

PALS Plus Committees, Task Forces, and Interest Groups

This document outlines the current list PALS Plus committees, task forces and interest groups and the rules governing each.

Definitions

Committees	Committees are established to address fundamental policy, procedural, advocacy, and governance matters within the organization. They are responsible for long-term planning and decision-making in their respective areas. <i>Examples of committees include the Policy Committee, Circulation Committee, and Technical Services Committee.</i>
Task Forces	Task forces are temporary working groups formed to focus on specific goals or projects with the potential to impact the organization similarly to committees. They are created for short-term, intensive projects. <i>Examples of task forces include the Funding Formula Task Force and Enterprise Revamp Task Force.</i>
Interest Groups	Interest groups are formed to foster collaboration among members who share common interests or expertise in a particular area. They do not have a specific governance or policy-making mandate but serve as platforms for knowledge sharing, collaboration, and networking. <i>Examples of interest groups include the Youth Services Interest Group, Teen Services Interest Group, and Adult Services Interest Group.</i>

Rules

Unless otherwise noted in the individual committee, task force, or interest group description, the following rules apply to each type of organizational group:

Committees

- Committees are authorized by the Bylaws, the Executive Board, or the PALS Plus Membership.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to a committee.
- Committee terms begin January 1.
- If possible, committee appointments are staggered so that some but not all members are new each year.
- Each committee roster is approved by the Executive Board.
- When possible and appropriate, a committee shall have 2 co-chairs and 1 vice chair charged with the following responsibilities:
 - First Co-chair – Schedules and presides over meetings; creates and distributes agendas; distributes minutes. Serves a term of up to one (1) year.
 - Second Co-chair – Prepares monthly report to the PALS Plus Executive Board and General Membership ; stands in and presides over meetings when First Co-chair is not available ; serves a term of up to two (2) years. Moves into First Co-chair position upon completion of First Co-chair’s term.
 - Vice-chair – Takes meeting minutes; serves a term up to three (3) years. Moves into Second Co-chair position upon completion of Second Co-chair’s term.

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- For committees that don't have the First Co-chair, Second Co-chair, and Vice-Chair structure, a term of office shall not exceed two (2) consecutive years.
- Committee member vacancies and mid-year appointments are filled by appointment of the President.
- A library is represented by a maximum of one member per committee, unless otherwise stated in the Rules of a committee. Efforts will be made to diversify library representation as appropriate.

Task Forces

- Task force(s) are created by the President, the Executive Board or the Executive Director to achieve a specific assignment within a given time period.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to a task force.
- Task forces may designate a chair or co-chairs to serve for the duration of the task/project.
- Task force vacancies and mid-year appointments are filled by appointment by the entity that established the task force.
- A library is represented by a maximum of one member per task force, unless otherwise stated in the Rules of a task force. Efforts will be made to diversify library representation as appropriate.

Interest Groups

- Interest groups are proposed by members and approved by the Executive Board.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to an interest group.
- Interest groups are led by a chair or co-chair for a term of two years and can be extended by approval of the Executive Board.
- Vacancies and mid-year appointments of chairs or co-chairs are filled by appointment of the President.
- Interest groups are open to any employee of a member library.

The subsequent pages provide a detailed overview of the current PALS Plus committees and interest groups.

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PALS Plus Executive Board

Composition

The PALS Plus Executive Board consists of the following members: President, Vice-President/Secretary, Financial Officer (Treasurer), and four directors.

Selection Process

Members of the Executive Board are elected by the general membership.

Responsibilities

The Executive Board oversees the organization. Responsibilities include, but are not limited to:

- Setting organizational policies.
- Overseeing fiscal activities and financial matters.
- Hiring and supervising the Executive Director.
- Entering into legal agreements on behalf of the organization.
- Accepting new members to the organization

Meeting Frequency

The PALS Plus Executive Board meets monthly unless a General Membership meeting is taking place. In that case, the Executive Board can meet before the General Membership meeting, if needed.

Rules

The PALS Plus Executive Board is subject to the rules set forth in the PALS Plus bylaws.

Roster

Mary Martin (President)	Wanaque
Michael Drazek (Vice-President/Secretary)	Pompton Lakes
Elena Tsomaeva (Treasurer)	Union City
Frances Bacardi	Belleville
Joshua Humphrey	Kearny
Claudine Pascale	Verona
Robin Rockman	Caldwell

Finance Committee

Designation

A Committee of the Executive Board.

Composition

The PALS Plus Finance Committee consists of the following members: Financial Officer (Treasurer) and two library directors with the PALS Plus Executive Director serving as the liaison.

