

**VINELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING – MINUTES  
December 17, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, December 17, 2020, via Zoom meetings.

Board of Trustee President Louis Amberths called the meeting to order at 5:33 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 Louis Amberths, Macleod Carre, Sally Goode, Karen Kreck, Devon Land, Michael Mainiero, and Gina Randazzo-Dawkins. Also present were Assistant Supervisor of Accounts Melissa Vanes, Administrative Clerk Mary Ann Rada, and Library Staff Helen Cowan Margiotti.

### **APPROVAL OF MINUTES**

#### **Regular session of the November 19, 2020 meeting**

On a motion made by Mr. Carre, seconded by Mrs. Goode, Trustees moved to approve the minutes of the regular session of the November 19, 2020 meeting. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Mr. Mainiero, Ms. Randazzo-Dawkins and Dr. Amberths

*At this point Library Counsel Jeffrey Medio joined the meeting.*

### **REPORTS OF ACCOUNTS AND PAYMENTS**

#### **Approval of Financial Reports for November, 2020**

On a motion made by Mrs. Goode, seconded by Mr. Carre, Trustees moved to approve the Financial Reports for December, 2020, which included the Treasurer's Report, Accounts Payable Report, donations, and purchase requests. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Mr. Mainiero, Ms. Randazzo-Dawkins and Dr. Amberths

#### **Approval of salaries and benefits for the month of January, 2021**

On a motion made by Mr. Land, seconded by Miss Kreck, Trustees approved the City of Vineland to make payment of salaries and benefits to the employees of the Vineland Public Library for the month January 2021 with funds retained for this purpose. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Mr. Mainiero, Ms. Randazzo-Dawkins and Dr. Amberths

### **MONTHLY REPORTS**

#### **Trustees Operations Committee Report**

The Operations Committee had nothing new to report.

#### **Trustees Budget Committee Report**

The Budget Committee had nothing new to report. They will be meeting in the beginning of January.

#### **Trustees Personnel Committee Report**

Mr. Carre reported that an application has been received for the Library Assistant position and one of the two people on the Civil Service Certification of Eligibles list expressed an interest. The Committee would like to know if Trustees would like to move forward with the hire or wait until the Library reopens. Trustees agreed to wait until the Library reopens.

He also reported that they have a strong candidate possibly interested in the Personnel Officer position.

Mr. Carre informed Trustees that City employees have started working alternating schedules because of the increased Covid cases in Vineland. He recommended library staff do the same and commended staff for following the safety codes and guidelines so carefully. The Operations Committee will meet with library staff to come up with a contingency plan in case there is a need for library staff to move to alternate scheduling.

### **Building and Maintenance Report**

Mrs. Vanes reported that the heater in Technical Services has been repaired and she obtaining a quote to replace the air conditioning unit in Mrs. Rada's office.

### **Solicitor Report**

Mr. Medio reported that according to his research for the Personnel Committee, the Library is obligated to hire the person on the Civil Service list who is interested in the position. In addition, Mr. Medio received correspondence from the Governor's office verifying that the library is eligible for the NJ Construction Bond Grant regardless of not having a Library Director.

### **OLD BUSINESS**

**Check Signers – Currently Dr. Luis Amberths, Mrs. Randazzo-Dawkins and Mrs. Sally Goode**

This item was tabled to the next meeting.

**July 4<sup>th</sup> Holiday for 2021 – Will the Library be closed on Monday, July 5, 2021 which is the State and Federal holiday to observe Independence Day?**

Trustees agreed that the Library will be closed July 5, 2021 in observance of Independence Day.

### **NEW BUSINESS**

**City Health Department seeks approval for Blood Drive on January 7, 2021 from 9 a.m. – 7 p.m. Approval for a Security Guard to work until 7:00 – 7:30 p.m. on January 7, 2021 for the City's Blood Drive**

Trustees approved to allow the City Health Department to hold a Blood Drive at the Library on January 7. They also approved the Security Guard to adjust his hours to be available to close the library after the program.

### **Discussion on future reopening to the Public**

At this time, Trustees agreed to remain closed to the public and continue with curbside pickup.

### **Goals for 2021 to be set at January Annual Reorganizational Meeting**

Dr. Amberths asked Trustees to consider what goals they would like to see for 2021 to be discussed at the January meeting.

### **PUBLIC COMMENT**

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

Helen Cowan Margiotti, Head of Youth Services, thanked Trustees for taking the safety of staff and library patrons seriously. She reported that curbside is going well and the library is focusing on more virtual programming. She wished Trustees a happy and healthy holiday.

Dr. Amberths would like to see virtual programming be promoted more and stated that updating the Library's website should be a priority for 2021.

Mr. Medio agreed the Library needs a new website. He also believes investing in new technology for virtual programming would benefit the community and offered several suggestions.

On a motion made by Miss Kreck, seconded by Mrs. Goode, Trustees closed public comment. The motion passed by unanimous consent.

**ADJOURN**

The meeting was adjourned at 6:26 p.m.

*Respectfully submitted,*

*Mary Ann Rada, Administrative Clerk*