

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

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, February 27, 2020, in the Community Event Room of the Library, 1058 E. Landis Avenue, Vineland, NJ.

Board of Trustee Vice President Melanie Lovisone called the meeting to order at 5:30 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 Macleod Carre, Sally Goode, Karen Kreck, Devon Land, Melanie Lovisone, Gina Randazzo-Dawkins, and Sheena Santiago. Also present were Library Counsel Jeffrey Medio, Administrative Clerk Mary Ann Rada, Assistant Supervisor of Accounts Melissa Vanes, Architect John Pedersen and Associates, Auditor Carol McAllister, and members of the public.

Move the order of business to New Business, CY18 Audit Report, and presentation by John Pederson

On a motion made by Ms. Santiago, seconded by Sally Goode, Trustees approved to move the order of business to New Business, CY18 Audit Report, and Presentation by Architect John Pedersen. The motion was passed by unanimous consent.

CY2018 AUDIT REPORT BY CAROL MCALLISTER

Auditor Carol McCallister from Bowman and Company reported on the Library's CY2018 audit report.

- She reported there were no findings in the financial statements.

On a motion made by Ms. Santiago, seconded by Mrs. Goode, Trustees accepted the CY2018 Auditor's Report. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

PRESENTATION BY ARCHITECT JOHN PEDERSEN IN REGARDS TO NJ CONSTRUCTION BOND ACT GRANT

Ms. Santiago stated that the Library will be applying for \$500,000, which will be matched with \$500,000 that the library will raise.

Mr. Pedersen designed a draft for improvements to the library. The Primary focus is:

- Improving the bathrooms to be more handicap accessible and relocating them for security reasons.
- Moving the Tripp Room in the front entrance
- Putting in a café or wellness space.

Other improvements to be made if possible:

- Consolidate the public desks and maximize the public space.
- Address drainage problems and guardrails around the roof for safety
- Upgrade lighting and electrical
- Air and heating units
- Providing more storage areas
- Upgrades to technology
- Improve the outdoor areas

PUBLIC COMMENT

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

Eric Rodriguez of Vineland asked where the money to match the grant was coming from. Ms. Santiago replied that the money will be coming from the Bond Grant and private donors and possibly the Library Foundation.

Nicole Gardner of Vineland had concerns about the proposed improvements to the library that will supposedly draw more people in when there is not enough staff now to serve the public properly.

A member of the public agreed the bathrooms needed to be upgraded and moved so they are more visible, she also agreed with the idea to create sitting areas and moving the Tripp Room.

On a motion made by Ms. Santiago, seconded by Ms. Kreck, Trustees moved to close the public session. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

APPROVAL OF MINUTES

Regular session of the January 23, 2020 meeting

On a motion made by Miss Kreck, seconded by Mrs. Goode, Trustees moved to approve the minutes of the regular session of the February 27, 2020 meeting. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Special meeting on February 6, 2020

On a motion made by Mrs. Goode, seconded by Miss Kreck, Trustees moved to approve the minutes of the special meeting on February 6, 2020. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

REPORTS OF ACCOUNTS AND PAYMENTS

Presentment of Treasurer's Report and Schedule of Accounts

On a motion made by Ms. Santiago, seconded by Mrs. Goode, Trustees approved the amended Treasurer's Report for December, 2019, invoices to be paid in February, Schedule of Accounts, donated monies, and the request for purchases. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

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

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

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

BUILDING AND MAINTENANCE REPORT

Approval of maintenance contract for HVAC

Melissa Vanes presented Trustees with a report which included –

- An update on the leak in the foyer
- Quotes from Sierrri Mechanical and Pear & Son for the HVAC maintenance contract
- The cost to turn the cooling tower on.

The approval of the HVAC maintenance contract was tabled to the next meeting.

EMPLOYEE UPDATES FOR TRUSTEES

Trustees received a Children's Department Report by Helen Cowan Margiotti; a Reference Department Report by Christine Koehler; and a community relations report prepared by Caroline Fricke.