Terms

1 year

Selection Process

Members of the Finance Committee are selected by the PALS Plus Executive Board

Responsibilities

The Finance Committee oversees the finances of the organization. Responsibilities include, but are not limited to:

- Prepares and revises the annual budget
- Monitors the fiscal health of organization
- Projects future financial needs
- Ensures standard financial practices are followed
- Reviews the annual audit

Reporting

Presents the budget annually to the Executive Board prior to the October membership meeting. The Treasurer, as a member of the Finance Committee, reports the state of PALS Plus finances to the Executive Board and General Membership at meetings.

Meeting Frequency

The PALS Plus Finance Committee meets as needed.

Rules

The PALS Plus Finance Committee is subject to the general rules governing Committees.

Roster

Mario Gonzalez	Passaic
Ricardo Pino	Wayne
Elena Tsomaeva	Union City

Nominating/Elections Committee

Designation

A Committee of the Executive Board.

Composition

The PALS Plus Nominating Committee consists of the following members: two or more library directors.

Terms

1 year

Selection Process

Members of the Nominating Committee are selected by the PALS Plus Executive Board

Responsibilities

The Nominating Committee oversees the election of Executive Board members. Responsibilities include, but are not limited to:

- Presents the slate of candidates in October
- Presents recommendations for officers in October

Reporting

None

Meeting Frequency

The PALS Plus Nominating/Elections Committee meets as needed.

Rules

The PALS Plus Nominating Committee is subject to the general rules governing Committees.

Roster

Josh Humphrey

Kearny

Catherine Wolverton

Cedar Grove

Personnel Committee

Designation

A Committee of the Executive Board.

Composition

The PALS Plus Personnel Committee consists of the following members: three library directors.

Terms

1 year

Selection Process

Members of the Personnel Committee are selected by the PALS Plus Executive Board.

Responsibilities

The Personnel Committee oversees personnel matters related to PALS Plus staff. Responsibilities include, but are not limited to:

- Develops personnel policies for PALS Plus employees
- Reviews salaries and benefits
- Evaluates the Executive Director

Reporting

Sends written policy recommendations to the Executive Board.

Meeting Frequency

The PALS Plus Personnel Committee meets as needed.

Rules

The PALS Plus Personnel Committee is subject to the general rules governing Committees.

Roster

Michael Drazek	Pompton Lakes
Justine Tomczak	Clifton
Catherine Wolverton	Cedar Grove

Circulation Committee

Designation

A Committee of the PALS Plus Membership.

Composition

The PALS Plus Circulation Committee is open to staff from any member library.

Selection Process

Members of the Circulation Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

Responsibilities

The Circulation Committee provides guidance, assessment, and support in matters affecting circulation protocols. The PALS Plus Circulation Committee ensures that libraries in PALS Plus are made aware of and adhering to policies regarding the sharing of materials and patron information across the consortium. Responsibilities include, but are not limited to:

- Reviews system-wide circulation policies and procedures on a regular basis and proposes changes, as needed.
- Identifies circulation-related issues that require communication to members, standardization, or reporting to the vendor
- Coordinates and provides circulation procedure training to members
- Reviews and updates core circulation documents

Reporting

Submits a monthly report to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Circulation Committee meets on a monthly basis.

Rules

The PALS Plus Circulation Committee is subject to the general rules governing Committees.

Roster

Carolyn Marrin (Chair – 2nd year)	Cedar Grove
Christopher Caglio	North Haledon
Joseph DeCesare	Little Falls
Marta Feduniewicz-Alborzi	Clifton
Susan Lindemulder	Wanaque
Marianne R. Purcaro	Wayne
Hailey Terracino	Ringwood

Charges

- Seek input from circulation staff to identify their training and procedural documentation needs. On a quarterly basis, initiate short Zoom knowledge sharing sessions where circulation staff can share problems, brainstorm solutions, and develop best practices for circulation tasks
- Review and update core circulation documents as needed
- Communicate any recommended procedural changes or updates of core documents to circulation staff and directors of all member libraries

Digital Services Committee

Designation

A Committee of the PALS Plus Membership.

Composition

The PALS Plus Digital Services Committee is open to staff from any member library.

Selection Process

Members of the Digital Services Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

Responsibilities

The PALS Plus Digital Services Committee seeks ways to improve promotion of the digital products provided through the consortium and provide tools and resources enabling staff to better support and serve patrons on using digital products. It oversees the collection development of the curated digital collection. Responsibilities include, but are not limited to:

- Maintains OverDrive featured collection lists
- Explores the marketplace for new digital products and services
- Oversees the acquisition process of curated digital content
- Coordinates training opportunities when possible

Reporting

Submits a monthly report to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Digital Services Committee meets on a monthly basis.

Rules

The PALS Plus Digital Services Committee is subject to the general rules governing Committees.

