

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
February 22, 2023**

Board of Trustees Acting President Gina Randazzo Dawkins 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: Janice Brunet-Girone, Makema Edwards-Douglas, Devon Land, Anthony Lombardo, 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 library staff Christine Koehler
Absent: Suzette DeMarchi, Christa Dickenson

ELECTION OF OFFICERS

The following officers were nominated:

President – Michael Mainiero and Gina Randazzo Dawkins. Mr. Mainiero received the majority of the votes.

Vice President – Gina Randazzo-Dawkins and Jaclyn Mongelluzzo. Ms. Mongelluzzo received the majority of the votes.

Secretary – Devon Land

Treasurer - Anthony Lombardo

Both Mr. Land and Mr. Lombardo accepted their nominations, and Trustees approved.

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

At this point in the meeting, Mr. Mainiero presided the meeting.

MINUTES

November 17, 2022 – executive session

On a motion made by Ms. Mongelluzzo, seconded by Ms. Edwards-Douglas, Trustees moved to approve the executive session minutes of the November 17, 2022 meeting.

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

January 25, 2023 – regular session

On a motion by Mr. Land, seconded by Ms. Mongelluzzo, Trustees moved to approve the minutes of the January 25, 2023 meeting.

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

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports

On a motion by Ms. Randazzo-Dawkins, seconded by Mr. Lombardo, the Trustees moved to approve the Financial Reports for February 2023, including the Treasurer's Report, invoices to be paid in March, Schedule of Accounts, approval of purchases, and donated monies.

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

Resolution #2023-006 – Approving payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for March 2023

On a motion by Mr. Land, seconded by Ms. Brunet-Girone, Trustees approved resolution #2023-006, approving the payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for the month of March 2023.

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

Resolution #2023-007 – Approving payment of expenses to vendors by the City of Vineland for January 2023

On a motion by Ms. DeMarchi, seconded by Ms. Mongelluzzo, Trustees moved to approve Resolution #2023-007, approving payment of expenses to vendors by the City of Vineland for January 2023.

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

UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER

There will be a reorganization of the committees at the next meeting.

Personnel Committee

The Personnel Committee has yet to meet, but Dr. Amberths requested a meeting to discuss Security. Dr. Amberths stated that the library has been getting busier, and recently, he has had several encounters with several patrons. Some have been disruptive, inappropriate, and verbally abusive to staff. On February 9, police were called to have a patron removed from the building.

Ms. Brunet-Girone said she would like the Board to consider hiring security guards. She suggested locking the front door after a specific time to monitor patrons entering the building.

Operations/Building and Maintenance Committee

Mr. Land reported meeting with Dr. Amberths to discuss the carpet, lighting, and bathrooms. They did a walk around the library to look at areas still in need of repair. They discussed furniture and the layout of the plans. There was a discussion on pricing and keeping the projects cost-effective and within budget.

Dr. Amberths is meeting with Workforce Development to bring back GED classes at the library.

Reports were received from the Reference, Children's, and Circulation Departments.

Budget Committee

Dr. Amberths met with Mr. Mainiero and Ms. Brunet-Girone to discuss the CY2023 budget. Trustees received a spreadsheet with the budget summary.

Solicitor's Report

There was no Solicitor's report.

Business Manager's Report

Dr. Amberths submitted a Business Managers Report

OLD BUSINESS

Review of proposed amendments to Trustees' by-laws

Trustees received copies of the by-laws with recommended changes that Mr. Giebner prepared. The recommendations are:

- Rewrite Article II, Section 2 to read:

Nominations for Officers whose terms are scheduled to expire, shall occur at the February meeting of the Board of Trustees, and elections of such Officers shall occur at the March meeting. Nominations of Officers whose terms are scheduled to expire shall automatically be on the agenda for the February Meeting, and elections of such Officers shall automatically be on the agenda for the March meeting. The Board, by majority vote, may table nominations or elections on a month-to-month basis. Elections of Officers whose terms have expired shall be held in the following order: (1) President; (2) Vice President; (3) Secretary; and (4) Treasurer.

In the event of a tie in the vote for President, the election of all Officers shall automatically be tabled until the next scheduled meeting of the Board. In the event of a tie in the vote for any other Officer, only the election for that Office is to be tabled, subject to the Board's right to table all elections.
- Change Article II, section 3 to read:

Officers shall serve a term of two-years from the March meeting at which they are elected or the March meeting immediately preceding the two-year anniversary of their election.
- Add to Article II, Section 6:

In the event of the absence of the Presidents and Vice President from a board meeting, the Secretary shall assume and perform the duties and functions of the President.
- Change Article III, Section 2:

The meeting at which officers are elected shall be held at the time of the regular monthly meeting for the month of March unless tabled by the Board.
- Add to Article IV

The Business Manager shall report to, and communicate through, the President.

NEW BUSINESS

Resolution #2023-008 approval of CY2023 budget

On a motion by Ms. Edwards-Douglas, seconded by Ms. Brunet-Girone, Trustees approved resolution #2023-008 approving the CY2023 budget.

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

Approval to advertise and interview for a part-time Library Associate

Ms. Brunet-Girone said she would like Dr. Amberths to have the authority to post and interview for a vacant position previously approved by the Board to ensure the hiring procedure is completed on time. Mr. Giebner confirmed that this procedure would be acceptable.

Dr. Amberths would like to know if a resolution was already in place for hiring procedures.

On a motion by Ms. Mongelluzzo, seconded by Mr. Mainiero, Trustees approved advertising and interviewing for a part-time Library Associate.

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

Approval to extend the library hours on March 4, 2023

On a motion by Ms. Edwards-Douglas, seconded by Ms. Brunet-Girone, Trustees approved extending the library's hours to 4:00 p.m. on March 4, 2023, for the Rair Causes Art Workshop.

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

Presentment of new carpet design/color

Dr. Amberths displayed samples of the new carpet for Trustees to consider.

PUBLIC COMMENT

There was no one from the public present.

ADJOURNMENT

On a motion by Mr. Mainiero, seconded by Mr. Lombardo, the Trustees moved to adjourn the meeting. The motion passed unanimously.

Respectfully submitted,
Mary Ann Rada, Administrative Clerk