

**VINELAND PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING – MINUTES**  
**April 11, 2024**

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, Makema Edwards-Douglas, Anthony Lombardo, Michael Mainiero, Arron Melnick, Gina Randazzo-Dawkins. Also present were Library Counsel Alan Giebner, Business Manager Dr. Luis F. Amberths, Jr., Assistant Supervisor of Accounts Melissa Vanes, and Administrative Clerk Mary Ann Rada

Absent: Suzette DeMarchi, Devon Land, Jaclyn Mongelluzzo

**MINUTES**

**February 22, 2024 – Regular session**

On a motion by Mr. Lombardo seconded by Ms. Brunet-Girone, Trustees moved to approve the minutes from the February 22, 2024 board meeting.

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

**REPORTS OF ACCOUNTS AND PAYMENTS**

**Approval of Financial Reports**

On a motion by Mr. Lombardo, seconded by Ms. Edwards-Douglas, Trustees approved the Financial Reports, including the March 2024 Treasurer’s Report, invoices scheduled to be paid in April, the Schedule of Accounts, approval of purchases, and acceptance of donations.

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

**Resolution #2024-009 – Approving payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for April 2024**

On a motion by Ms. Edwards-Douglas, seconded by Mr. Melnick, Trustees approved resolution #2024-009, approving the payment of salaries and benefits to Vineland Public Library employees by the City of Vineland for April 2024.

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

**Resolution #2024-010– Approving payment of expenses to vendors by the City of Vineland for February 2024**

On a motion by Ms. Brunet-Girone, seconded by Ms. Edwards-Douglas, Trustees moved to approve Resolution #2024-008, authorizing the payment of expenses to vendors by the City of Vineland for February 2024.

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

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

### **Personnel Committee**

There were no updates

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

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

A building report was prepared by Melissa Vanes. It included a quote from Brewin Flooring to install carpet along the staircase.

On a motion by Ms. Edwards-Douglas, seconded by Ms. Brunet-Girone, Trustees approved the quote of \$1991.75 from Brewin Flooring to install carpet along the staircase walls.

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

### **Budget Committee**

There were no updates.

### **Solicitor's Report**

Mr. Giebner had nothing new to report.

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

Trustees received a report prepared by Dr. Amberths.

Dr. Amberths said the FanCon event has become too big to hold at the library. He is considering holding it at Veterans Memorial Middle School.

He told Trustees that the patron traffic continues to increase.

He also said that the Security Guard will be working at City Hall three days a week from 11 a.m. to 5 p.m. to help with a staff shortage.

Ms. Brunet-Girone asked if the front doors could be locked in the evening for security reasons. Dr. Amberths said the Fire Marshal said no, it is a fire exit. There was further discussion with ideas to increase security in the evening.

## **OLD BUSINESS**

### **Approval to promote an employee from the title Library Assistant to Principal Library Assistant**

Melinda Devonshire received a Rice Notice and requested that the Trustees discuss all matters involving her in public.

Mr. Melnick told trustees that when a meeting is canceled, and there are detrimental items on the agenda, or a committee cannot act and make a decision in due time, the Trustees should resort to an email quorum within a reasonable time. Mr. Melnick conferred with Library Counsel, and Mr. Giebner concurred that the Trustees could vote through an email chain and ratify the decision at the next meeting.

Ms. Edwards-Douglas asked that a procedure be put in place. It was suggested that the Operations Committee create a policy.

Ms. Devonshire previously held the title of Principal Library Assistant but was demoted in 2019 due to a layoff.

On a motion by Mr. Melnick, seconded by Mr. Lombardo, the trustees approved Ms. Devonshire's promotion from Library Assistant to Principal Library Assistant.

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

#### **NEW BUSINESS**

##### **Approval to keep the library open 10-4 on Saturday, May 4 for the Friends Book & Craft Fair.**

On a motion by Ms. Edwards-Douglas, seconded by Mr. Melnick, Trustees approved keeping the Library open from 10:00 a.m. to 4:00 p.m. for the Friends of the Library Book Sale and Craft Fair.

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

##### **Approval to amend the Meeting Room Policy and Application**

On a motion by Mr. Melnick, seconded by Ms. Edwards-Douglas, Trustees approved amending the Meeting Room policy and application, removing the Children's Event Room, and adding that garbage must be removed and placed outside in appropriate receptacles.

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

##### **Approval to hold a Teen-Lock in on May 31**

On a motion by Ms. Edwards-Douglas, seconded by Ms. Brunet-Girone, Trustees approved a Teen Lock-In to be held after the library closes, from 6:00 -10:00 p.m., on Friday, May 31, 2024.

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

#### **PUBLIC COMMENT**

On a motion by Mr. Lombardo, seconded by Ms. Edwards-Douglas, Trustees moved to open and close the meeting to public comment. There were no members of the public present. The motion passed.

#### **ADJOURNMENT**

On a motion made by Mr. Melnick, seconded by Ms. Edwards-Douglas, Trustees adjourned the meeting. This motion passed.

*Respectfully submitted,  
Mary Ann Rada, Administrative Clerk*