

**VINELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING – MINUTES  
March 24, 2022**

Board of Trustees 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 posted in the Library in compliance with The Sunshine Law.

The Assistant Supervisor of Accounts called roll: Suzette DeMarchi, Christa Dickenson, Devon Land, Jose Muniz, and Sheena Santiago. Also present were Business Manager Dr. Luis F. Amberths, Jr., Assistant Supervisor of Accounts Melissa Vanes, and a member of the public.

**NOMINATION OF TREASURER**

On a motion made by Mr. Land, seconded by Ms. DeMarchi, Trustees nominated Mr. Lombardo for the position of Treasurer. Mr. Lombardo accepted this position. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

**REORGANIZATION & APPOINTMENT OF COMMITTEES**

Trustees tabled this item of business until the next meeting. Trustees requested an explanation of committee duties.

**MINUTES**

On a motion made by Mr. Land, seconded by Ms. DeMarchi, Trustees moved to approve the minutes from the February 24, 2022 meeting. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

**REPORTS OF ACCOUNTS AND PAYMENTS**

Mr. Lombardo would like to look into making online payments.

**Approval of Financial Reports**

On a motion made by Mr. Muniz, seconded by Mr. Lombardo, Trustees moved to approve the Financial Reports for March, 2022, including the Treasurer's Report, Accounts Payable Report, approval of payments, and presentation of donated monies. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

**Resolution #2022-010 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for April 2022**

On a motion made by Mr. Land, seconded by Ms. DeMarchi, Trustees approved Resolution #2022-010, approving payment of salaries and benefits to Vineland Public Library Employees by the City of Vineland. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

**Approval of Purchases**

On a motion made by Mr. Land, seconded by Ms. DeMarchi, Trustees approved the purchase requests for March. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

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

### **Personnel Committee**

Dr. Amberths reported that a Library Assistant and Student Assistant resigned from their positions.

On a motion made by Mr. Lombardo, seconded by Mr. Muniz, Trustees approved advertising and hiring a Library Assistant, and approved hiring three Student Assistants who Dr. Amberths recommended. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

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

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

Ms. Vanes provided a Building and Maintenance Report that included quotes for power washing, carpet cleaning, and landscaping.

On a motion made by Ms. DeMarchi, seconded by Mr. Lombardo, Trustees approved the quotes for Power Washing Genie for power washing, Springtime Sparkle for carpet cleaning, and D&R Landscaping for lawn care. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

A decision for a new sprinkling system was tabled until Trustees and receive more quotes.

### **Budget Committee**

There was no update.

### **Negotiating Committee**

There was no update

### **Solicitor's Report**

Mr. Giebner was not present at the meeting.

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

Trustees received a report prepared by Dr. Amberths.

Dr. Amberths requested permission to have the Ukrainian flag in support of Ukraine. Trustees approved.

Dr. Amberths said he would like to have a fine amnesty event in May to entice people who may be avoiding the library because of their fines to come to the library.

Trustees requested a report with a list of how many people have fines and the total amount of fines. Trustees tabled this item of business until they review the report.

## **OLD BUSINESS**

### **Extended Library Hours**

On a motion made by Ms. Santiago, seconded by Ms. DeMarchi, Trustees approved the proposed extended library hours beginning April 11. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

## **NEW BUSINESS**

### **Domain Purchase**

Ms. Santiago explained the purpose and cost of the new domain, which will be vinelandpubliclibrary.org. The City Solicitor recommended that Trustees have a library email address and not conduct Trustee business with their work emails.

On a motion made by Mr. Lombardo, seconded by Ms. DeMarchi, Trustees approved the purchase of a new domain for email addresses for staff and Trustees. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

### **Discussion of goals for the library**

Mr. Muniz asked where we stood on the goals the library had with renovations with the library. Ms. Santiago said she would be discussing this matter at a later time. Dr. Amberths said he would provide a summary of his manager's goals.

### **Request to close Saturday, April 16, 2022**

On a motion made by Ms. DeMarchi, seconded by Ms. Dickenson, Trustees approved to close the library on Saturday, April 16, 2022.

### **Request to open Sunday, October 2, 2022, from 11-4 for VPL 3rd Fan Con**

On a motion made by Mr. Land, seconded by Ms. DeMarchi, Trustees approved to open the Library on Sunday, October 2, 2022, from 11:00 a.m. to 4:00 p.m. for the Library's 3rd Fan Con. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

### **Newspaper Delivery**

On a motion made by Ms. DeMarchi, seconded by Mr. Muniz, Trustees approved the purchase of newspaper subscriptions to The Daily Journal, USA Today, The Press of Atlantic City, Wall Street Journal, and the New York Times for a total of approximately \$1,768.90 per year, for a one-year trial period. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

## **OTHER**

Ms. Santiago told Trustees that she and Dr. Amberths met with the Vice-President of Inspira Health Network to discuss collaborating programs at the Library.

Ms. Santiago met with Megan Spinelli, president of the Vineland Board of Education, who works at Complete Care to incorporate health programs at the library. There was a discussion to use the library as a place for patients to come to do Telehealth appointments.

Ms. Santiago and Dr. Amberths met with Mr. Llano, Superintendent of Vineland Public Schools, to discuss creating new programs with the schools to bring more students into the library. They also discussed promoting library programs through the schools, and possibly creating a GED program.

Ms. Santiago said that someone from Ashman Installations visited the library to see whether the windows could be repaired instead of replacing them. An electrician came to the library to check the lighting to see if there was a way to lower the electrical bill.

## **PUBLIC COMMENT**

On a motion made by Ms. DeMarchi, seconded by Mr. Muniz, Trustees opened the meeting to public comment. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

Eric Rodrigues, a Vineland resident, and former Library Security Guard told Trustees that the parking lot has potholes near the front entrance.

On a motion made by Mr. Lombardo seconded by Mr. Muniz, Trustees closed public comment. The Assistant Supervisor of Accounts called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Muniz, and Ms. Santiago

#### **ADJOURNMENT**

The meeting was adjourned by unanimous consent.

Respectfully submitted,  
Melissa Vanes, Assistant Supervisor of Accounts