

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
September 22, 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 Administrative Clerk called roll:

Present: Christa Dickenson, Anthony Lombardo, Michael Mainiero, 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 members of the public.

Absent: Suzette DeMarchi, Devon Land, Jaclyn Mongelluzzo

MINUTES

August 25, 2022 – Regular session

On a motion made by Mr. Lombardo, seconded by Mr. Muniz, Trustees moved to approve the minutes of the August 25, 2022 Board meeting.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports

On a motion made by Ms. Dickenson, seconded by Mr. Lombardo, Trustees moved to approve the Financial Reports for September 2022, including the Treasurer's Report, invoices to be paid in August, Schedule of Accounts, approval of purchases, and the presentation of donated monies.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution #2022-020 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for October 2022

On a motion made by Ms. Dickenson, seconded by Mr. Lombardo, Trustees approved Resolution #2022-020, approving payment of salaries and benefits to Vineland Public Library Employees by the City of Vineland for October 2022.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Resolution #2022-021 – Approving payment of expenses to vendors by the City of Vineland for August 2022

On a motion made by Ms. Dickenson, seconded by Mr. Lombardo, Trustees moved to approve Resolution #2022-021, approving payment of expenses to vendors by the City of Vineland for August 2022.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER

Personnel Committee

The Personnel Committee met and discussed how the current staffing was doing. They discussed the format of the year in review for Dr. Amberths.

Operations/Building and Maintenance Committee

The Committee had nothing new to report.

Budget Committee

The Budget Committee met to review the budget, and everything was in line. There was a discussion on using the allocated money for the renovations.

Solicitor's Report

There was no Solicitor's report.

Business Manager's Report

Trustees received a report prepared by Dr. Amberths. Highlights of his report included:

- Library traffic has been increasing, and there is much interest in the FanCon event.
- Dr. Amberths received a report from the Police Department about the number of incidents at the library since 2018. During that time, there were 354 incidents. 207 were patrol checks, and 29 were alarm related.
- Dr. Amberths gave kudos to the staff who worked on the Library newspaper and what a fantastic job they did.

OLD BUSINESS

Approve the hiring of the two recommended candidates for the part-time Library Associate positions

On a motion made by Mr. Mainiero, seconded by Mr. Muniz, Trustees approved hiring the two Library Associates recommended by Dr. Amberths.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Library renovations

Dr. Amberths and Ms. Santiago took the Mayor on a walk-through of the library to show him some areas that needed improvement. Matters discussed were:

- Removing the old shelving in the Reference area and replacing the flooring to make a sitting area.
- Obtaining a dumpster for the shelving and other old items accumulating over the years.
- A design company visited the Library to take pictures and look at the Reference area. They will meet again with Dr. Amberths and the Trustees to discuss plans.
- Ms. Santiago noted that the Mayor would like upgrades to the bathrooms to be a priority.
- There was a discussion of using an area of the library as a museum for the history of Vineland.
- It was suggested to combine the reference and circulation desks.
- Dr. Amberths will get samples of LED lightbulbs to replace the fluorescent lighting for monthly cost savings.
- Updating the vending machine area and putting in a bistro.
- Ms. Santiago said there would be a need for the maintenance worker and custodian to work extra hours during the renovations.

On a motion made by Mr. Muniz, seconded by Mr. Mainiero, Trustees approved overtime for staff at the discretion of Dr. Amberths.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Library Foundation discussion

Trustees received by-laws of the Library Foundation to review. The President of the Foundation will be in attendance at the October Board meeting.

NEW BUSINESS

Presentment and approval of CY2021 Audit

On a motion made by Mr. Mainiero, seconded by Mr. Lombardo, Trustees approved the CY2021 Audit. The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

Approve the posting of two part-time Library Assistant positions

On a motion made by Ms. Dickenson, seconded by Mr. Mainiero, Trustees approved the posting of the two part-time Library Assistant positions.

The Administrative Clerk called roll: YEAS: Ms. Dickenson, Mr. Lombardo, Mr. Mainiero, Mr. Muniz, Ms. Randazzo-Dawkins, and Ms. Santiago

PUBLIC COMMENT

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

Brenda Stauffer, Co-President of the Friends of the Library, invited Trustees to the Friends' meetings held on the second Tuesday of the Month. She reported that the Friends are thriving and growing. She said that the Library was looking better every day. Trustees thanked Ms. Stauffer and Ms. Egizi for attending the meeting.

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

ADJOURNMENT

On a motion made by Mr. Lombardo, seconded by Mr. Muniz, Trustees moved to adjourn the meeting. The motion passed by unanimous consent.

Respectfully submitted,
Mary Ann Rada, Administrative Clerk