

**VINELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING – MINUTES  
June 25, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, June 25, 2020, via Zoom meetings.

Board of Trustee President Luis 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 Luis Amberths, Macleod Carre, Sally Goode, Karen Kreck, Devon Land, Melanie Lovisone, Michael Mainiero, and Gina Randazzo-Dawkins. 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.

At this point of the meeting, new Trustee Michael M. Mainiero took the Oath of Office.

**APPROVAL OF MINUTES**

**Regular session of the February 27, 2020 meeting**

On a motion made by Ms. Lovisone, seconded by Miss Kreck, 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. Lovisone, and Ms. Randazzo-Dawkins  
ABSTAIN: Dr. Amberths, Mr. Mainiero

**Special meeting on May 28, 2020**

On a motion made by Mr. Carre, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve the minutes of the special meeting on May 28, 2020. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Ms. Randazzo-Dawkins, and Dr. Amberths  
ABSTAIN: Mr. Mainiero

**REPORTS OF ACCOUNTS AND PAYMENTS**

**Approval of Financial Reports for March, 2020**

On a motion made by Ms. Lovisone, seconded by Mrs. Goode, Trustees moved to approve the Financial Reports for March, 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, Ms. Randazzo-Dawkins, and Dr. Amberths  
ABSTAIN: Mr. Mainiero

**Approval of Financial Reports for April, 2020**

On a motion made by Mr. Carre, seconded by Ms. Lovisone, Trustees moved to approve the Financial Reports for April, 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, Ms. Randazzo-Dawkins, and Dr. Amberths  
ABSTAIN: Mr. Mainiero

**Approval of Financial Reports for May, 2020**

On a motion made by Miss Kreck, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve the Financial Reports for May, 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, Ms. Randazzo-Dawkins, and Dr. Amberths  
ABSTAIN: Mr. Mainiero

#### **Presentment of Treasurer's Report for June, 2020**

On a motion made by Mr. Carre, seconded by Mr. Land, Trustees approved the Treasurer's Reports for June, 2020, including invoices paid in July, 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, Ms. Randazzo-Dawkins, and Dr. Amberths

#### **Approval of salaries and benefits for the months March, April, May, June and July, 2020**

On a motion made by Mrs. Goode, seconded by Ms. Randazzo-Dawkins, 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

#### **Approval to award Auditor Services for the CY2019 Audit to Bowman & Company, LLP**

On a motion made by Ms. Kreck, seconded by Mr. Carre, Trustees moved to award Auditor Services for the CY2019 Audit to Bowman & Company, LLP. 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**

#### **Approval of maintenance contract for HVAC**

Melissa Vanes provided Trustees with bids from two companies.

On a motion made by Ms. Kreck, seconded by Ms. Lovisone, Trustees moved to award the maintenance contract for the HVAC to Sieri Mechanical, LLC.

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

### **COMMITTEE REPORTS**

#### **Operations Committee Report**

The Operations Committee reported they have been working with Melissa Vanes, Christine Koehler, Helen Cowan Margiotti and Mary Ann Rada on plans for guidelines and procedures for the Curbside Pickup Service. Copies of the guidelines and procedures were presented to Trustees.

On a motion made by Mr. Land, seconded by Ms. Kreck, Trustees approved Resolution No. 2020-006 which approves curbside pickup and drop off of Library material consistent with current authorization from the New Jersey State Government; and authorize the Operations Committee to approve interim changes to the procedures as needed prior to the next meeting.

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

#### **Budget Committee Report**

The Budget Committee had nothing new to report.

**Personnel Committee Report**

Mr. Carre reported that he has collected job description from all library employees and is now comparing them to the Civil Service job descriptions. The committee will have recommendations at the next meeting.

**SOLICITOR'S REPORT**

Mr. Medio explained to Trustees that even though the Governor announced, effective July 6, libraries may open to the public at 25% capacity, the library is not legally obligated to do so. Regulations and safety guidelines have not yet been set which makes it difficult for the library to put their own policies and procedures in place.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

There was no new business.

**PUBLIC COMMENT**

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

Children's Librarian Samantha Tai thanked Miss Kreck and Mr. Land for their time and work put into the planning for the curbside pickup service. Ms. Tai told Trustees about all the different virtual programs that staff have been doing under quarantine.

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

**ADJOURN**

On a motion made by Miss Kreck, seconded by Ms. Randazzo-Dawkins, Trustees adjourned the meeting.

*Respectfully submitted,*

*Mary Ann Rada, Administrative Clerk*