

Minutes

February 14, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday February 14, 2023. The meeting was called to order at 7:00pm. In attendance were Mrs. Jago, Mrs. Abrams, Mr. Laubenstein, Mrs. Wallen, Mrs. Vasinda and Mrs. Starts. Absent were Mrs. Petrongolo, Mrs. Peshick, and Mrs. Davidson.

Mrs. Jago read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Mrs. Starts was sworn in as Board of Trustee member by Mrs. Wallen.

A motion was made by Mrs. Abrams to exit the regular meeting and go to re-organization for 2023, Mrs. Wallen 2nd. (See attached)

A motion was made by Mrs. Abrams to return to the regular monthly meeting, Mrs. Wallen 2nd.

Minutes:

A motion was made to approve the minutes from the December 2022 meeting by Mrs. Abrams. Mrs. Jago 2nd. There was no quorum for January 2023

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports from December 2022 and January 2023. Mr. Laubenstein 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Starts 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Mrs. Vasinda reported on the activities that are happening at the library. The Winter Reading Challenge, Book Club and Saturday activities for interested families. The library staff is preparing activities to celebrate Dr. Seuss' birthday.

Long time library user Mrs. Lottie Kranz will be celebrating her 100th birthday. Her friends and family will be making donation to the library in her name.

A grant opportunity has come to the library from LibraryLinkNJ. More information to follow.

New Business: A motion was made by Mrs. Abrams to approve the purchase of Niche Academy to the library's database of learning software. Mr. Laubenstein 2nd. Roll call vote: All ayes

There being no further business, a motion was made to adjourn the meeting by Mrs. Jago, Mrs. Abrams 2nd. The meeting was adjourned at 7:47pm

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

March 14, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday March 14, 2023. The meeting was called to order at 7:00pm. In attendance were Mrs. Jago, Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Starts, Mrs. Petrongolo and Mrs. Davidson. Absent was Mr. Laubenstein.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made to approve the minutes from the February 2023 meeting by Mrs. Abrams. Mrs. Pesick 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Petrongolo 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Wallen 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Long time library user Mrs. Lottie Kranz celebrated her 100th birthday. Her friends and family have made donations to the library in her name. Mrs. Kranz visited the library with her daughter and saw the leaf and the books that were purchased in her honor.

The library celebrated Dr. Seuss' Birthday on Saturday March 4th. There was a nice turnout and everyone enjoyed a craft, some games and a treat to take home.

Niche Academy, a staff and patron database for learning new skills has been installed on the library website.

New Business: Due to spring vacations, the Board has agreed to cancel the April 11, meeting and to meet on Tuesday April 25, 2023 at 7:00pm.

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Petrongolo 2nd. The meeting was adjourned at 7:15pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

April 25, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday April 25, 2023. The meeting was called to order at 7:05pm. In attendance were Mrs. Jago, Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Starts, Mrs. Petrongolo and Mrs. Davidson. Absent were Mr. Laubenstein and Mrs. Peshick.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made to approve the minutes from the February 2023 meeting by Mrs. Wallen. Mrs. Petrongolo 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Jago 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Wallen 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Library staff attended the Triton Literacy event on Thursday April 20th. Preparations are under way for the Summer Reading Program. This year the theme is Kindness, Friendship and Unity with a focus on Community.

New Business:

Pat Wilson reached out regarding a grant opportunity that the library might be able to use. She will be a guest at the next board meeting to explain the particulars.

The next meeting is scheduled for Tuesday May 9, 2023

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Petrongolo 2nd. The meeting was adjourned at 7:25pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

May 9, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday May 9, 2023. The meeting was called to order at 7:00pm. In attendance were Mrs. Jago, Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Peshick and Mrs. Davidson. Absent were Mr. Laubenstein, Mrs. Starts and Mrs. Petrongolo.

Mrs. Jago read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Special visitor: Mrs. Patricia Wilson was invited to the board meeting to discuss a possible grant opportunity for the library.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the April 25th meeting. Mrs. Peshick 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Peshick 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Wallen 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Building Report: A call was made to the library from Franklin Alarm Company on May 4th informing us that the signal test on the fire box did not go through. I reached out to Harry Wozunk.

New Business:

Mrs. Wilson reached out regarding a grant opportunity (Municipal Alliance Grant) that the library might be able to use. The Board discussed various ideas for the library and the community.

