

## Minutes January 28, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library was cancelled on Tuesday, January 14 due to lack of quorum. The meeting was held on Tuesday January 28, 2020 and called to order at 7:04pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Gunn, Mrs. Abrams, and Mrs. Vasinda. Absent were Mrs. Davidson, Mr. Laubenstein, Mrs. Smith and Ms. Laviano.

Mrs. Petrongolo read the public notice.

A motion was made by Mrs. Petrongolo to temporarily close the regular portion of the meeting for reorganization. Mrs. Wallen 2<sup>nd</sup>.

**Reorganization:** See attached

At 7:15pm Mrs. Petrongolo made a motion to return to the regular portion of the meeting. Mrs. Wallen 2<sup>nd</sup>.

### **Minutes:**

A motion was made by Mrs. Abrams to approve the minutes from the last meeting. Mrs. Gunn 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Mrs. Gunn to approve the Treasurer's Reports. Mrs. Petrongolo 2<sup>nd</sup>.  
A motion was made by Mrs. Abrams to pay the contractual bills as they come due. Mrs. Wallen 2<sup>nd</sup>. Roll call vote: All ayes

### **President's Report:**

Mrs. Petrongolo wished to thank everyone for the re-appointment as President of the Board. She is looking forward to a productive year in 2020.

### **Director's Report:**

Mrs. Vasinda shared with the Board some of the design ideas and estimates prepared for us by Eclectic Specialities, (Bill and Faith Cook).

Some of these design ideas and costs were shared with Mayor Kappatos and Councilman Cepero at a meeting held in the library on Friday January 17, 2020.

The Board also got a chance to see the repair work done in the library and hallway in early January.

There being no further business a motion was made by Mrs. Wallen to adjourn the meeting. Mrs. Abrams 2<sup>nd</sup>. The meeting was adjourned at 7:56pm.

The next meeting is scheduled for **Tuesday, February 11, 2020 @7:00pm**. Please make Mrs. Vasinda aware if you are unable to attend.

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes February 11, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library held on Tuesday, February 11, 2020. The meeting was called to order at 7:00pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Abrams, Mrs. Smith, Ms. Laviano and Mrs. Vasinda. Absent were Mrs. Davidson, Mr. Laubenstein, and Mrs. Gunn.

Mrs. Petrongolo read the public notice.

### **Minutes:**

A motion was made by Mrs. Abrams to approve the minutes from the last meeting. Ms. Laviano 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Mrs. Smith to approve the Treasurer's Reports. Mrs. Wallen 2<sup>nd</sup>.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due. Mrs. Wallen 2<sup>nd</sup>. Roll call vote: All ayes

### **President's Report:**

Progress

### **Director's Report:**

Mrs. Vasinda reported that a proposal from Eclectic Specialities, (regarding design and work in the library, painting, rugs etc.) has been submitted to the Mayor. She is waiting for a response.

On Monday February 10<sup>th</sup>, workers from the Obert Construction company were at the library installing the new gutters. The job was completed by the end of the day.

The library has been approached by Mrs. Adair asking for assistance in the Green Team efforts to earn points by helping people file their Census information. The library is already poised to assist but will work on outreach to help other community sites. Mrs. Vasinda attended a webinar regarding the specifics and the importance of getting an accurate census count.

There being no further business a motion was made by Mrs. Wallen to adjourn the meeting. Mrs. Abrams 2<sup>nd</sup>. The meeting was adjourned at 7:33pm.

The next meeting is scheduled for **Tuesday, March 10, 2020 @7:00pm**. Please make Mrs. Vasinda aware if you are unable to attend.

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes March 10,2020

The regular meeting of the Board of Trustees of the Runnemede Public Library held on Tuesday, March 10, 2020. The meeting was called to order at 7:00pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Abrams, Mrs. Smith, Ms. Laviano, Mrs. Davidson, Mr. Laubenstein and Mrs. Vasinda. Absent was Mrs. Gunn

Mrs. Petrongolo read the public notice.

### **Minutes:**

A motion was made by Mrs. Abrams to approve the minutes from the last meeting. Ms. Lavaino 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mr. Laubenstein 2<sup>nd</sup>.  
A motion was made by Mrs. Abrams to pay the contractual bills as they come due. Mrs. Smith 2<sup>nd</sup>. Roll call vote: All ayes

### **President's Report:**

Progress

### **Director's Report:**

Mrs. Vasinda reported on the library outreach project to help the Green Team with an accurate Census Count. The library has scheduled several Action Days and has a kiosk set up if a computer needs to be set up in an alternate location.

