

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

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, July 23, 2020, via Zoom meetings.

Board of Trustee Vice President Melanie Lovisone 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, 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, Library Staff: Samantha Tai and Juni Ruiz and Carmen Trinidad; and members of the public.

**APPROVAL OF MINUTES**

**Regular session of the June 25, 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 June 25, 2020 meeting. The Administrative Clerk called the roll: YEAS: Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, and Ms. Randazzo-Dawkins

*At this point, Mr. Carre joined the meeting.*

**REPORTS OF ACCOUNTS AND PAYMENTS**

**Presentment of Treasurer's Report for July, 2020**

On a motion made by Mr. Land, seconded by Miss Kreck, Trustees approved the Treasurer's Reports for July, 2020, including invoices paid in June, Schedule of Accounts for approved checks, donated monies, and approval of purchases. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, and Ms. Randazzo-Dawkins

**Approval of salaries and benefits for the months August, 2020**

On a motion made by Ms. Lovisone, 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 months March, April, May, June and July 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, and Dr. Amberths

**BUILDING AND MAINTENANCE REPORT**

Melissa Vanes reported –

- Simplex/Johnson Control fixed the smoke detector that was setting off the alarm.
- HVAC unit in Mary Ann's office is not working.
- The City was out to measure for plexiglass for the Circ desk. They can also do the Reference and Children's desks free of charge.
- The leak in the foyer was discovered to be the hot water heater pipe.

**EMPLOYEE UPDATES FOR TRUSTEES**

Helen Cowan Margiotti ask for Trustees approval to distribute Vineland Public Schools books the summer reading program during curbside pickup.

On a motion made by Ms. Lovisone, seconded by Miss Kreck, Trustees approved to allow Vineland Public Schools books to be distributed during the Library's curbside pickup hours. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

*At this point, Sheena Santiago joined the meeting.*

## **COMMITTEE REPORTS**

### **Operations Committee Report**

- Miss Kreck asked if there was a written policy about wearing masks. Mr. Carre will provide one. There was discussion about wearing masks, shields and social distancing.
- Curbside pickup service hours will be expanded in the next couple weeks.
- The book drop hours will be expanded to 24 hours, 7 days a week.

### **Budget Committee Report**

The Budget Committee had nothing to report.

### **Personnel Committee Report**

Mr. Carre reported on recommendations -

- Civil Service job descriptions and job descriptions provided by each employee were reviewed. There were a few discrepancies that will be discussed.
- According to Civil Service, the title Librarian 3 is the only title with supervisory responsibilities.
- Promoting a librarian 3 to librarian 4 title

## **SOLICITOR'S REPORT**

Mr. Medio reported that he went to the library to check on the leak in the foyer while Mrs. Vanes was on vacation. He also reported that the construction bond application has been submitted.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Approval of new procedures for temporary cards**

On a motion made by Mr. Carre, seconded by Miss Kreck, Trustees approved the new temporary card procedure which will allow temporary card holders to email their IDs in order to make their card permanent and allow them to borrow library material, and that only one person would be responsible for this procedure.

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

## **PUBLIC COMMENT**

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

Children's Librarian Samantha Tai thanked Trustees for allowing the library to distribute Vineland Schools' books. She explained the process of handling the books for the schools' summer reading program. She also commented on wearing masks vs. face shields. Mr. Carre responded that wearing the face shields without a mask is primarily for people who have health issues with breathing.

Library Assistant Juni Ruiz asked for guidance regarding wearing gloves. Mr. Carre advised washing hands was the most effective way to help spread germs.

On a motion made by Miss Kreck, seconded by Mr. Land, Trustees moved to close public comment.

At this point, the meeting was forced to adjourn due to hacking.

*Respectfully submitted,*

*Mary Ann Rada, Administrative Clerk*