informal, open event, annually for the BCCLS community.
3. Design and bestow recognition awards to mark years of service, other milestones, specific project achievement and excellence in service to be presented annually.
4. Co-host the Scholarships & Awards Program with the Scholarship Committee.
5. Increase education and participation in BCCLS activities among all levels.

POLICIES & PROCEDURES COMMITTEE (P&P)

Chris Doto	Park Ridge	Co-Chair
Amy Fletcher	Hawthorne	Co-Chair
Lois Alexander	Bergenfield	
Jessica Osolin	Bloomfield	
Ruth Rando	Closter	
Rosary Van Ingen	Hoboken	
Elysse Fink	Leonia	
Emily Weisenstein	Livingston	
Dave Fisher	Mahwah	
Anna Kim	New Milford	
Lisa Sedita	Paramus	
Deepti Dutta	River Vale	
Marcia Literati	Tenafly	
Kathryn Ennist	Wallington	
Mike Grgurev	BCCLS	

Overview:

This is a standing committee established in bylaws to recommend and implement policies and procedures relevant to the membership. Very active group that meets on a regular basis throughout the year. Members are expected to work on projects between meetings as well.

Charges:

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 the Delivery Manager 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.

SCHOLARSHIP COMMITTEE

John Trause	Oradell	Co-Chair
Becky Karpoff	Paramus	Co-Chair
Chris Hartigan	East Rutherford	
Adele Puccio	Fair Lawn	
Cindy Greenwald	Hillsdale	
Caitlin Hull	Maywood	
Sai Rao	North Bergen	
Betty Ralph (Trustee)	Paramus	
Martin Gilbert (Trustee)	Tenafly	
Darlene Swistock	BCCLS	

Overview:

Administers the annual BCCLS scholarships.

Charges:

1. Annually revise application as needed and present to Executive Board.
2. Request and review applications for BCCLS Scholarships. Award Scholarships according to criteria approved.
3. Co-host the annual Scholarship & Awards Program with the Member Services Committee.
4. Co-host the annual Friends Breakfast with the Friends Committee.
5. With input from the Treasurer/Finance Committee and Business Manager, review guidelines for the number of individual scholarships.
6. Consider sunseting named scholarships that are no longer funded, consider offering fewer scholarships of greater value.
7. Investigate an online application process.
8. Investigate other sources of funds (i.e., reach out to universities and schools, look for corporate donors).
9. Play a significant role in sourcing funds for the BCCLS Scholarship Account.

STRATEGIC PLANNING COMMITTEE (SPC)

Laura Leonard	Wyckoff	Chair
Chelsea Coleman	Bogota	
Chris Yurgelonis	Fort Lee	
Mike Banick	Millburn	
Terrie McColl	New Milford	
Sai Rao	North Bergen	
Peter Havel	Oakland	
Jenifer May	Secaucus	
Dave Hanson	BCCLS	

Overview:

Works closely with the BCCLS Executive Director to see that the current Strategic Plan's goals are being met.

Charges (In years when preparing for a new Strategic Plan):

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.

TECHNOLOGY & DIGITAL SERVICES COMMITTEE (Tech)

Christopher Elford	Fort Lee	Co-Chair
William Fischer	Bergenfield	
Tim Baek	Closter	
Laura Henderson	Franklin Lakes	
Laurie Meeske	Hackensack	
Elaine Lincoln	Hasbrouck Heights	
Aimee Harris	Hoboken	
Philip Mendez	Hoboken	
Catherine DiLeo	Midland Park	
Joseph Rivera	Montclair	
Stephanie Elstro	Palisades Park	
Erika Dragonetti	Paramus	
Larissa Brookes	Ridgewood	
Mike Violano (Trustee)	Westwood	
Veronica Potenza	Wyckoff	
Eric Lozauskas	BCCLS	

Overview:

Provides technology services and resources to help libraries, patrons, and staff. Very active committee. Meets at least once a month and often works on projects in between meetings.

Charges:

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.
5. Investigate development of a BCCLS mobile app.
6. Create a mechanism for member libraries to test new technologies (4.1 of strategic plan)

TRUSTEE DEVELOPMENT COMMITTEE (TDC)

Patricia Durso	Allendale	Co-Chair
Tom Madru (Trustee)	Park Ridge	Co-Chair
Mimi Hui	Hasbrouck Heights	
Lisa Traina (Friend)	Hasbrouck Heights	
Larry Bergmann (Trustee)	Livingston	
Peter Wendrychowicz (Trustee)	Mahwah	
Caitlin Hull	Maywood	
Lauren Sikora (Trustee)	Midland Park	
Mike Banick	Millburn	
Jenifer May	Secaucus	
Lynn Kloss (Friend)	Teaneck	
Mike Violano (Trustee)	Westwood	
Darlene Swistock	BCCLS	

Overview:

Supports the growth and development of library trustees through awareness of state and local library initiatives and through regular programs oriented specifically towards trustees.

Charges:

1. Provide regional continuing education opportunities for trustees that support the state requirement of 7 CE hours per year.
2. Co-host with the Friends Committee a program on fostering thriving Friends organizations that build and strengthen relationships with the library board, director, staff and the public.
3. Ensure that all key stakeholders remain informed and active proponents of library services.
4. Follow-up workshop on additional funding: deciding between a request before Mayor & Council or pursuing Johnson Legislation ballot. How to successfully conduct a referendum campaign.

WORLD LANGUAGES COMMITTEE (WLC)

Michelle Ferreira	Hackensack	Co-Chair
Izumi Kameda	Fort Lee	Co-Chair
Sherry Kendrick	Cliffside Park	
Kiwon Kim	Cresskill	
Gladys Cepeda	Hackensack	
Hongmei Liu	Livingston	
Rola Salloum	Mahwah	
Hyeran Chang	Paramus	
Ami Nakamura	Paramus	
Yumi Choi	BCCLS	

Overview:

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. Makes recommendations for collection development and services as it relates to new Americans and ESL/ESOL learners.

Charges:

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.

YOUTH SERVICES COMMITTEE (YSC)

Giulia Bombace	Montvale	Co-Chair
Caitlin Siciliano	Mahwah	Co-Chair
Tommy Skrnich	Bogota	
Lupita O'Brien	Closter	
Rebecca Morel	Cresskill	
Kate Gorman	Demarest	
Michelle Jurgensen	Englewood	
Elizabeth Portelli	Fair Lawn	
Megan Rothlauf	Franklin Lakes	
Keri Adams	Hackensack	
Mari Zigas	Hackensack	
Maureen Herman	Hasbrouck Heights	
Wendy Hollis	Hawthorne	
Valerie Coughlin	Hoboken	
Ashley Hoffman	Hoboken	
Gina Marie Vaccaro	Livingston	
Elizabeth Norris	Lodi	
Janis Werner	Millburn	
Sunkyung Roh	New Milford	
Rachel Stephenson	Palisades Park	
Sharon Kalman	Paramus	
Deborah Tarabocchia	Paramus	
Hayley Van Hoek	Ridgefield Park	
Tyne Runfeldt	River Vale	
Alicia Abate	Teaneck	
Debby Davidowitz	Upper Saddle River	
Darlene Swistock	BCCLS	

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:

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. Provide a venue for youth services providers, new and old, to meet and share experiences and ideas, and promote professional development.
6. Continue annual joint meetings with appropriate committees, as needed.