The next meeting is scheduled for Tuesday June 13, 2023

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Jago 2nd. The meeting was adjourned at 8:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

June 13, 2023

The regular monthly meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday June 13, 2023. The meeting was called to order at 6:58pm. In attendance were Mrs. Jago, Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Peshick, Mr. Laubenstein, and Mrs. Petrongolo. Absent were Mrs. Starts and Mrs. Davidson

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the May 9th meeting. Mrs. Wallen 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Peshick 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Jago 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Discussed the progress being made as the library prepares for the Summer Reading Program.

Old Business:

A request for funding a Stem/Sensory table for the library was sent to Mrs. Wilson for consideration through the Municipal Alliance Grant.

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mr. Laubenstein^{2nd}. The meeting was adjourned at 7:40pm.

The next meeting is scheduled for Tuesday July 11, 2023 @ 7:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

September 12, 2023

The regular monthly meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday September 12, 2023. The meeting was called to order at 7:07pm. In attendance were Mrs. Jago, Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mr. Laubenstein, Mrs. Starts, Mrs. Davidson, and Mrs. Petrongolo. Absent was Mrs. Peshick.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the June 13, meeting. Mrs. Wallen 2nd.

Treasurer's Report:

A motion was made by Mrs. Abrams to approve the Treasurer's Reports. Mrs. Petrongolo 2nd.

A motion was made by Mrs. Wallen to pay the contractual bills as they come due, Mrs. Jago 2nd. Roll call vote, All Ayes.

President's Report:

Progress

Director's Report:

Discussed the summer programs including National Night Out and Back to School Picnic. Upcoming events: Solar Eclipse education, Upcoming 3rd grade visit and meeting with the Municipal Library consortium (SAIL).

Building Issues:

- a. Homeless issues
- b. Library flooding
- c. Fire box repair

New Business:

- a. Technology upgrades (capital improvements)

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Wallen^{2nd}. The meeting was adjourned at 7:46pm.

The next meeting is scheduled for Tuesday October 10, 2023 @ 7:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes
October 10, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday October 10, 2023. The meeting was called to order at 7:01pm. In attendance were Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Starts, Mrs. Davidson, Mrs. Peshick and Mrs. Petrongolo. Absent were Mrs. Jago and Mr. Laubenstein.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the September 2023 meeting. Mrs. Wallen 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Starts 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Petrongolo 2nd. Roll call vote, All Ayes.

New Business:

Mrs. Vasinda presented the Board with a letter of intent to retire.

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Petrongolo 2nd. The meeting was adjourned at 7:31pm.

The next meeting is scheduled for Tuesday November 14, 2023 @ 7:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes

November 14, 2023

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was held on Tuesday November 14, 2023. The meeting was called to order at 7:14pm. In attendance were Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Davidson, Mrs. Jago, Mr. Virtue and Mrs. Petrongolo. Absent were Mrs. Peshick, Mrs. Starts and Mr. Laubenstein.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the October 2023 meeting. Mrs. Wallen 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mrs. Jago 2nd.

A motion was made by Mrs. Abrams to pay the contractual bills as they come due, Mrs. Petrongolo 2nd. Roll call vote, All Ayes.

New Business:

A motion was made by Mrs. Wallen to adopt the provisional 2024 budget.

Building Report:

- a. The Fire Alarm has been non-functional since 11/22, the board is requesting an update.
- b. When there are interior building issues such as a clogged toilet or some similar incident, who can the library staff call for assistance?
- c. The defibrillator given to the library through a grant 10 years ago is now obsolete. It has been reported by the manufacturer that the device is no longer supported and new batteries and pads are no longer available.

Committee Report

The Board continues to discuss and research finding a replacement or equivalent library director.

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Wallen^{2nd}. The meeting was adjourned at 7:46pm.

The next meeting is scheduled for Tuesday December 12, 2023 @ 7:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes
December 12, 2023

The regular monthly meeting of the Board of Trustees of the Runnemede Public Library was held on Tuesday December 12, 2023. The meeting was called to order at 7:00pm. In attendance were Mrs. Abrams, Mrs. Wallen, Mrs. Vasinda, Mrs. Jago, Mr. Virtue, Mrs. Petrongolo (phone called in to meeting), Mrs. Starts and Mr. Laubenstein. Absent were Mrs. Peshick and Mrs. Davidson.

Mrs. Wallen read the public notice which is posted on the library website, the building hallway, and the Gloucester City News.

