

**VINELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING – MINUTES  
January 27, 2022**

Board of Trustees Acting President Sheena Santiago called the meeting to order at 5:30 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 compliance with The Sunshine Law.

The Administrative Clerk called roll: Devon Land, Anthony Lombardo, Michael Mainiero, Jaclyn Mongelluzzo, Jose Muniz, Gina Randazzo-Dawkins, and Sheena Santiago. Also present were Library Counsel Alan Giebner, Business Manager Dr. Luis F. Amberths, Jr., Assistant Supervisor of Accounts Melissa Vanes, Administrative Clerk Mary Ann Rada, and a member of the public.

**OATH OF OFFICE**

Library Counsel Alan Giebner swore in two new Trustees, Jaclyn Mongelluzzo and Jose Muniz.

**VOTE FOR INTERIM PRESIDENT**

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees voted to accept Ms. Santiago as Interim President. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins; ABSTAIN: Ms. Santiago

**MINUTES**

On a motion made by Ms. Randazzo-Dawkins, seconded by Mr. Mainiero, Trustees moved to approve the minutes of the following meetings: November 18, 2021, executive session, December 16, 2021, executive session, and December 16, 2021, regular session. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

**REPORTS OF ACCOUNTS AND PAYMENTS**

**Approval of Financial Reports**

On a motion made by Mr. Mainiero, seconded by Ms. Randazzo-Dawkins, Trustees moved to approve the Financial Reports for December 2021, including the Treasurer's Report, Accounts Payable Report, purchase requests, and approval of payments. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

**Resolution #2022-001 – Approving the retention of funds by the City of Vineland for the purpose of payments and salaries, benefits, and professional services by the City of Vineland on behalf of the Vineland Public Library for CY2022**

On a motion made by Ms. Randazzo-Dawkins, seconded by Mr. Mainiero, Trustees approved Resolution #2022-001 The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

**Resolution #2022-002 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for February 2022**

On a motion made by Ms. Randazzo-Dawkins, seconded by Mr. Mainiero, Trustees approved Resolution #2022-002 The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

## **UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER**

### **Personnel Committee**

Ms. Randazzo-Dawkins reported that Labor Counsel was reviewing the wordage about the holidays in the Union contract.

### **Operations/Building and Maintenance Committee Report**

Dr. Amberths met virtually with Ms. DeMarchi. They discussed the new website. Dr. Amberths received the first draft from the city which looks good. It is only available to view at the library, but he can share it in a virtual meeting.

Dr. Amberths reported the library is no longer closed from 2-3 pm., and effective February 7, the library will open at 9:30 am.

Trustees received reports from the Children, Circulation, and Reference Departments.

### **Resolution #2022-007 – Approving annual maintenance contract for the mechanical system from Sieri Mechanical**

On a motion made by Mr. Lombardo, seconded by Mr. Muniz, Trustees approved the annual contract proposed by Sieri Mechanical in the amount of \$1350.00 per quarter with the hourly labor cost of \$125.00 per hour for non-contract work. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Budget Committee**

Mr. Lombardo reported that he met with Dr. Amberths and Mrs. Vanes to work on the budget, which Trustees received a copy of. The budget spreadsheet projected spending for the next three years. He said there was a sizable surplus, and Dr. Amberths explained that the surplus was from the decrease in spending from the last two years due to COVID.

### **Resolution #2022-006 – Approval of use of surplus fund balance for renovations and capital improvements**

On a motion made by Mr. Lombardo, seconded by Ms. Randazzo-Dawkins, Trustees approved up to \$250,000 of the balance in the Vineland Public Library surplus funds of December 2021 to be used towards renovations and capital improvements to the Vineland Public Library during the calendar year 2022. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Resolution #2022-003 - Approval of the Fiscal Year 2022 Budget**

On a motion made by Mr. Mainiero, seconded by Ms. Randazzo-Dawkins, Trustees approved the budget for the Fiscal Year 2022. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Solicitor's Report**

Mr. Giebner had nothing to report.

### **Business Manager's Report**

Trustees received a report that was prepared by Dr. Amberths. Dr. Amberths asked Trustees to consider increasing library hours in the second quarter of the year.

## **NEW BUSINESS**

### **Approval to post and hire a part-time Building Maintenance Person**

On a motion made by Mr. Mainiero, seconded by Mr. Lombardo, Trustees approved the hiring of a part-time Building Maintenance Person for 29 hours per week at \$21 per hour. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Approval to post and hire two part-time Library Assistants**

Ms. Santiago informed Trustees that a part-time Library Assistant has resigned. She would like to replace this position in addition to the two new part-time positions.

On a motion made by Mr. Lombardo, seconded by Ms. Randazzo-Dawkins, Trustees approved the hiring of a part-time Library Assistant to replace the employee who resigned. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

On a motion made by Mr. Lombardo, seconded by Ms. Randazzo-Dawkins, Trustees approved the hiring of two part-time Library Assistants for 25 hours per week at \$13 per hour. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Resolution #2022-004 – Approval to do banking with Ocean First Bank in Calendar Year 2022**

On a motion made by Mr. Lombardo, and seconded by Mr. Land, Trustees resolved to do banking business with Ocean First Bank consistent with GUDPA for the calendar year 2022 through January 31, 2023. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Resolution #2022-005 – Approving the retention of Gruccio, Pepper, DeSanto, and Ruth, P.A. as Labor Counsel**

On a motion made by Mr. Mainiero, seconded by Ms. Mongelluzzo, Trustees authorize the retention of Gruccio, Pepper, DeSanto, and Ruth, P.A. as Labor Counsel under the terms of the agreement for the calendar year 2022 through January 31, 2021. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

### **Trustee Mr. Muniz to share information about a project**

Mr. Muniz shared an idea with Trustees about doing an event at the library honoring Vineland sports legends. Through research on area legends in Vineland, he was inspired by a particular news story he found called “John and Jessica” from 1993. Jessica was a star player on an all-boys baseball team. He researched Jessica further and the teams she played on, and found memorabilia of hers including her uniform and her trading card. Mr. Muniz would like to use the library to honor Jessica and other local legends by having events at the library to help raise awareness of the importance of youth sports and student-athletes.

### **Trustee Mr. Mainiero to speak about the library opening for patron seating**

Mr. Mainiero would like the library to go back to normal as it was before COVID by extending hours and lifting the mask mandate. He would also like the tables and seating put back, and do away with the limit of patrons.

There was discussion that it may be too soon since the COVID numbers are still high in Cumberland County.

This item was tabled until the next meeting.

**Approval for the Friends of the Library to hold a book sale at the library**

On a motion made by Mr. Muniz, seconded by Mr. Mainiero, Trustees approved the use of the library for a book sale held by the Friends of the Library. The Administrative Clerk called roll: Mr. Land, Mr. Lombardo, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

**PUBLIC COMMENT**

On a motion made by Mr. Land, seconded by Mr. Muniz, Trustees opened the meeting to public comment.

Eric Rodriguez, a Vineland resident, and former Library Security Guard is happy to see that things at the library are moving forward. He said there are no signs in the parking lot about parking after hours. He also wanted to let Trustees know that the county and state government buildings still have mask mandates and limit the number of people allowed in the building.

On a motion made by Mr. Muniz, seconded by Ms. Randazzo-Dawkins, Trustees closed public comment.

**ADJOURNMENT**

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

Respectfully submitted,  
Mary Ann Rada, Administrative Clerk