Mrs. Vasinda discussed actions being taken to address the COVID-19 situation. Mrs. Wallen is going to keep the Board informed as to the actions taken by the School District. They have a meeting planned for Friday March 13<sup>th</sup> to discuss the virus and the local implications. Mr. Laubenstein suggested that if the library has to close, signs be put in the doors explaining with emphasis on a thorough cleaning.

Mrs. Vasinda gave the Board an update on the plans to work with the South Jersey Food Bank this summer. The plan is to offer a meal (breakfast or lunch) five days a week to any interested Runnemede children. There is no cost for the meal or for library participation. There is a training session in May. More information will be available then.

### **Old Business**

Mr. Laubenstein discussed the current hold on plans to update the library. He explained the budget process and the time involved in getting passage from the State.

**New Business**

Electronic Device Lending Policy (To be discussed at the next meeting) see attached document for review.

There being no further business a motion was made by Mrs. Abrams to adjourn the meeting. Mrs. Wallen 2<sup>nd</sup>. The meeting was adjourned at 7:25pm.

The next meeting is scheduled for **Tuesday, April 14, 2020 @7:00pm**. Please make Mrs. Vasinda aware if you are unable to attend.

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes April 14, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday, April 14, 2020. The Conference call meeting was called to order at 7:00pm. In attendance were Ms. Laviano, Mrs. Petrongolo, Mrs. Wallen, Mrs. Smith, Mr. Laubenstein, Mrs. Abrams, Mrs. Davidson and Mrs. Vasinda. Absent was Mrs. Gunn.

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Mrs. Smith to approve the minutes from the last meeting. Mrs. Wallen 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Ms. Laviano to approve the Treasurer's Reports. Mrs. Smith 2<sup>nd</sup>.  
A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due. Mrs. Wallen 2<sup>nd</sup>. Roll call vote: All ayes

### **President's Report:**

Mrs. Petrongolo hoped that everyone was doing well and staying safe.

### **Director's Report:**

Mrs. Vasinda reported that many of the library's administrative operations continue. Community outreach continues as the community expresses need. Phone calls are being handled at home.

### **Old Business:**

As noted at the March meeting, the library closing has been linked to the school district and since that meeting, the stay-at-home orders from Governor Murphy.  
A motion was made by Mrs. Smith to remain closed and at such time as it is deemed safe, a reconstitution plan will be put in place to begin normal operation. 2<sup>nd</sup> the motion by Mrs. Petrongolo. Roll call vote: all ayes.

There being no further business a motion was made by Ms. Laviano to adjourn the meeting. Mrs. Petrongolo 2<sup>nd</sup>. The meeting was adjourned at 7:31pm.

The next meeting is scheduled for **Tuesday, May 12th @7:00pm via conference call.**

Respectfully submitted,  
Kathleen Vasinda, Secretary

**Minutes**  
**May 12, 2020**

The regular meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday, May 12, 2020. The Conference call meeting was called to order at 7:00pm. In attendance were Ms. Laviano, Mrs. Petrongolo, Mrs. Wallen, Mrs. Smith, Mrs. Abrams, and Mrs. Vasinda. Absent were Mrs. Gunn, Mr. Laubenstein and Mrs. Davidson.

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

**Minutes:**

A motion was made by Mrs. Smith to approve the minutes from the last meeting. Mrs. Abrams 2<sup>nd</sup>.

**Treasurer's Report:**

A motion was made by Mrs. Petrongolo to approve the Treasurer's Reports. Ms. Laviano 2<sup>nd</sup>.  
A motion was made by Mrs. Abrams to pay the contractual bills as they come due. Mrs. Wallen 2<sup>nd</sup>. Roll call vote: All ayes

**President's Report:**

Mrs. Petrongolo hoped that everyone was doing well and staying safe.

**Director's Report:**

Mrs. Vasinda reported that many of the library's administrative operations continue. Community outreach continues as the community expresses need. Phone calls are being handled at home.

**New Business:**

The Board has received ideas for Re-opening the library for their consideration. They will be discussed again in June. Also sent for consideration are the CDC Guidelines and Best Practices for Reopening New Jersey Libraries from the State Taskforce.

There being no further business a motion was made by Mrs. Abrams to adjourn the meeting. Ms. Laviano 2<sup>nd</sup>. The meeting was adjourned at 7:20pm.