Minutes:

A motion was made by Mrs. Abrams to approve the minutes from the November 2023 meeting. Mrs. Starts 2nd.

Treasurer's Report:

A motion was made by Mrs. Wallen to approve the Treasurer's Reports. Mr. Laubenstein 2nd.

A motion was made by Mrs. Wallen to pay the contractual bills as they come due, Mrs. Starts 2nd. Roll call vote, All Ayes.

A motion was made by Mrs. Abrams to amend the current salary resolution to meet the current minimum wage increase. Mrs. Wallen 2nd. Roll call vote, all ayes.

Building Report:

- a. Re: Fire alarm system: The Board has been notified that Franklin Alarm has been contracted to make the required upgrades to the complex. There has been a delay in receiving materials. The Borough is waiting to be scheduled by the company for completion.
- b. For building issues, the Library now has two ways to contact public works.

Old Business:

- a. A motion was made by Mrs. Abrams to approve the Budget for 2024. Mrs. Wallen 2nd. Roll Call vote: All ayes.

Committee Report

Mrs. Petrongolo reported that since the Board last met to discuss concerns related to finding a new director, several options are being explored. In the new year, the Board will explore the options. As of right now, the Committee is leaning toward creating an “acting role” from within current staffing so that the library can continue to function. This will allow the Board time to define the permanent role and find the best replacement.

There being no further business, a motion was made by Mrs. Abrams to adjourn the meeting, Mrs. Starts 2nd. The meeting was adjourned at 7:24pm.

The next meeting is scheduled for Tuesday January 9, 2024 @ 7:00pm. This is the re-organization meeting.

Respectfully submitted,

Kathleen Vasinda, Secretary

Minutes
January 15, 2024

The regular monthly meeting of the Board of Trustees of the Runnemedede Public Library was cancelled due to weather on January 9, 2024. The meeting was held on Monday January 15, 2024 and was called to order at 9:34am. In attendance were Mrs. Petrongolo, Mrs. Jago, Mr. Laubenstein, Mrs. Starts, Mr. Virtue and Mrs. Vasinda. Mrs. Abrams and Mrs. Davidson were available by phone.

Mrs. Petrongolo read the public notice which is posted on the library website, the building hallway, Courier Post, and the Retrospect.

A motion was made by Mrs. Starts to go into closed session at 9:40am to discuss personnel. Mrs. Jago 2nd.

A motion was made by Mrs. Starts to go back to the regular meeting at 10:00am, Mrs. Jago 2nd.

A motion was made by Mrs. Petrongolo to go into re-organization at 10:00am. Mr. Laubenstein 2nd.

A motion was made by Mrs. Petrongolo to go back to the regular meeting at 10:15am. Mr. Laubenstein 2nd. (See attached)

Minutes:

A motion was made by Mrs. Petrongolo to approve the minutes from the December 2023 meeting. Mrs. Starts 2nd.

Treasurer's Report:

A motion was made by Mr. Laubenstein to approve the Treasurer's Reports. Mrs. Starts 2nd.

A motion was made by Mrs. Petrongolo to pay the contractual bills as they come due, Mrs. Jago 2nd. Roll call vote, All Ayes.

President's Report:

Mrs. Petrongolo thanked the Board for her appointment as president. She also wanted the Board to be aware of Mrs. Wallen's injury. The Board sent a get-well basket and wishes for a speedy recovery.

Building Report:

- a. Re: Fire alarm system: Franklin Alarm Co has been in the building and the alarm system appears to be functioning.

Committee Report:

A motion was made by Mrs. Petrongolo to create a new position as we work through the Director's retirement. This position will be called the Organizational Manager. This position will be filled by Mr. Kenneth Virtue, a nine-year veteran of the library. He will continue his current duties and take on the operational management of the library. He will report to the Trustees. Mrs. Starts 2nd. Roll call vote: all ayes.

The Board approved the new organizational chart and the job announcement to hire a Director from within the library. The announcement was sent to all library employees. Applicants will submit their application package to a private email by January 27, 2024. **The Board will review all submissions on Friday February 2, 2024 at 7:00pm. (All Board members are welcome).**

There being no further business, a motion was made by Mr. Laubenstein to adjourn the meeting, Mrs. Jago 2nd. The meeting was adjourned at 10:40am.

The next Board meeting is scheduled for Tuesday February 13, 2024 @ 7:00pm.

Respectfully submitted,

Kathleen Vasinda, Secretary