

**PALS Plus General Membership Meeting  
March 23, 2017  
Clifton Public Library - 10:15 a.m.**

**AGENDA**

Business Meeting

Sunshine Law

Call to order

Approval of the minutes of the October 27, 2016 meeting

Public Petitions and Requests

President's Report— Jody Treadway

Treasurer's Report—Christine Pelchat-Miller

Executive Director's Report—Luca Manna

Committee Reports

Old Business

New Business

Announcements

Adjournment

Next Scheduled General Membership Meeting – April 27, 2017

**PALS Plus General Membership Meeting  
October 27, 2016  
Clifton Public Library - 10:15 a.m.**

**MINUTES**

**Business Meeting**

**Sunshine Law** – The sunshine law has been satisfied.

**Call to order**

The PALS Plus General Membership was called to order at 10:23 a.m. by President Jody Treadway (Wayne) at Clifton Public Library. In attendance were John Arthur (Fairfield), Claudine Pascale (Caldwell), Catherine Wolverton (Cedar Grove), Christine Pelchat-Miller (Little Falls), Cindy Czesak (Paterson), Michael Drazek (Pompton Lakes), Gillian Buonanno (Wanaque), Ricardo Pino (West Milford), Linda Hoffman (Woodland Park), Anne Krautheim (Totowa), MiBong La (Passaic County Community College), Cheryl Ashley (Verona), Tara Morstatt (Haledon) and Luca Manna (PALS Plus). North Haledon, Passaic, Ringwood, Clifton and Bloomingdale were not represented.

**Approval of the minutes of the September 29, 2016 meeting**

Ms. Czesak made a motion to approve the minutes of the September 29<sup>th</sup> meeting. Mr. Arthur seconded the motion. The minutes were approved unanimously.

**Public Petitions and Requests**

Ms. Czesak made a motion to close the public portion of the meeting. There were no members of the public in attendance. Public Session was closed.

**President's Report— Ms. Treadway**

- Ms. Treadway thanked John Arthur for allowing PALS Plus to use Fairfield Library for Trustee Training on December 3<sup>rd</sup> and requested that email use and sending minutes to trustees be addressed on December 3<sup>rd</sup>.
- Ms. Treadway is happy to report that the check from the Passaic County Freeholders for \$70,000 is on its way.

**Treasurer's Report—Christine Pelchat-Miller**

Ms. Pelchat-Miller reviewed the balance sheet and budget vs. actual income for August and stated that we are in line to where we should be right now. We are waiting for the E-Rate funding for PALS Plus telecom which is being held up by Verizon.

**Executive Director's Report—Luca Manna**

- Hoopla was voted as a pass-through cost. After the math formula is reworked members will begin receiving a credit on January 1<sup>st</sup>.

- Most PALS Plus libraries have been switched over to the new telecommunication solution. Regardless of the challenges, participating libraries will see increased bandwidth and a significant decrease in their telecommunication cost which will be reflected in the 4<sup>th</sup> quarter billing.
- PALS Plus is looking for a new digital periodical vendor to replace OverDrive periodicals.
- Currently Mr. Dwyer is in the early stage of investigating options for a hosted VoIP solution for PALS Plus libraries.
- We are in the process of planning several Fall events including the Circulation Summit, taking place Tuesday, November 15<sup>th</sup> at Fairfield Public Library, Trustee Education, taking place December 3<sup>rd</sup> at Fairfield Public Library.

### **Committee Reports**

- The Policy Committee asked that members fill out the surveys.
- The Circulation Committee is hosting a Circulation Summit on November 15 at Fairfield Public Library. It will be a town-hall style meeting sharing knowledge and loosely structured.
- The Technology Committee is compiling a report of all recent interviews.
- The Nominating Committee will have a report close to election time.

**Old Business** – There was no old business.

### **New Business**

#### **Approval of the 2017 budget for PALS Plus**

Mr. Pino made a motion to approve the 2017 PALS Plus budget (This is Scenario B, hoopla being a pass through cost.) Ms. Czesak seconded the motion. The membership approved the budget unanimously.

- **Internet use policy** – State funding has a stipulation that libraries must provide internet access to the public. PALS Plus prevents a patron from accessing the internet if banned from the library for fines or other reasons. It was suggested that this policy be eliminated as it will affect the people who need it the most.
- **Executive Board bylaws change** – There have been issues with board members moving out of their positions so a bylaws change has been proposed. Mr. Drazek clarified the bylaws change stating:
  - Appointment for greater than twelve months will count as a first full term
  - Appointment of less than twelve months will not count as a full term
  - A term of one year may be elected to balance term expirations and/or preserve continuity.

Ms. Buonanno made a motion to accept the Executive Board bylaws change. Ms. Pelchat-Miller seconded the motion. The membership approved the bylaw change unanimously.

