

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
October 29, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, October 29, 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, Devon Land, Melanie Lovisone, Michael Mainiero, and Gina Randazzo-Dawkins. Also present were Library Counsel Jeffrey Medio, Administrative Clerk Mary Ann Rada, Library Staff Helen Cowan Margiotti, Samantha Tai, Carmen Trinidad, Juni Ruiz, and members of the public.

APPROVAL OF MINUTES

Regular session of the September 24, 2020 meeting

On a motion made by Mr. Carre, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve the minutes of the regular session of the September 24, 2020 meeting. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, and Ms. Randazzo-Dawkins ABSTAIN: Dr. Amberths

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports for October, 2020

On a motion made by Ms. Lovisone, seconded by Mr. Carre, Trustees moved to approve the Financial Reports for October, 2020, which included the Treasurer's Report, Accounts Payable, Donations, Purchasing and Building Reports. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

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

On a motion made by Mr. Land, 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 October, 2020 with funds retained for this purpose. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

Audit Report for CY2019

Trustees were presented with a draft CY2019 Audit Report to review. They will let Ms. Vanes know if they have any questions and if they would like the Auditor to attend the November Board meeting.

BUILDING AND MAINTENANCE REPORT

Melissa Vanes reported that at the end of the month, the boiler will be turned on and the cooling tower will be winterized, and also that the front door lock was fixed.

OLD BUSINESS

There was no old business.

EMPLOYEE UPDATES FOR TRUSTEES

Trustees received a Library report prepared by Mary Ann Rada. Staff requested approval from Trustees to allow staff to be more flexible with the times lunch breaks are taken for better desk coverage during open hours.

On a motion made by Mr. Mainiero, seconded by Ms. Lovisone, Trustees approved employees to take lunch from 11:45 a.m.-12:45 p.m. or 12:45-1:45 p.m. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

There was also discussion concerning banning patrons from the library. Trustees will continue to be responsible for signing letters to banned patrons.

COMMITTEE REPORTS

Operations Committee Report

The Operations Committee received a report on the first two weeks of the Library's reopening. For the most part the reopening is going well and most patrons have been compliant and pleased to have the Library open again.

Budget Committee Report

A draft budget is being worked on.

Personnel Committee Report

On a motion made by Ms. Randazzo-Dawkins, seconded by Mr. Carre, Trustees approved to hire a part time Personnel Officer to work 5 days a week, 4-5 hours per day. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

Nominating Committee Report

The following officers have been nominated for the November 2020 election–

President – Dr. Luis Amberths

Vice-President – Macleod Carre

Treasurer – Gina Randazzo-Dawkins

Secretary – None

NEW BUSINESS

Request to distribute remaining 25 hours per week among two part time employees to aid with expanded curbside pick-up, shelving materials, and adapting the library for reopening with Covid-19 restrictions.

On a motion made by Ms. Randazzo-Dawkins, seconded by Ms. Lovisone, Trustees approved to distribute the unused 25 hours per week among two part time employees. The Administrative Clerk called the roll: YEAS: Mr. Carre, Mr. Land, Ms. Lovisone, Mr. Mainiero, Ms. Randazzo-Dawkins, and Dr. Amberths

SOLICITOR'S REPORT

Mr. Medio informed Trustees there has been no word on the approval of the Construction Grant.

PUBLIC COMMENT

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

Juni Ruiz, Library Staff, clarified that staff are not screening patrons upon entry, but they are doing contact tracing.

On a motion made by Dr. Amberths, seconded by Mr. Carre, Trustees closed public comment.

ADJOURN

On a motion made by Mr. Carre, seconded by Mr. Land, Trustees adjourned the meeting at 6:50 p.m.

*Respectfully submitted,
Mary Ann Rada, Administrative Clerk*