The next meeting is scheduled for **Tuesday, June 9, 2020 @7:00pm via conference call.**

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes June 9, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday, June 9, 2020. The Conference call meeting was called to order at 7:00pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Smith, Mr. Laubenstein, and Mrs. Vasinda. Absent were Mrs. Gunn, Mrs. Davidson, Ms. Laviano and Mrs. Abrams.

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Mrs. Smith to approve the minutes from the last meeting. Mrs. Wallen 2<sup>nd</sup>.

### **Treasurer's Report:**

The Treasurer's report approval was tabled for a vote until the July meeting.

A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due, Mrs. Wallen 2<sup>nd</sup>. Roll call vote: all ayes.

### **President's Report:**

Mrs. Petrongolo hoped that everyone was doing well and staying safe.

### **Director's Report:**

Mrs. Vasinda reported that many of the library's administrative operations continue. Community outreach continues as the community expresses need. Phone calls are being handled at home.

A town hall meeting is scheduled with New Jersey library directors and Governor Murphy on Friday June 12<sup>th</sup>. More information to follow

There being no further business a motion was made by Mr. Laubenstein to adjourn the meeting. Mrs. Petrongolo 2<sup>nd</sup>. The meeting was adjourned at 7:20pm.

The next meeting is scheduled for **Tuesday, July 14, 2020 @7:00pm via conference call. If conditions improve, a meeting will be held in person. Notice of any change will be made by July 1, 2020.**

Respectfully submitted,  
Kathleen Vasinda, Secretary



## Minutes July 14, 2020

The regular meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday, July 14, 2020. The Conference call meeting was called to order at 6:32pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Smith, Mr. Laubenstein, and Mrs. Vasinda. Mrs. Davidson, and Ms. Laviano. Mrs. Abrams arrived late. Absent was Mrs. Gunn.

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Mr. Laubenstein to approve the minutes from the last meeting. Mrs. Wallen 2<sup>nd</sup>.

### **Treasurer's Report:**

The Treasurer's report for June and July 2020 was submitted for approval. A motion was made by Mrs. Petrongolo to approve the reports from June and July 2020. Mrs. Wallen 2<sup>nd</sup>. A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due, Mrs. Wallen 2<sup>nd</sup>. Roll call vote: all ayes.

### **President's Report:**

Mrs. Petrongolo hoped that everyone was doing well and staying safe.

### **Director's Report:**

Mrs. Vasinda reported that many of the library's administrative operations continue. The following items were discussed at the outdoor portion of the meeting: ( Safe distances and masking was observed) Although the building remains closed, Curbside delivery continues successfully, A computer with printing has been set up for wireless activity as needed, School outreach has provided an opportunity to get books and materials out to the greater community, Some of the museum passes have extended their expiration date because of closures, the building is being prepared for re-opening as back ordered materials are arriving, preparation for painting is on-going.

There being no further business a motion was made by Mr. Laubenstein to adjourn the meeting. Mrs. Wallen 2<sup>nd</sup>. The meeting was adjourned at 6:36pm. Outdoor portion adjourned at 8:30pm.

There is no meeting scheduled for August 2020. The next meeting is scheduled for Tuesday September 8, 2020 @ 7:00pm. Meeting in person yet to be determined.

The next meeting is scheduled for **Tuesday, July 14, 2020 @7:00pm via conference call. If conditions improve, a meeting will be held in person. Notice of any change will be made by July 1, 2020.**

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes September 8, 2020

The regular meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday, September 8, 2020. The Conference call meeting was called to order at 7:00pm. In attendance were Mrs. Petrongolo, Mrs. Wallen, Mrs. Smith, Ms. Laviano, Mrs. Davidson, Mrs. Abrams and Mrs. Vasinda. Absent were Mrs. Gunn and Mr. Laubenstein.

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Mrs. Abrams to approve the minutes from the last meeting. Mrs. Wallen 2<sup>nd</sup>.

### **Treasurer's Report:**

The Treasurer's report for July and August was submitted for approval. A motion was made by Mrs. Smith to approve the 2 reports. Mrs. Wallen 2<sup>nd</sup>.

A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due, Mrs. Wallen 2<sup>nd</sup>. Roll call vote: all ayes.

### **President's Report:**

Mrs. Petrongolo hoped that everyone was doing well and staying safe. Kudos to Mrs. Renaud for the great job communicating with the community through Facebook.