- **Board Elections** – Ms. Czesak made a motion to elect the new members of the PALS Plus executive board. Ms. Buonanno seconded the motion. The membership approved the election unanimously.

Ms. Czesak made a motion to elect the officers for the PALS Plus executive board. Mr. Pino seconded the motion. The membership approved the election of the officers unanimously.

#### **Announcements**

- Ms. Serico has stated that North Haledon will be closing in early November for painting.
- Ms. Hoffman has found Joann Green, who will conduct a mental health workshop for directors, free of charge.
- Mr. Pino is hoping to open the new library in December or January.
- Ms. Treadway has announced that Wayne will be replacing the oldest section of the roof which will take 3 weeks.
- Ms. Pelchat-Miller is understaffed in Little Falls and is looking for someone to fill an MLS position.

#### **Adjournment**

Ms. Czesak made a motion to adjourn. Mr. Pino seconded the motion. The meeting ended at 11:25 a.m.

Next Scheduled General Membership Meeting  
Thursday, March 23, 2017

# PALS Plus

2017 PALS PLUS BUDGET VS ACTUAL	February	YTD	Budget	Balance	
<b>INCOME</b>					
Assessment	\$ 105,112	\$ 122,246	\$ 577,985	\$ (455,739)	21%
Capital Income	\$ -	\$ -	\$ -	\$ -	
Passaic County Contribution	\$ -	\$ -	\$ 70,000	\$ (70,000)	0%
Associate Member Dues	\$ -	\$ -	\$ -	\$ -	
Interest Income	\$ 35	\$ 74	\$ -	\$ 74	
Other Income	\$ -		\$ -	\$ -	
Applied from Reserves	\$ -	\$ -	\$ 20,000	\$ (20,000)	
<b>Total Budgeted Income</b>	<b>\$ 105,147</b>	<b>\$ 122,320</b>	<b>\$ 667,985</b>	<b>\$ (545,665)</b>	<b>18%</b>
<b>EXPENSES</b>					
Advocacy and Public Relations	\$ 99	\$ 138	\$ 3,750	\$ 3,612	4%
Capital Expenses	\$ -		\$ 25,000	\$ 25,000	0%
Contracts and Subscriptions	\$ 8,892	\$ 17,195	\$ 172,888	\$ 155,693	10%
Digital Collections	\$ 19,929	\$ 44,929	\$ 59,000	\$ 14,071	76%
Fee for Service	\$ 127	\$ 366	\$ 9,425	\$ 9,059	4%
Group Purchases <sup>A</sup>	\$ (565)	\$ (158)	\$ -	\$ 158	
Office Supplies and Equipment	\$ 164	\$ 194	\$ 4,500	\$ 4,306	4%
Official Business	\$ 150	\$ 275	\$ 7,500	\$ 7,225	4%
Open Borrowing Program <sup>A</sup>	\$ -	\$ -	\$ -	\$ -	
Personnel including Tech Support <sup>A</sup>	\$ 23,935	\$ 41,842	\$ 356,538	\$ 314,696	12%
Rent	\$ -	\$ 4,200	\$ 16,800	\$ 12,600	25%
Telecom: Members <sup>A</sup>	\$ (1,426)	\$ (66)	\$ -	\$ 66	
Telecom:PALS Plus	\$ 2,560	\$ 3,921	\$ 7,584	\$ 3,663	52%
<b>Expenses</b>	<b>\$ 55,856</b>	<b>\$ 113,060</b>	<b>\$ 662,985</b>	<b>\$ 549,925</b>	<b>17%</b>
<b>Contingency Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0%</b>
<b>Total Budgeted Expenses</b>	<b>\$ 55,856</b>	<b>\$ 113,060</b>	<b>\$ 667,985</b>	<b>\$ 554,925</b>	<b>17%</b>

<sup>A</sup> Monthly and ongoing balances include reimbursement from members

Shaded lines are not included in budget totals

**PALS Plus, Inc.**  
**Balance Sheet**  
As of February 28, 2017

	<u>Feb 28, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10150 · VNB Operations Acct [2590]	97,368.44
10250 · VNB ACH Acct [8040]	13,123.04
10300 · PALS Plus NJ Cash Management	76,831.69
10350 · VNB Money Market Acct	52,055.97
10400 · Petty	14.39
<b>Total Checking/Savings</b>	<u>239,393.53</u>
<b>Accounts Receivable</b>	
11100 · PALS Plus Member Invoices	166,254.90
<b>Total Accounts Receivable</b>	<u>166,254.90</u>
<b>Total Current Assets</b>	405,648.43
<b>Fixed Assets</b>	
12600 · Acc Dep Computer Equipment & So	-1,258,480.62
12700 · Acc Dep Leasehold Improvements	-1,525.00
12800 · Computer Equipment/Software	1,280,972.98
12900 · Leasehold Improvements	4,109.00
<b>Total Fixed Assets</b>	<u>25,076.36</u>
<b>TOTAL ASSETS</b>	<b><u>430,724.79</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	-21,590.91
<b>Total Accounts Payable</b>	<u>-21,590.91</u>
<b>Total Current Liabilities</b>	<u>-21,590.91</u>
<b>Total Liabilities</b>	-21,590.91
<b>Equity</b>	
30000 · Opening Balance Equity	145,997.66
32000 · Retained Earnings	144,165.54
Net Income	162,152.50
<b>Total Equity</b>	<u>452,315.70</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>430,724.79</u></b>

