

**VINELAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING – MINUTES**  
**January 25, 2023**

Board of Trustees Acting President Gina Randazzo Dawkins called the meeting to order at 5:36 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: Janice Brunet-Girone, Suzette DeMarchi, Christa Dickenson, Makema Edwards-Douglas, Devon Land, Michael Mainiero, and Gina Randazzo-Dawkins. 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 Jim Neher, City Public Works

Absent: Anthony Lombardo

**OATH OF OFFICE**

Library Counsel Alan Giebner swore in new Trustees, Janice Brunet-Girone and Makema Edwards-Douglas.

**MINUTES**

**December 14, 2022 – Regular session**

On a motion made by Ms. Mongelluzzo, seconded by Ms. Dickenson, Trustees moved to approve the minutes of the December 14, 2022, Board meeting.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**REPORTS OF ACCOUNTS AND PAYMENTS**

**Approval of Financial Reports**

On a motion made by Mr. Mainiero, seconded by Ms. Mongelluzzo, the Trustees moved to approve the Financial Reports for December 2022, including the Treasurer's Report, invoices to be paid in September, Schedule of Accounts, and approval of purchases.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**Resolution #2023-001 – Approval of payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for the year 2023**

On a motion made by Ms. Dickenson, seconded by Mr. Mainiero, Trustees approved Resolution #2023-001, approving payment of salaries and benefits to Vineland Public Library Employees by the City of Vineland for the year 2023.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**Resolution #2023-002 – Approving payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for February 2023**

On a motion by Mr. Land, seconded by Mr. Mainiero, Trustees approved resolution #2023-002, approving the payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for the month of February 2023.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**Resolution #2023-003 – Approving payment of expenses to vendors by the City of Vineland for December 2022**

On a motion made by Ms. DeMarchi, seconded by Ms. Mongelluzzo, Trustees moved to approve Resolution #2023-003, approving payment of expenses to vendors by the City of Vineland for December 2022.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER  
Personnel Committee**

Trustees discussed the vacant position and decided to address it more at the next meeting.

**Operations/Building and Maintenance Committee**

Trustees received reports from the Children's, Reference, and Circulations Departments. Ms. Vanes provided a building report with quotes for the HVAC maintenance contract and a quote to service the snow blower.

On a motion made by Ms. Randazzo-Dawkins, seconded by Ms. Dickenson, Trustees approved the HVAC maintenance contract submitted by Sierr Mechanical.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

On a motion made by Ms. Randazzo-Dawkins, seconded by Ms. Dickenson, Trustees approved the payment of \$300 to service the snow blower.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**Budget Committee**

There was nothing new to report.

**Solicitor's Report**

There was no Solicitor's report.

## **Business Manager's Report**

Trustees received a report prepared by Dr. Amberths.

Jim Neher from the City's Public Works spoke to Trustees about renovating the public restrooms. He gave suggestions to keep the costs down while making improvements to the appearance. He needs a dollar figure of how much the Library plans to spend on the project. Some of his suggestions included painting the walls, cleaning the floors, removing the vanity, and replacing the sinks would improve the appearance.

## **OLD BUSINESS**

### **Election of Officers**

Trustees nominated Gina Randazzo-Dawkins and Michael Mainiero for President. A ballot vote resulted in a tie.

Trustees tabled the election until the February meeting.

## **NEW BUSINESS**

### **Discussion to propose amendments to Trustees' by-laws**

Mr. Giebner made the following recommendations for amendments to the by-laws:

1. Change the election date to February or March
2. Eliminate the need for a nominating committee
3. Add "Election of Officers" as an agenda item
4. Add that Officers will continue to serve their term in their elected position until they resign or have been replaced

Mr. Giebner asked Trustees to email him any other changes they would like made to the by-laws, and he will draw up a draft for the Trustees to review before the next meeting.

### **Resolution #2023-004 regarding banking in 2023**

On a motion made by Ms. DeMarchi, seconded by Ms. Edwards-Douglas, Trustees approved resolution #2023-004 to continue receiving banking services from Ocean First Bank during the calendar year 2023.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

### **Resolution #2023-005 Community Development Block Grant**

On a motion made by Ms. Mongelluzzo, seconded by Ms. Dickenson, Trustees approved resolution #2023-005, approving Dr. Luis F. Amberths, Jr. to apply for the FY2023 Community Development Block Grant.

The Administrative Clerk called roll: YEAS: Ms. DeMarchi, Ms. Dickenson, Mr. Land, Mr. Mainiero, Ms. Mongelluzzo, Ms. Brunet-Girone, Ms. Edwards-Douglas, and Ms. Randazzo-Dawkins

**Check Signers**

New check signers will be Michael Mainiero, Makema Edwards-Douglas, Gina Randazzo-Dawkins, Suzette DeMarchi, and Anthony Lombardo.

**PUBLIC COMMENT**

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

There was no comment from the public.

On a motion made by Ms. Dickenson seconded by Ms. Mongelluzzo, Trustees closed public comment. The motion passed by unanimous consent.

**TRUSTEES COMMENTS**

Trustees reviewed the current committees. Mrs. Rada will email a list of the committees and their members to the Board.

**ADJOURNMENT**

On a motion made by Ms. Randazzo-Dawkins, seconded by Ms. Dickenson, the Trustees moved to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,  
Mary Ann Rada, Administrative Clerk