

**VINELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING – MINUTES  
November 19, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, November 19, 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, Melanie Lovisone, Michael Mainiero, Gina Randazzo-Dawkins, and Sheena Santiago. Also present were Library Counsel Jeffrey Medio, Assistant Supervisor of Accounts Melissa Vanes, Administrative Clerk Mary Ann Rada, Library Staff Helen Cowan Margiotti, Carmen Trinidad, and members of the public.

**APPROVAL OF MINUTES**

**Regular session of the October 29, 2020 meeting**

On a motion made by Mr. Carre, seconded by Ms. Lovisone, Trustees moved to approve the minutes of the regular session of the October 29, 2020 meeting. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins and Dr. Amberths  
ABSTAIN: Mrs. Goode, Miss Kreck, and Ms. Santiago

**REPORTS OF ACCOUNTS AND PAYMENTS**

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

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

**Approval of salaries and benefits for the month of December, 2020**

On a motion made by Mrs. Goode, seconded by Ms. Lovisone, Trustees approved the City of Vineland to make payment of salaries and benefits to the employees of the Vineland Public Library for the month December, 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, Ms. Santiago, and Dr. Amberths

**Audit Report for CY2019**

On a motion made by Ms. Lovisone, seconded by Mrs. Goode, Trustees moved to adopt Resolution #2020-007, resolving that the Board of Trustees of the Vineland Public Library hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

**BUILDING AND MAINTENANCE REPORT**

Melissa Vanes reported that the heating unit in the Technical Service Department is not working.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **Election of Officers**

On a motion made by Ms. Santiago, seconded by Mrs. Goode, Trustees approved and voted for the following nominated officers –

President – Luis Amberths – All yeas

Vice President – Macleod Carre – All yeas

Secretary – Sheena Santiago – All yeas

Treasurer – Gina Randazzo-Dawkins – All yeas

### **Approval of 2021 Board of Trustees meeting schedule**

On a motion made by Mrs. Santiago, seconded by Mrs. Goode, Trustees approved the 2021 Board of Trustees meeting schedule. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths

*At this point, Ms. Kreck logged out of the meeting.*

### **Approval of the 2021 Holiday Schedule**

On a motion made by Ms. Lovisone, seconded by Mrs. Goode, Trustees moved to adopt Resolution No. 2020-008 which approves implementation of the following holiday schedule for 2021:

Year's Day – January 1, 2021

Good Friday – April 2, 2021

Memorial Day – May 31, 2021

Independence Day – July 4, 2021

Labor Day – September 6, 2021

Thanksgiving Day – November 25, 2021

Christmas Eve – December 24, 2021

Christmas Day – December 25, 2021

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

### **Check Signers**

Mrs. Vanes reported that if Mrs. Goode is not reappointed in December, she will need to be removed and a new check signer will need to go on the bank account.

## **SOLICITOR'S REPORT**

Mr. Medio informed Trustees that the library was not awarded grant money in the first round of the NJ Construction Bond Act.

*At this point Ms. Kreck returned to the meeting.*

## **COMMITTEE REPORTS**

### **Operations Committee Report**

The Operations Committee received a letter from Helen Cowan Margiotti with questions from staff – How will Trustees determine when it is will no longer be safe to serve the library in-person? Will the library follow the lead of the schools or a directive from the Governor when determining to close to the public? What should the procedures be if a staff member tests positive? Mr. Carre stated that if a staff tests positive, they have to quarantine for at least 10 days, they have to wait 72 hours after the end of their symptoms before returning to work and they do not have to be re-tested. A person considered to be in close contact with the infected staff must quarantine for 14 days, or longer if symptoms occur.

On a motion made by Ms. Lovisone, seconded by Ms. Santiago, Trustees approved to follow the Vineland Public Schools' lead and close the library to the public, but to continue curbside service. The Administrative Clerk called the roll: YEAS: Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, Ms. Santiago, and Dr. Amberths; NOS: Mr. Carre

### **Budget Committee Report**

The Budget Committee met with Melissa Vanes to work on the preliminary budget. They will meet again on January 12 to prepare to present the budget to Trustees for vote. Presently, the budget is not balanced due to the rise of costs for the phone bill and the Sierra System. There was also lost income from over the counter earnings.

### **Personnel Committee Report**

Two part-time positions were posted in-house at the library. Since there was no interest from library staff for the part-time Personnel Officer position, it was posted on the library's website. One person who was interested in the Library Assistant position will be interviewed.

### **PUBLIC COMMENT**

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

Valerie Neuber, Vineland Resident, was concerned that the library did not receive money from the NJ Construction Bond Grant because Trustees had eliminated the Library Director position. Mr. Medio replied that the library was eligible to apply for the grant.

On a motion made by Ms. Lovisone, seconded by Miss Kreck, Trustees closed public comment.

### **ADJOURN**

On a motion made by Ms. Lovisone, seconded by Dr. Amberths, Trustees adjourned the meeting at 6:43 p.m.

*Respectfully submitted,*  
*Mary Ann Rada, Administrative Clerk*