

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

Board of Trustees President Sheena Santiago called the meeting to order at 5:40 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 posted in the Library in compliance with The Sunshine Law.

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

MINUTES

On a motion made by Ms. Mongelluzzo, seconded by Mr. Muniz, Trustees moved to approve the executive session minutes from the meeting on February 24, 2022, and the minutes from the meeting on March 24, 2022. The Administrative Clerk called roll: YEAS: Mrs. Dickenson, Mr. Land, 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 Ms. Randazzo-Dawkins, seconded by Mr. Mainiero, Trustees moved to approve the Financial Reports for April 2022, including the Treasurer’s Report, invoices to be paid in April, Schedule of Accounts, approval of purchases, and the presentation of donated monies. The Administrative Clerk called roll: YEAS: Mrs. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago.

Resolution #2022-011 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for May 2022

On a motion made by Ms. Mongelluzzo, seconded by Mr. Land, Trustees approved Resolution #2022-011, approving payment of salaries and benefits to Vineland Public Library Employees by the City of Vineland for May 2022. The Administrative Clerk called roll: YEAS: Mrs. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago.

A member of the public joined the meeting at this time.

REORGANIZATION & APPOINTMENT OF COMMITTEES

Ms. Santiago appointed Trustees to the following committees:

1. Operations Committee:

- a. Devon Land
- b. Suzette DeMarchi
- c. Jaclyn Mongelluzzo

2. Personnel Committee:

- a. Gina Randazzo-Dawkins
- b. Jaclyn Mongelluzzo
- c. Christa Dickenson

3. Budget Committee

- a. Anthony Lombardo
- b. Jose Muniz
- c. Michael Mainiero

UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER

Personnel Committee

There will be discussion about a personnel issue during New Business.

Operations/Building and Maintenance Committee

Trustees received two quotes for an irrigation system.

On a motion made by Mr. Mainiero, seconded by Ms. Mongelluzzo, Trustees approved to award the contract to Irrigation Innovations for \$8,500 for a new sprinkling system, and approved an upgrade for a Wi-Fi panel for \$250.

Budget Committee

There was no update.

Solicitor's Report

Mr. Giebner had nothing new to report.

Business Manager's Report

Trustees received a report prepared by Dr. Amberths.

OLD BUSINESS

Amnesty Day

Trustees received a report of fine collections for the last six years. Trustees requested a report on total outstanding fines.

On a motion Ms. Randazzo-Dawkins, seconded by Ms. Dickenson, Trustees moved to approve an amnesty event to take place for a full month, and to allow the Business Manager and the Operations Committee to determine the date. The Administrative Clerk called roll: YEAS: Mrs. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago.

NEW BUSINESS

Renewal of lease for the public copy machine

On a motion made by Ms. Mongelluzzo, seconded by Mr. Mainiero, Trustees approved to renew the lease for the public copy machine for 60 months. The Administrative Clerk called roll: YEAS: Mrs. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago.

Discussion on desk audit for a library employee

A Library employee requested a desk audit of their title from Civil Service. Ms. Santiago told Trustees the title being sought after, Principal Library Assistant, was eliminated during layoff. An email from Civil Service was received stating that the employee could be placed into that title without doing an audit, but Ms. Santiago recommended waiting for the determination.

Ms. Randazzo-Dawkins stated that the desk audit had never gone before the Personnel Committee or the Board, and it was not approved. She said it was not properly submitted. She would like to see the application withdrawn, resubmitted and signed by the suitable people.

Ms. Santiago said that Civil Service will look over the employee's responsibilities and make a determination if the employee is working out of title. If the employee is working out of their title, the Board will have a choice to either move the employee into an appropriate title or take some of their responsibilities away and give them to someone else.

On a motion made by Mr. Mainiero, seconded by Ms. Randazzo-Dawkins, Trustees moved to scratch the existing desk audit and have it re-done. The Administrative Clerk called roll: YEAS: Mr. Mainiero, Ms. Mongelluzzo, Ms. Randazzo-Dawkins, and Ms. Santiago; NOS: Mrs. Dickenson, Mr. Land, and Mr. Muniz. The motion passed.

Trustees requested the Business Manager to contact Civil Service and let them know the Board's decision.

PUBLIC COMMENT

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

Eric Rodrigues, a Vineland resident and former Library Security Guard told Trustees patrons would like to know what happened to the clock by the elevator and if it will be replaced.

On a motion made by Ms. Randazzo-Dawkins seconded by Mr. Mainiero, Trustees closed public comment. The motion passed by unanimous consent.

ADJOURNMENT

On a motion made by Ms. Randazzo-Dawkins, seconded by Ms. Mongelluzzo, Trustees moved to adjourn the meeting at 7:05 p.m. The motion passed by unanimous consent.

Respectfully submitted,
Mary Ann Rada, Administrative Clerk