Roster

Heather Caldwell (Chair – 3rd year)	Ringwood
Sawyer Conlon	Cedar Grove
Janette Pardo	Wayne
Juliana Schicho	Clifton

Charges

- Promote the PALS Plus digital collections and services
- Coordinate training opportunities for library staff on cooperative digital services
- Collaborate with the Public Relations and Marketing Committee to create a library of ready-to-go digital marketing materials for promoting digital collections

Policy Committee

Designation

A Committee of the PALS Plus Membership.

Composition

The PALS Plus Policy Committee is open to staff from any member library.

Selection Process

Members of the Policy Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

Responsibilities

The PALS Plus Policy Committee examines and recommends policies, procedures, and guidelines governing PALS Plus. Responsibilities include, but are not limited to:

- Reviews system-wide policies and their related procedures on a regular basis or at the request of a member library, and recommends changes to the Executive board, as needed
- Ensures consistency among policies and procedures
- Refers issues to committees for study and policy suggestions

Reporting

Submits a monthly report to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Policy Committee meets on a monthly basis.

Rules

The PALS Plus Policy Committee is subject to the general rules governing Committees.

Roster

Claudine Pascale (First chair)	Verona
Ricardo Pino (Second chair)	Wayne
Allie DeCesare	Bloomingtondale
Linda Hoffman	Woodland Park
Justine Tomczak	Clifton
Catherine Wolverton	Cedar Grove

Charges

- Seek input from member libraries in order to prioritize the policies that should be created or modified in 2024
- Recommend new policies or policy revisions to the Executive Board and to the Membership
- Collaborate with the Circulation Committee to finalize a Claims Returned policy and procedure
- Discuss the need for and develop parameters for a system-wide pay card
- Implement a PALS Plus email policy that considers aspects such as ownership, retention, and appropriate usage, among other relevant factors

Public Relations and Marketing Committee

Designation

A Committee of the PALS Plus Membership.

Composition

The PALS Plus Public Relations and Marketing Committee is open to staff from any member library.

Selection Process

Members of the Public Relations and Marketing Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

Responsibilities

The PALS Plus Public Relations Committee seeks to promote PALS Plus, its services, and its member libraries to the community. Responsibilities include, but are not limited to:

- Coordinates PALS Plus participation in the Passaic County Fair and other public events
- Spearheads advocacy and marketing activities
- Produces a variety of marketing and public relations content that can be used by PALS Plus and member libraries

Reporting

Submits a monthly report to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Public Relations Committee meets on a monthly basis.

Rules

The PALS Plus Public Relations Committee is subject to the general rules governing Committees. Library representation on the Public Relations and Marketing Committee is open to more than one individual from each library

Roster

Nick Bastean (First chair)	Wayne
Julia Romano (Second chair)	Wanaque
Drew Emanuel Berkowitz	Paterson
Allie DeCesare	Bloomingtondale
Diana Filippi	Totowa
Matthew Hardy	Little Falls
Lisa Kulesa	PALS Plus
Tara Morstatt	Haledon
Robin Rockman	Caldwell
Juliana Schicho	Clifton
Hailey Terracino	Ringwood

Charges

- Launch the Welcome to the Community library campaign
- Coordinate PALS Plus's participation in the Passaic County Fair
- Collaborate with PALS Plus staff on the annual Passaic County Book Festival
- Collaborate with the Digital Services Committee to create a library of ready-to-go digital marketing materials for promoting digital collections
- Seek opportunities to collaborate with other committees on public relations and marketing opportunities.

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Technical Services Committee

Designation

A Committee of the PALS Plus Membership.

Composition

The PALS Plus Technical Services Committee is open to staff from any member library.

Terms

Unless a chair is assigned, the PALS Plus Catalog and Metadata Librarian will serve as the chair of the committee.

Selection Process

Members of the PALS Plus Technical Services Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

Responsibilities

The PALS Plus Technical Services Committee examines the cataloging practices and workflows of PALS Plus libraries and recommends best practices. Responsibilities include, but are not limited to:

- Reviews system-wide cataloging and linking policies and procedures on a regular basis and proposes changes, as needed
- Coordinates and delivers technical services procedure training to members
- Reviews and maintains core technical services documents

Reporting

Submits a monthly report to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Technical Services Committee meets on a monthly basis.

Rules

The PALS Plus Technical Services Committee is subject to the general rules governing Committees.

Roster

Kristin Blumberg (Chair)	PALS Plus
Heather Caldwell	Ringwood
Sawyer Conlon	Cedar Grove
Cindy Corbett	Verona
Paddi McClure	Wanaque

Charges

- Seek input from technical services staff to identify their training and documentation needs regarding basic technical services skills. On a quarterly basis, initiate short Zoom knowledge sharing sessions where technical services staff can share problems, brainstorm solutions, and develop best practices around linking
- Review and update core technical services documents whenever necessary
- Communicate updates of core documents or procedural changes to technical services staff and directors of all member libraries
- Assess and propose solutions to address cataloging issues pertaining to library materials, encompassing both items and bibliographic records, to ensure consistency and accuracy in the database

Adult Services Interest Group

Designation

An Interest Group of the PALS Plus Membership.