## Executive Director's Report

March 28th marks my first full year at PALS Plus. As I thought about what would encompass my Executive Director's report for the first full membership meeting of 2017, I realized that it was the perfect opportunity to recap our organization's many accomplishments of the past year and offer a quick glance into the future.

The past year was certainly not without exciting challenges: we welcomed Verona as our 19th full-service member, increased bandwidth at our libraries, introduced new solutions for delivering digital content, surveyed stakeholders to develop a technology plan that would meet the needs and wants of the consortium, brought in a new Executive Director and patiently answered hundreds of questions to bring him up to speed on all the history and intricacies of the consortium, and mourned the sudden loss of Robert White, who served as the Interim Executive Director of PALS Plus at the close of his illustrious career.

These things could not have been accomplished without the spirit of collegiality that makes PALS Plus unique and successful. The dedicated and collaborative spirit of our member libraries, committees, the Executive Board, and the PALS Plus staff have allowed us to build on a strong foundation and will enable us to move this organization forward in our collective efforts to serve our public.

The expiration of our telecommunication contract through JerseyConnect offered us the opportunity to reexamine our network bandwidth needs and introduce a solution to participating libraries that would increase bandwidth and reduce cost. The new telecommunication solution was deployed at most libraries by late fall of 2016 with equipment upgrades and monthly service financed through E-Rate credits. While the USAC funding decisions were expected to be made relatively quickly, it has taken almost a year to get to the finish line. But I am happy to report that funding for the upgrade has begun arriving ... just in time for the opening of the 2017 filing window.

When we added hoopla to our curated Overdrive ebook and audiobook collection and brought back Zinio for Libraries, we expanded our digital offerings to over 500,000 titles, most with on-demand availability. In so doing, we are now offering all the major formats represented in our physical collections in the digital. While digital has not proven to be the animal that ate physical as was anticipated, it is another format that patrons now expect from libraries and is a cornerstone of 21st century library service. We are successfully meeting that demand.

BLUECloud Analytics joined our suite of productivity tools empowering library staff to generate many of the reports that previously took weeks to deliver. We are just at the start of developing this product into a tool that will allow us to examine our collections and activity with greater focus. I look forward to the benefits member libraries will reap in using this tool to develop their collections to uniquely serve their communities' needs and interests and collectively reflect the needs of the PALS Plus community at large.

We introduced remote troubleshooting and issue resolution, thereby greatly minimizing the number of onsite visits to resolve equipment and network issues at member libraries. We recognize that a more sustainable solution needs to be implemented, but in the meantime, this has allowed us to properly maintain equipment and services in a more efficient manner.

We continued our tradition of outreach by participating in the annual Passaic County Fair where hundreds of people stopped by our tent to grab some free books and hear all about the important services at PALS Plus libraries. We held a Trustee Education summit where Mike Cerone spoke on matters of library law. It is my goal to continue these traditions in 2017.

Finally, we ensured that PALS Plus could continue to provide a stable and robust infrastructure upon which we administer our services through the implementation of an internal equipment upgrade allowing us to meet the increased demand for storage and memory.

I look forward to a productive and evolving 2017 with the addition of a Catalog and Metadata Librarian to the PALS Plus staff whose responsibility will be to oversee the cataloging and metadata processes of the consortium and guide us in improving Enterprise.

I am happy to report that our committees have never been more engaged and I am excited at all the great work being accomplished at the committee level - I hope to keep that momentum moving forward.

In a short while, we will explore the options of sharing locally curated digital collections, thereby expanding our shared collection.

And we will strengthen training on our core services through summits, webinars, classes, and presentations.

As my first year comes to a close, I am grateful for all the support and encouragement I have received from directors and staff at our libraries. I am continually impressed by the expertise of the PALS Plus staff. Though few in number, they have come together as a team to provide our member libraries with unparalleled dedication and service.

The work we do as librarians has never been more challenging or crucial than it is today. The great value of our consortium is how collectively we harness our resources and talents enabling our libraries to enrich the lives of the residents they serve every day. I look forward to more challenges, opportunities, and the amazing collegiality you have shown me. Thank you for a great first year!