

**Orange Public Library Board of Trustees Meeting  
Thursday January 12, 2023**

**Meeting was called to order at 6:45pm**

**Roll Call:**

**President- Janet Mateo - PRESENT**

**Vice President- Jonathan Beckford**

**Trustee- David McKnight**

**Secretary- Theresa Mason- Phone Conference**

**Mayors Alternate- Louis Copeland**

**Theresa Mason- present by telephone**

**Attorney- Dan Smith- PRESENT 7:15PM**

**April Cruz**

**Meeting came to order with Trustees concerns:**

**Broad went through approval minutes and reports before addressing situation with Library Director regarding pension.**

**Minutes from last meeting December 8, 2022 were approved.**

**Motion to accept December 29, 2022 minutes was made president \_\_\_\_ and seconded by Louis Copeland. Roll call vote:**

**President- Janet Mateo - YES**

**Vice President- Jonathan Beckford**

**Trustee- David McKnight**

**Secretary- Theresa Mason- Phone Conference**

**Mayors Alternate- Louis Copeland**

**Theresa Mason- YES by telephone**

**Motion carried, all minutes being accepted.**

**Committee report on Finance**

**\$44,304.50 transfer represent State minimum \$59,000, \$6,934 State funded,**

**Broad ask for full funding straight out, Trustee McKnight asked do you think the City could handle giving it all to the Library all at once.**

**Closing out end of the year budget provided by Stephen,  
Stephen provide end of January report for Capital budget  
Bills for December \_\_\_\_ to account against budget from last year**

**Next cabinet meeting President Mateo will like to be in attendance with the Mayor in 3-4 weeks in February.**

**Vision- Board of Education, Meeting \_\_\_\_ NJIT; establishing new Library in New Developments, research Library – considering GET CLARITY FROM LOUIS**

**Approval of Bill list: 1<sup>st</sup> Louis Copeland  
2<sup>nd</sup> Trustee David McKnight**

**Roll call: Roll call vote:**

**President- Janet Mateo - YES**

**Vice President- Jonathan Beckford**

**Trustee- David McKnight**

**Secretary- Theresa Mason- Phone Conference**

**Mayors Alternate- Louis Copeland**

**Theresa Mason- YES by telephone**

**Approve bill list**

**Old business; motion to accept Library Director Report yes; all in favor**

**New Business:**

**Stephen Flood – Library Director stated that all Liberian are all under paid**

**Motion to raise FT \_\_\_\_ Liberian**

**Alice – to a 3 what's the increase \$77,995.00**

**Library- \$32,000**

**Board looking to bring position up to scale; balance scale for those under pay**

**Part- time Library need to have his salary adjusted**

**Stephen Flood library Director wants to be enroll in pension**

**Board will take care of Stephen Flood being certify officer for library**

**Trustee McKnight stated to Stephen Flood that his phone is always open.**

**No vote taken**

**Close /Open Session**

**Motion by Louis Copeland**

**2<sup>nd</sup> Trustee McKnight, Vice Pres Beckford**

**CLOSED SESSION NOTES**

**Coming out of Close Session 8:20pm**

**Motion by President Mateo**

**2<sup>nd</sup> by Vice President Beckford**

**Motion to issue a 31A to Stephen Flood, Library Director based on document provided to board today about Stephen being a certify supervisor under the pension system**

**Board motion neglect of duty written warning**

**1<sup>st</sup> by Louis Copeland**

**2<sup>nd</sup> by President Mateo**

**Roll call; all in favor**

**Stephen Flood returned back to meeting with employee evaluation that she handed back to the board.**

**President Mateo stated to the board that Stephen just printed evaluation from her computer.**

**President Mateo stated to Stephen that she would be coming to the library on Friday January 13, 2023 to serve Stephen with a written warning. Stephen responded to the President that she will not be in on Friday January 13, 2023. The board then stated that they need to have a discussion about her being absent from work, Stephen then stated to the board that she takes off every Friday after a board meeting, the board responded that they are not aware of Stephen taking off the day after a board meeting.**

The board then indicated that they need to have a discussing on Stephen absent; the board need know the night before when taken off after a board meeting

Trustee McKnight stated that things need to be in writing when Stephen takes off

Louis stated that the board need to address Stephen taking off and that the board need to think about handing her absent

President Mateo will revisit evaluation on Tuesday

Dan Smith/Trustee McKnight stated the board need to address how to handle day after board meeting; Stephen works 9-4pm

12 days; comp 4 hrs. ; Louis Copeland then stated that it will be address under Civil Service

Stephen responded to her taking off by stating to the board that "I was doing things, I was working in the union manual you have to use your comp time" Louis then stated to Stephen you are not in the Union a written warning will be issue tomorrow for neglect of duty, issuing a 31A insubordination and attendance will be follow up

President Mateo ended meeting motion to adjourn 2<sup>nd</sup> by Louis Copeland, meeting ended at 8:30pm.