Staff request to leave the building during work time

On a motion made by Ms. Santiago, seconded by Miss Kreck, Trustees approved requests from the Children's Departments, Ms. Koehler and Mrs. Vanes to leave the library for library business, and all staff, when necessary to go to City Hall for trainings and for appointments for Employee Advisory Services. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Presentation of donated property for Trustee review and acceptance

Trustees received a donated property report prepared by Melinda Devonshire.

On a motion made by Mrs. Goode, seconded by Miss Kreck, Trustees accepted the donated properties. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution approving the execution of that certain contract agreement dated December 12, 2020 by and between the City of Vineland and the Vineland Public Library for the Community Block Grant

On a motion made by Mrs. Goode, seconded by Miss Kreck, Trustees approved Resolution # 2020-003, approving the execution of that certain contract agreement dated December 12, 2020 by and between the City of Vineland and the Vineland Public Library for the Community Block Grant. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Request for after-hours Teen Lock-In program

On a motion made by Mrs. Goode, seconded Miss Kreck, Trustees approved the request to conduct a Teen Lock-In program after hours at the library on Friday, May 8, 2020. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

COMMITTEE REPORTS

Operations Committee Report

The Operations Committee reported that staff are being pulled from their own departments to cover the front desk and that the two part-time positions that were recommended would benefit to fill the void that exists. These positions have been budgeted for in the CY2020 budget.

Budget Committee Report – FY2020 VPL Draft Budget summary

The Budget Committee presented a draft budget summary that included a comparison of expenses with 2019.

On a motion made by Mrs. Goode, seconded by Miss Kreck, Trustees approved the CY2020 budget. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Personnel Committee Report

The Personnel Committee recommended:

- To place the Student Assistant that is currently working out of title into a part-time Library Assistant title.
- Promoting a Librarian to a Chief Librarian, which is an administration position to help relieve the Board from day to day decisions.
- Offer one of the part-time Library Assistants a full-time position.

On a motion made by Ms. Lovisone, seconded by Ms. Santiago, Trustees authorize the Personnel Committee to move forward with hiring one budgeted part-time Library Assistant, and following all the rules and regulation of the NJ Civil Service Commission and work with one of the Librarians. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Trustees will go into executive session at the next meeting to discuss a personnel issue. Mr. Medio has been asked to prepare a rice notice.

SOLICITOR'S REPORT

Mr. Medio explained that compliance with the ADA is extremely important and fines could be very expensive if not compliant. He recommends to consider the options when applying for the NJ Construction Bond Act Grant and to look to see what areas need to be ADA compliant and to address these issues as soon as possible.

OLD BUSINESS

Ocean First CD

On a motion made by Ms. Lovisone, seconded by Mr. Carre, Trustees approved to roll over the 16-month CD in Ocean First Bank. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Banking in 2020

On a motion made by Miss Kreck, seconded by Ms. Santiago, Trustees approved Resolution #2020-002, that the Vineland Public Library will do banking business with Ocean First Bank, Century Savings Bank, PNC Bank and any other institution with Governmental Unit Deposit Protection Act (GUPTA) coverage in CY2020. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution approving the retention of funds by the City of Vineland for payment of salaries and benefits for Vineland Public Library Employees for the year 2020

This item of business was tabled to the next meeting.

Approval of Resolution #2020-04 – Approving and Continuing Board of Trustees Procedures Implemented in 2019

On a motion made by Miss Kreck, seconded by Mr. Land, Trustees approved Resolution #2020-004, to continue Board of Trustees procedures that were implemented in 2019. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

Discussion on Meeting Room Policy

This item of business was tabled to the next meeting

NEW BUSINESS

New Jersey Construction Bond Act Grant

There was a discussion on the proposed improvement plan. Some Trustees did not agree with the idea of Reference and Circulation being combined to one desk. They felt moving the Reference Desk was a security concern because it would inhibit the staff's view of areas of the library.

Approval to pay for 3 press release ads to comply with the regulations for the application.

On a motion made by Ms. Santiago, seconded by Mr. Carre, Trustees approved the spending for placing three press release ads. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago

ADJOURN

On a motion made by Ms. Lovisone, seconded by Miss Kreck, Trustees adjourned the meeting.

Respectfully submitted,

Mary Ann Rada, Administrative Clerk