### **Director's Report:**

Mrs. Vasinda reported that since the last meeting, remodeling of the library has begun.

Painting, carpeting, cutting down shelving as well as moving and culling all of the books in the library has been ongoing. Great progress is being made.

The staff has continued to offer curbside delivery, printing, faxing and limited computer usage. We are anticipating being able to show the Board some of the progress in October.

There being no further business a motion was made by Mrs. Abrams to adjourn the meeting. Mrs. Wallen 2<sup>nd</sup>. The meeting was adjourned at 7:24pm.

The next meeting is scheduled for **Tuesday, October 13, 2020 @7:00pm**. Location to be determined.

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes October 13, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday, October 13, 2020. The Conference call meeting was called to order at 7:00pm. In attendance were Mrs. Petrongolo, Mr. Laubenstein, Ms. Laviano, Mrs. Abrams and Mrs. Vasinda. Absent were Mrs. Gunn, Mrs. Davidson, Mrs. Wallen and Mrs. Smith

Mrs. Petrongolo read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Mrs. Abrams to approve the minutes from the last meeting. Ms. Laviano, 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Mrs. Petrongolo to approve the Treasurer's Report. Mr. Laubenstein, 2<sup>nd</sup>.

A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due, Mrs. Wallen 2<sup>nd</sup>.

Roll call vote: all ayes.

### **President's Report:**

Progress

### **Director's Report:**

Mrs. Vasinda discussed the current progress in the library remodel and laid out the next steps. Painting, carpet and lowering of shelf height is complete. Waiting for new shelving, furniture, circulation and computer desk (all due early to mid-November). Plumbing repairs are happening on Monday October 19<sup>th</sup>.

Mrs. Vasinda discussed opening the library vs continuing operations at the current level. The Board concurred with Mrs. Vasinda's assessment that it is better to continue to offer what we are doing now versus having to abruptly close due to staff exposure or illness.

Mrs. Vasinda invited interested board members to call ahead and get a tour of the changes as they are occurring.

There being no further business a motion was made by Mrs. Petrongolo to adjourn the meeting. Ms. Laviano 2<sup>nd</sup>. The meeting was adjourned at 7:17pm.

The next meeting is scheduled for **Tuesday, November 10, 2020 @7:00pm**. Location to be determined.

Respectfully submitted,  
Kathleen Vasinda, Secretary

## Minutes December 8, 2020

The regular meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday, December 8, 2020. The November 10, 2020 meeting was cancelled due to lack of quorum.

The Conference call meeting was called to order at 7:08pm. In attendance were Mr. Laubenstein, Ms. Laviano, Mrs. Abrams, Mrs. Gunn, Mrs. Davidson, Mrs. Wallen, Mrs. Smith and Mrs. Vasinda. Absent was Mrs. Petrongolo.

Ms. Laviano read the public notice which was posted on the library website and in the Gloucester City News

### **Minutes:**

A motion was made by Ms. Laviano to approve the minutes from the October meeting. Mrs. Abrams, 2<sup>nd</sup>.

### **Treasurer's Report:**

A motion was made by Mrs. Smith to approve the Treasurer's Reports from October and November. Mrs. Wallen, 2<sup>nd</sup>.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Gunn 2<sup>nd</sup>.

Roll call vote: all ayes.

### **President's Report:**

Ms. Laviano wished everyone a very Merry Christmas. Hoping for better things including seeing each other again at the same table in 2021.

### **Director's Report:**

Mrs. Vasinda discussed the current progress in the library remodel and laid out the next steps. The circulation desk and computer station are due to be completed by month's end. Difficulties obtaining supplies has delayed the project which was due to be completed in November.

Operations will continue at the current level as discussed with the Board.

Mrs. Vasinda invited interested board members to call ahead and get a tour of the changes as they are occurring. Mr. Laubenstein stopped by on Monday December 7<sup>th</sup> and approves of what he saw.

A motion was made by Mrs. Smith to approve the 2021 budget first reading. Mrs. Wallen 2<sup>nd</sup>. Roll call vote, all ayes. The budget will be revisited at the January Meeting for final approval.

There being no further business a motion was made by Mrs. Wallen to adjourn the meeting. Mrs. Abrams 2<sup>nd</sup>. The meeting was adjourned at 7:35pm.

The next meeting is scheduled for **Tuesday, January 12, 2021 @7:00pm for re-organization.** Location to be determined.

Respectfully submitted,  
Kathleen Vasinda, Secretary