Composition

The PALS Plus Adult Services Interest Group is open to staff from any member library.

Selection Process

Chair or co-chairs of the Adult Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

Responsibilities

The PALS Plus Adult Services Interest Group provides guidance, recommendations, and encourages collaboration and idea sharing on matters pertaining to adult services among staff who have comparable duties. Responsibilities include, but are not limited to:

- Facilitating opportunities for members to enhance their knowledge, skills, and expertise in adult services through workshops, collaboration, webinars, and other professional development activities.
- Establishing mechanisms for the sharing of resources, including successful program models, reading lists, and outreach strategies that have proven effective in engaging adult library users.
- Providing input and guidance to members and the PALS Plus Executive Board and General Membership on matters related to adult services.

Reporting

Submits regular reports to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Adult Services Interest Group meets on a monthly basis.

Rules

The PALS Plus Adult Services Interest Group is subject to the general rules governing Interest Groups.

Roster

Charges

- Compile contact lists of library staffers who serve similar roles at member libraries, such as programming, reader's advisory, book club coordination, local history collection management, tech assistance provision, collection development, Library of Things oversight and other areas.
- Organize quarterly or semi-annual virtual meetings focusing on a specific topic to foster idea-sharing and collaboration among adult services staff.
- Identify external entities outside the libraries that offer valuable services relevant to adult library users, such as governmental or nonprofit organizations. Arrange for Pop-Up Workshops sessions with these entities

Teen Services Interest Group

Designation

An Interest Group of the PALS Plus Membership.

Composition

The PALS Plus Teen Services Interest Group is open to staff from any member library

Selection Process

Chair or co-chairs of the Teen Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

Responsibilities

The PALS Plus Teen Services Interest Group provides guidance and recommendations on matters pertaining to serving teens. Responsibilities include, but are not limited to:

- Facilitates discussions on creating and implementing engaging programs catering to the needs and interests of teens.
- Develops and advises on outreach initiatives to effectively connect with and serve teen patrons.

Reporting

Submits regular reports to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Teen Services Interest Group meets on a monthly basis, except for July and August.

Rules

The PALS Plus Teen Services Interest Group is subject to the general rules governing Interest Groups.

Roster

Jenna Ingham (Chair - 1st term 2024)	Verona
Rhanna Baker	Wanaque
Linda Belen	Little Falls
Kristen Churchill	Caldwell
Emily Dzuback	Haledon
Khusboo Rana	Clifton
Sara Rappa	Woodland Park
Pamela Zacher	West Milford

Charges

- Explore issues impacting teen and young adult services at PALS Plus libraries and seek ways to support staff working with teens and young adult services
- Organize regular idea-sharing and informational discussions/meetings for all staff serving teens
- Coordinate the sharing of programs ideas and resources among teen services staff
- Collaborate and communicate with youth services staff about issues common to both

Youth Services Interest Group

Designation

An Interest Group of the PALS Plus Membership.

Composition

The PALS Plus Youth Services Interest Group is open to staff from any member library.

Selection Process

Chair or co-chairs of the Youth Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

Responsibilities

The PALS Plus Youth Services Interest Group provides guidance and recommendations on matters pertaining to youth services. Responsibilities include, but are not limited to:

- Facilitates discussions on creating and implementing engaging programs catering to the needs and interests of children.
- Develops and advises on outreach initiatives to effectively connect with and serve juvenile patrons.

Reporting

Submits regular reports to the PALS Plus Executive Board and General Membership.

Meeting Frequency

The PALS Plus Youth Services Interest Group meets on a monthly basis except for July and August.

Rules

The PALS Plus Youth Services Interest Group is subject to the general rules governing Interest Groups.

Roster

Melissa Dunn (Co-Chair – 2nd year)	Wayne
Rachael Trotter (Co-chair - 1st year)	Verona
Rhanna Baker	Wanaque
Linda Belen	Little Falls
Kristen Churchill	Verona
Emily Dzuback	Haledon
Jacklyn Fudge	Ringwood
Heather Nilsen	Clifton
Donna O’Hanlon	Wanaque
Sara Rappa	Woodland Park
Annemarie Shapiola	Totowa
Pamela Zacher	West Milford
Juliana Schicho	Clifton

Charges

- Explore issues impacting juvenile services at PALS Plus libraries and seek ways to support staff working with children
- Organize regular idea-sharing and informational discussions/meetings for all staff serving children
- Coordinate the sharing of programs ideas and resources among youth services staff
- Collaborate and communicate with teen services staff about issues common to both
- Coordinate the bi-annual 1000 Books Before Kindergarten party