

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
January 23, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, January 23 2020, in the Community Event Room of the Library, 1058 E. Landis Avenue, Vineland, NJ.

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, 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, Head of Reference Christine Koehler, Head of Youth Services Helen Cowan Margiotti and members of the public.

Mr. Medio swore in Trustee Devon Land who was reappointed by Mayor Fanucci, commencing January 1, 2020 and expiring December 31, 2024.

PUBLIC COMMENT

On a motion made by Mr. Carre, seconded by Ms. Santiago, Trustees opened the meeting to public comment. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

There were no comments by the public.

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

APPROVAL OF MINUTES

Regular session of the December 19 meeting

On a motion made by Miss Kreck, seconded by Mr. Carre, Trustees moved to approve the minutes of the regular session of the December 19, 2019 meeting. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Randazzo-Dawkins, and Ms. Santiago; ABSTAIN: Mrs. Goode, Miss Kreck, Ms. Lovisone and Dr. Amberths

Regular session of the January 9 meeting

On a motion made by Miss Kreck, seconded by Ms. Randazzo-Dawkins, Trustees approved the minutes of the regular session of the January 9, 2020 meeting. The Administrative Clerk called roll: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago; ABSTAIN: Dr. Amberths

REPORTS OF ACCOUNTS AND PAYMENTS

Presentment of Treasurer's Report and Schedule of Accounts

Ms. Vanes reported that the December, 2019 Treasurer's report will need to be amended because she has not yet received the 4th quarter expense report from the City. Trustees will receive an amended report when it is completed.

On a motion made by Mrs. Goode, seconded by Miss Kreck, Trustees approved invoices to be paid in January, 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. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Motion to move, cash out, or roll over the Ocean First CD due in February

On a motion made by Dr. Amberths, seconded by Miss Kreck, Trustees moved to roll over the Ocean First Certificate of Deposit.

After discussion, the motion was tabled to the next meeting.

Resolution regarding Banking in 2020

This item of business was tabled until the next meeting.

Resolution approving 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 until the next meeting.

Approval of salaries and benefits for the month of February, 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 February, 2020 with funds retained for this purpose.

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

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.

There was lengthy discussion on the public computers. Dr. Amberths requested the Operations Committee work with staff to create a technology report with a list of computer needs.

Staff request to leave the building during work time

On a motion made by Ms. Lovisone, seconded by Miss Kreck, Trustees approved requests from the Children's Departments, Ms. Koehler and Mrs. Vanes to leave the library for library business. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Grant acceptance and application requests

On a motion made by Miss Kreck, seconded by Ms. Lovisone, Trustees accepted the 2019 Community Development Block Grant and NJ Makers Day 2020 Mini Grant; and approved the request to apply for the 2020 Community Development Block Grant. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Donation acceptance request for approval from Hunter McChesney and Elizabeth Bolton

On a motion made by Dr. Amberths, seconded by Ms. Lovisone, Trustees accepted donations from Hunter McChesney and Elizabeth Bolton. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Permission to accept a donation of two computers from Rowan College of SJ Cumberland Campus

On a motion made by Dr. Amberths, seconded by Mrs. Goode, Trustees accepted a donation of two computers from Rowan College of SJ Cumberland Campus to be used in the Computer Lab.

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

Presentation of donated property for Trustee review and acceptance

On a motion made by Dr. Amberths, seconded by Miss Kreck, Trustees moved to accept the donated books. This motion did not pass. There was a discrepancy in the number of books collected. This was tabled until the figures could be corrected.

COMMITTEE REPORTS

Operations Committee Report

There was nothing new to report.

Budget Committee Report – FY2020 VPL Draft Budget summary

On a motion made by Ms. Lovisone, seconded by Mrs. Goode, Trustees moved to approve the CY2020 budget. This motion did not pass. Trustees would like a more itemized budget.

On a motion made by Miss Kreck, seconded by Ms. Santiago, Trustees authorized 1/6 of the budget for staff to propose purchases at the February meeting, consistent with the anticipated passing of \$41920 being available for CY 2020 for Library materials. Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Friends of the Library

On a motion made by Dr. Amberths, seconded by Mrs. Goode, Trustees moved to allow the Friends of Vineland Library to use the office copy machine for their membership mailing. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

SOLICITOR'S REPORT

- Mr. Medio explained the proposal from Gruccio, Pepper, DeSanto & Ruth. He recommended Trustees accept the proposal.
- He received an email from Triad Associates who would like to present a proposal to apply for the NJ Library Construction Bond Grant.

OLD BUSINESS

Personnel Committee & Employment practices

Dr. Amberths appointed Ms. Santiago, Mr. Carre and Ms. Randazzo-Dawkins to the personnel committee.

Operations Planning for 2020

Miss Kreck feels there is a need to clean up the library policies and procedures.

NEW BUSINESS

Architect John Pedersen

Mr. Pedersen explained the need for new windows because of persistent leaks.

To stay within the budget he recommended:

- Using aluminum windows vs. wood to save costs.
- To change the base bid to just include the clerestory windows, facing the north that runs from Administration to the Children's Department.
- The remaining windows could be the add alternates

On a motion made by Ms. Lovisone, seconded by Mrs. Goode, Trustees moved to accept Mr. Pedersen's proposal to change the specs on the window project and to work with Purchasing Agent Miguel Mercado to get new bids out. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

CY2018 Audit Report by Bowman & Company, LLP

This item was tabled until the next meeting.

On a motion made by Ms. Santiago, seconded by Mrs. Goode, Trustees moved to allow Mrs. Vanes to seek bids for auditors for the CY19 audit. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

Discussion on Meeting Room Policy

This item was tabled until the next meeting.

Meeting Schedule

After discussion to change the day of the meetings, Trustees decided the meetings will remain as scheduled.

Gruccio, Pepper, DeSanto & Ruth – Labor Counsel Proposal for 2020

On a motion made by Mr. Carre, seconded by Miss Kreck, Trustees approved the Labor Counsel proposal for 2020 with Gruccio, Pepper, DeSantos & Ruth. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, Ms. Santiago and Dr. Amberths

ADJOURN

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

Respectfully submitted,

Mary Ann Rada, Administrative Clerk