

**VINELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING – MINUTES
May 24, 2023**

Board of Trustees President Michael Mainiero 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, Christa Dickenson, Makema Edwards-Douglas, Devon Land, Jaclyn Mongelluzzo, and Michael Mainiero. 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, Anthony Lombardo, Gina Randazzo-Dawkins

MINUTES

April 26, 2023 – regular session

On a motion by Ms. Dickenson, seconded by Ms. Mongelluzzo, the Trustees moved to approve April 26, 2023, meeting minutes.

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

REPORTS OF ACCOUNTS AND PAYMENTS

Approval of Financial Reports

On a motion by Ms. Dickenson, seconded by Ms. Brunet-Girone, the Trustees moved to approve the Financial Reports, including the April 2023 Treasurer's Report, invoices to be paid in June, Schedule of Accounts, approval of purchases and donated monies.

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

Resolution #2023-013 – Approving payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for June 2023

On a motion by Ms. Edwards-Douglas, seconded by Mr. Land, Trustees approved resolution #2023-013, approving the payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for June 2023.

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

Resolution #2023-014 – Approving payment of expenses to vendors by the City of Vineland for April 2023

On a motion by Mr. Land, seconded by Ms. DeMarchi, Trustees moved to approve Resolution #2023-014, approving payment of expenses to vendors by the City of Vineland for April 2023.

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

UPDATE FROM TRUSTEE COMMITTEES, SOLICITOR AND BUSINESS MANAGER

Personnel Committee

There was nothing new to report

Operations/Building and Maintenance Committee

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

Budget Committee

Ms. Brunet-Girone said the committee met and discussed several topics:

- A proposal was sent to the Library Foundation requesting money for the carpet.
- There was a discussion about the City helping with Security Guards. Dr. Amberths is obtaining quotes from private security companies.
- The cost of the new furniture and the combination Reference and Circulation wrap-around desk. Dr. Amberths is working with the interior decorator to help cut costs.

Solicitor's Report

There was no Solicitor's report.

Business Manager's Report

Trustees received a Business Managers Report. Dr. Amberths added:

- Dr. Amberths met with the contractor and is waiting on quotes.
- The new computers have been installed. The new computers have increased the traffic in the Library.
- Dr. Amberths had been discussing ways to track patrons using the computers with the Department Heads by requiring patrons to use their library cards.
- Mr. Montalvo has started painting the trim, changing it from brown to black.
- There have been a lot of positive comments on the appearance of the Library.
- There have been a couple of incidents where the police have been called. Because they are on other calls, it can take a while for the police to arrive. There was a lengthy discussion on the importance of having security at the Library.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Resolution 2023-015 approving Ford-Scott & Associates, LLC to audit the Vineland Public Library for the 2022 year

Ms. Vanes explained that this resolution needs to be done yearly in February. She said the completed audit will be available for Trustees to vote on at the next meeting. Dr. Amberths praised Ms. Vanes for her exemplary work all year to ensure the audit went smoothly.

On a motion by Ms. Mongelluzzo, seconded by Ms. Brunet-Girone, Trustees approved Resolution 2023-015, approving the annual audit 2022 by Ford-Scott & Associates for \$9000.00. The Administrative Clerk called roll: YEAS: Ms. Brunet-Girone, Ms. Dickenson, Ms. Edwards-Douglas, Mr. Land, Ms. Mongelluzzo, and Mr. Mainiero

Resolution 2023-016 approving the contract between the City of Vineland and the Vineland Public Library for the Community Development Block Grant

On a motion by Mr. Land, seconded by Ms. Dickenson, Trustees approved Resolution 2023-017, approving the execution of that certain contract agreement dated May 17, 2023, by and between the City of Vineland and the Vineland Public Library for the Community Block Grant, and to authorize Dr. Luis Amberths to execute all necessary documents required to apply and accept the FY2024 CDBG.

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

PUBLIC COMMENT

On a motion by Mr. Mainiero, seconded by Mr. Land, the Trustees moved to open the meeting to public comment. The motion passed unanimously.

On a motion by Ms. Edwards-Douglas, seconded by Ms. Dickenson, the Trustees moved to close the public comment session of the meeting. The motion passed unanimously.

EXECUTIVE SESSION

On a motion by Ms. Mongelluzzo, seconded by Ms. Dickenson, Trustees approved resolution 2023-017 authorizing the Board to go into executive session to discuss a personnel matter.

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

On a motion made by Ms. Dickenson, seconded by Ms. Mongelluzzo, the Trustees voted to return to the regular meeting.

ADJOURNMENT

On a motion by Ms. Mongelluzzo, seconded by Ms. Dickenson, the Trustees moved to adjourn the meeting at 7:50 p.m. The motion passed unanimously.

*Respectfully submitted,
Mary Ann Rada, Administrative Clerk*