

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
September 24, 2020**

A meeting of the Board of Trustees of the Vineland Public Library was held on Thursday, September 24, 2020, via Zoom meetings.

Board of Trustee Vice President Melanie Lovisone called the meeting to order at 5:34 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, and Gina Randazzo-Dawkins. Also present were Library Counsel Jeffrey Medio, Administrative Clerk Mary Ann Rada, Assistant Supervisor of Accounts Melissa Vanes, Library Staff Helen Cowan Margiotti and Juni Ruiz, and a member of the public.

APPROVAL OF MINUTES

Regular session of the August 27, 2020 meeting

On a motion made by Mrs. Goode, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve the minutes of the regular session of the August 27, 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

Approval of Financial Reports for September, 2020

On a motion made by Miss Kreck, seconded by Mr. Carre, Trustees moved to approve the Financial Reports for September, 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 and Ms. Randazzo-Dawkins

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

On a motion made by Miss Kreck, seconded by Mr. Carre, 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, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone and Ms. Randazzo-Dawkins

BUILDING AND MAINTENANCE REPORT

Melissa Vanes updated Trustees on the air conditioner repairs and reported that the front door lock needs repair.

On motion made by Ms. Lovisone, seconded by Miss Kreck, Trustees approved to allow Maintenance Working Manny Gonzalez to take apart the lock and take it to South Jersey Door and Glass for repair.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Permission to allow part-time Library Assistant Jessica Ortega to work no more than 5 hours a week from home until the library resumes its normal operating hours

Because of the Library's current operating hours, Ms. Ortega is not able to work all her hours which are scheduled in the evenings and Saturday hours.

On a motion made by Ms. Lovisone, and seconded by Miss Kreck, Trustees moved to approve Library Assistant Jessica Ortega to work 5 hours a week from home.

The Administrative Clerk called the roll: YEAS: None; Nos: Mr. Carre, Mrs. Goode, Miss Kreck, Mr. Land, Ms. Lovisone and Ms. Randazzo-Dawkins This motion did not pass.

Approval for the Appointing Authority to sign from DPF-44, requesting a position review by NJCSC presented by Melinda Devonshire

On a motion made by Mr. Carre, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve an Appointing Authority to review and sign the position review form, DPF-44.

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

Request to distribute remaining 12.5 hours per week among 4 part time employees to aid with the expanded curbside pick-up, shelving materials, and adapting the library for reopening with COVID-19 restrictions

12.5 hours became available when a Student Assistant resigned in January

On a motion made by Mrs. Goode, seconded by Ms. Kreck, Trustees approved the request to distribute 12.5 hours per week to the three Student Assistants.

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

Discussion of reopening the Library to the public in the future

There was lengthy discussion on the services that will be available, guidelines, and about contact tracing for when the library reopens. Also discussed was the preparations needed to be completed before the library reopens.

On a motion made by Ms. Kreck, seconded by Mr. Land, Trustees moved to potentially reopen the Library on October 13, in conjunction with Vineland Schools, and with open hours of 9:00–11:00 a.m. and 2:00–4:00 p.m. Monday through Friday.

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

EMPLOYEE UPDATES FOR TRUSTEES

There were no reports.

COMMITTEE REPORTS

Operations Committee Report

The Operations Committee spoke on the reopening of the Library.

Budget Committee Report

There was no report.

Personnel Committee Report

There was no report.

Nominating Committee Report

The following officers have been nominated –

President – Dr. Luis Amberths

Vice-President – Macleod Carre

Treasurer – Gina Randazzo-Dawkins

Secretary – None

SOLICITOR’S REPORT

Mr. Medio had nothing to report.

PUBLIC COMMENT

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

Juni Ruiz, Library Staff, had questions concerning contact tracing and some departments not having sufficient plexiglass shields.

Helen Cowan Margiotti, Library Staff, asked if it was possible to get training from the Health Department about sanitizing.

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

Mr. Carre will make a point to address the concerns of both Mr. Ruiz and Mrs. Cowan Margiotti.

ADJOURN

On a motion made by Miss Kreck, seconded by Mr. Land, Trustees adjourned the meeting at 6:57 p.m.

Respectfully submitted,

Mary Ann Rada, Administrative Clerk