

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
June 2, 2022**

Board of Trustees President Sheena Santiago called the meeting to order at 5:39 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: Devon Land, Michael Mainiero, Jose Muniz, Gina Randazzo-Dawkins, and Sheena Santiago. Also present were Library Council Alan Giebner, Administrative Clerk Mary Ann Rada, and a member of the public

MINUTES

April 27, 2022 – Regular session

On a motion made by Mr. Mainiero, seconded by Mr. Land, Trustees moved to approve the minutes from the meeting on April 27, 2022. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports

On a motion made by Mr. Land, seconded by Mr. Muniz, Trustees moved to approve the Financial Reports for May 2022, including the Treasurer's Report, invoices to be paid in May, Schedule of Accounts, approval of purchases, and the presentation of donated monies. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution #2022-012 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for June 2022

On a motion made by Mr. Land, seconded by Mr. Mainiero, Trustees approved Resolution #2022-012, approving payment of salaries and benefits to Vineland Public Library Employees by the City of Vineland for June 2022. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution #2022-013 – Approving payment of expenses to vendors by the City of Vineland for January through April 2022

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees moved to approve Resolution #2022-013, approving payment of expenses to vendors by the City of Vineland for January through April 2022. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER

Personnel Committee

Ms. Randazzo-Dawkins met with Dr. Amberths to discuss personnel matters. An email was sent to other members on the Committee about their discussion.

Operations/Building and Maintenance Committee

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

Budget Committee

Mr. Muniz met with Dr. Amberths and Melissa Vanes to discuss the budget. Dr. Amberths and Ms. Vanes explained the Library's major expenses and the different budget lines. They talked about the yearly audit of the library.

Solicitor's Report

Mr. Giebner had nothing new to report.

Business Manager's Report

Trustees received a report prepared by Dr. Amberths.

OLD BUSINESS

Discussion on desk audit for a library employee

Ms. Devonshire received a Rice Notice from the Board of Trustees and requested that the matter concerning her be discussed in public.

Ms. Santiago stated that she feels, because of her workload, Mrs. Devonshire deserves to be moved into a Principal Library Assistant title with a salary increase.

On a motion made by Mr. Mainiero, seconded by Mr. Land, Trustees voted to move Melinda Devonshire into a Principal Library Assistant title with a salary of \$15 per hour. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

NEW BUSINESS

Approval to advertise and hire three Library Assistants

There was a lengthy discussion about the salaries for the Library Assistant and Student Assistant titles. At present, all of these titles are making the same wage.

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees voted to rescind the vote to move Melinda Devonshire into a Principal Library Assistant title with a salary of \$15 per hour. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

On a motion made by Mr. Muniz, seconded by Mr. Mainiero, Trustees voted to move Melinda Devonshire into a Principal Library Assistant title with a salary of \$18 per hour. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

On a motion made by Mr. Mainiero, seconded by Ms. Randazzo-Dawkins, Trustees voted to increase the salary of Library Assistants to \$15 per hour, effective June 6, 2022. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees approved the request to advertise and hire three Library Assistants at \$15 per hour. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Approval to advertise and hire a Librarian 1

There was a discussion about hiring a Librarian, and what the salary and work hours would be. Trustees requested a detailed job description of duties that were performed by the previous Librarian.

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees tabled this item of business until the next meeting. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Approval to close the library on Saturdays for the summer, from June 4 to September 3

Trustees received a spreadsheet with the number of patrons that visit on each day of the week. Saturdays are significantly lower than any other day.

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees approved closing the Library on Saturdays from June 4 to September 3. The Administrative Clerk called roll: YEAS: Mr. Land, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Mr. Muniz asked why the Business Manager has to wait for Board approval to replace an employee who has resigned when that position has already been approved by the Board. Ms. Santiago said that the Board has to approve all new hires and also approve advertising a position.

PUBLIC COMMENT

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

Eric Rodrigues, a Vineland resident, and former Library Security Guard told Trustees that he is happy to see the Friends are having their book sale. He said that the Children's Department gets very busy in the summer with many programs, and summer reading. He said Children Librarians are a specialty, they give recommendations for books to children that not everyone can do. He feels it's going to be very difficult for the Children's Department to operate with one Librarian. Mr. Rodrigues said that the library should be more flexible with the staff's schedule, especially with part-time staff who have full-time jobs elsewhere.

On a motion made by Ms. Santiago seconded by Mr. Mainiero, Trustees closed public comment. The motion was passed by unanimous consent.

Ms. Santiago commended Dr. Amberths for doing a good job with the Library.

ADJOURNMENT

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

Respectfully submitted,
Mary Ann Rada, Administrative Clerk