

VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
August 27, 2020

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, August 27, 2020, via Zoom meetings.

Board of Trustee President Luis Amberths called the meeting to order at 5:36 p.m. Notice of this meeting had been sent to the Office of the City Clerk, *The Daily Journal*, *The Press*, Local Vineland Channels and was posted in the library in accordance with The Sunshine Law. The Administrative Clerk called roll: Trustees present were Luis Amberths, Macleod Carre, Sally Goode, Karen Kreck, Devon Land, Melanie Lovisone, Michael Mainiero, Gina Randazzo-Dawkins and, Sheena Santiago. Also present were Library Counsel Jeffrey Medio, Administrative Clerk Mary Ann Rada, Assistant Supervisor of Accounts Melissa Vanes, and Library Staff: Helen Cowan Margiotti, Samantha Tai, Juni Ruiz, and members of the public.

APPROVAL OF MINUTES

Regular session of the July 23, 2020 meeting

On a motion made by Mr. Carre, seconded by Miss Kreck, Trustees moved to approve the minutes of the regular session of the July 23, 2020 meeting.

The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Ms. Santiago ABSTAIN: Dr. Amberths

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports for August, 2020

On a motion made by Mr. Carre, seconded by Ms. Lovisone, Trustees moved to approve the Financial Reports for August, 2020, which included the Treasurer's Report, Accounts Payable, Donations, Purchasing and Building Reports.

The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

Approval of salaries and benefits for the month of September, 2020

On a motion made by Miss Kreck, seconded by Mr. Carre, Trustees approved the City of Vineland to make payment of salaries and benefits to the employees of the Vineland Public Library for the month September, 2020 with funds retained for this purpose.

The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

Approval of Resolution 2020-005 to add three monthly vendors to fixed approval for automatic payment

Trustees were presented with a list of vendors and services that may be paid without additional approval of the Board.

On a motion made by Mr. Land, seconded by Ms. Lovisone, Trustees moved to approve Resolution #2020-005 approving payment of non-discretionary fixed monthly bills of the Vineland Public Library for the remainder of 2020.

The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolution #2020-006 – Resolution to expand Curbside Pick-up and return all employees to work at the library

On a motion made by Mr. Carre, and seconded by Miss Kreck, Trustees moved to approve Resolution #2020 – 006 which requires all library employees to return to work Monday through Friday, 8:30 am to 5:00 pm, with the exception of maintenance, who will work 8:00 am to 4:30 pm, effective September 8. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

Limitation of Library Employee Private Office use

After lengthy conversation about certain employees' private offices, this item of business was tabled until the Operations & Personnel Committees can meet to look over the office spaces.

Nominating Committee

The Nominating Committee will be Macleod Carre, Sheena Santiago and Michael Mainiero.

NJ Library Trustees Association Membership Renewal

Mrs. Rada will send the membership information and enrollment form to Trustees.

BUILDING AND MAINTENANCE REPORT

Melissa Vanes updated Trustees on the air conditioner in the Children's area and Mary Ann's office; and the City is working on installing plexiglass at the Circulation, Reference and Children's desks.

CORRESPONDENCE

Correspondence was received by Kelly Reeves, Caroline Fricke and Christine Koehler of the Reference Department explaining the importance and need of their private office space.

EMPLOYEE UPDATES FOR TRUSTEES

An employee and library report prepared by Helen Cowan Margiotti was presented to Trustees.

COMMITTEE REPORTS

Operations Committee Report

The Operations Committee had nothing further to add.

Budget Committee Report

Mrs. Goode explained even though there was a shortfall of income from over the counter income, the money not spent in the furniture and miscellaneous lines should balance that out.

Personnel Committee Report

The Personnel Committee had nothing further to add.

SOLICITOR'S REPORT

Mr. Medio had nothing new to report.

PUBLIC COMMENT

On a motion made by Mrs. Goode, seconded by Mr. Carre, Trustees opened the meeting to public comment. The motion passed by unanimous consent.

Seth, a Vineland resident, asked if there was a plan to create and appoint a Library Director.

On a motion made by Miss Kreck, seconded by Ms. Lovisone, Trustees moved to close the public session. The motion passed by unanimous consent

ADJOURN

On a motion made by Mr. Carre, seconded by Miss Kreck, Trustees adjourned the meeting.

Respectfully submitted,

Mary Ann Rada, Administrative Clerk