

**Orange Public Library Board of Trustees Meeting
Thursday April 11, 2024**

Meeting was called to order at 6:36 pm

Roll Call:

President-

Vice President- Jonathan Beckford- Present

Trustee- David McKnight- Present

Secretary- Theresa Mason- Present

Mayors Alternate- Louis Copeland-Present

Karen Harris- Absent

Attorney- Dan Smith- Present

April Cruz- Present

Alice

Public Participation

Abisola Oshuntulu- My reason for coming here today is to see what the board has done since last meeting

Lydia- I came to see what has been done and the condition of the library isn't a safe haven as well to see what has been done since last meeting

Shanella Palmer- accessible service for kids with special needs (autism), 55 Glenwood Ave

Louis- To the community the goal is for the library is a strategic plan

I will ask you all if you would like to be on the committee

Secure money for paint; it will take place within the next 1-2 months

David- just to address what Louis explained about strategic plan

Abisola- how did you come about this strategic plan?

Dave- we don't have a time line right now

Louis- these are goals for the next 3-5 years

Lydia- what about a Liberian

David- it's not in our budget right now but will in the near future

Louis- that's a civil service position

Lydia- why can't you train your staff to become a Liberian

Louis- civil service has a requirement and needs an education

Lydia- is there opportunity to go to school

David- they have to step up

Abosola- you said your strategic plan started since 2023

Louis – explaining how and when strategic committee came about

Shanella Palmer- training making the library more accessible and how do you help kids with special needs, can we get a date for all the assessment

Trustee Concerns

Johnathan- Ms. Faye

Louis- you can't talk about employees in the public

Louis- Alice gave us something that the State require
 Louis- extending the hours of the library including in strategic plan
 David- the library hours should be 60
 Alice- no it's based on the size
 David- what's the state requirement
 Alice- we need more staff numbers
 Louis- we can make an advertisement for civil service
 David- what staff we need for the children room
 Alice- Liberian and assistance
 David- who do you have as an assistance?
 Alice- we have 4
 David- do we need a monitor; what's a monitor?
 Alice – it's like an assistance
 David- what if we can bump someone up to an assistance
 Alice- we need 3 assistance
 David- if we do two separate shifts, will that be enough?
 Alice- yes, it can work like that. The part time can work only 19 hrs. She's concern if she works more than 19 hrs. Also she can't work when it gets dark at night
 Louis- we can only afford a Liberian, the city is working on less people and we will hve to do more with the people here. We will hire a Liberian and everyone else will have to increase their work if they want an increase
 David- how many reference Liberian
 Alice- 1 Liberian and 2 part times
 David- Ms. Faye is back
 Alice- yes
 Johnathan- how many hours for part-time
 Alice- no more than 19 hours; FT children, director and reference
 Louis- budgeting for children Liberian new hours
 Louis-hours has to be increase by the State, we haven't responded to their letter so we are out of compliance, we will send a letter
 David- wrote Stephanie, we don't have a budget to increase time because we don't have the money.
 Louis- did she talk to anyone of you and responded to letter Stephanie wrote
 Johnathan- did they give us a time frame
 Alice- they want a periodical
 Louis- how much in the budget for periodical
 Alice- need \$5,000, we have \$2,000
 Louis- we will work that out, you need \$6,000
 Alice- yes, \$3,000 (____) and \$3,000 (electronic)
 Louis- Full time employees 8
 Alice- we have 9
 Louis- State said we should have 8 employees we can split the assistance 2/2
 Louis- we can look at extending our Liberian hours on Saturday to 5 pm
 Theresa- that doesn't mean you have to be here
 Alice- if the PT can't stay
 Johnathan- hours; 10-9; 10-5:30;10-9; 10-9; 10-5:30; 9-5pm

Dan-

David- time clock; when?

Louis- when will we do reduction of staff?

Johnathan- can we ask the city council to help with payment for security?

Louis- it's not their responsibility to help

David- I come every month talking about our security concern, we need to do a letter to city council and put it on the record that we ask.

Louis- \$731, 00 for this year; it's what we were funded with

Dan- consider a fund raiser, something that will pay for security

Louis- if we can get a class 3, we can pay them less

Theresa – people are just allow to come here and sit

David- yes, we can't put them out it's a public building; all I'm asking is that we be on the right side

Dan- let me ask a conflict resolution that we can take for the employee/public

Louis- reboot ach _____ cameras system _____ to police; security guard- special 25hrs a week and salary; Liberian it's noted we need more

Louis- budget stand point need to do budget contract for acting director on stipend (Alice act as though you're not in the room)

Louis- hire security guard immediately, what's your thought?

Alice- good

Louis- do we agree on security guard

Dan- larger issue pepper spray; how do we stop those from coming in the building, do we have a panic button in the library, what's the response time?

Louis- What's the cost to add a Liberian Alice?

Alice- \$50-\$60,000

Louis- let me work on some number

David- we have to get a time clock

Louis- City order new time clock and a request went to City if library could order a time clock

David- two employees outside not sure what's their lunch schedule

Theresa- do you have a lunch schedule for employees

Alice- yes

David- we need to put a committee today for CWA issue

Approval of minutes

Louis- Asking Johnathan what he said in November 2023 about Alice McMillian acting as acting Director

Bill List

Louis-

Johnathan- what's the boiler fee

Louis- we have to pay the inspection fee

Alice- book keeper came in once and never came back

Louis- I brought everything to her and she has to create a ledger that she's working on now, she's also working to update all employee records, she wants to come in 1 day and get their information

Alice- there is a cabinet with all employees time off

Louis- 2022-2023 is not recorded accurately

Johnathan- you want to do the periodically for \$3,000 now

Alice- I can make request

Louis- we can send the funds afterward

Johnathan- \$275 wasn't added in the billing

Louis- Sysnet did you get those emails I sent you about bills and invoice from prime point

Alice- I don't have

Louis- \$4911.00 I sent it to you from prime point we table until next meeting

Johnathan- what's the solution for Johnson control

Louis- did you receive bank balance I forward you

Alice- no

Louis- one more payroll \$20,940.51; bills due \$19,975

Alice- how many times are we going to pay Samuel Kline?

Louis- until we catch up on our audits

David- 3 years of Bank America

Alice- I don't have bill

Louis- we will get you something, let's talk about what's in the account

business acct- \$ 17,829.87

general acct- \$98,499.95

insurance co. \$20,940.51

payroll acct- \$ 3,000

union dues, pension, etc.

larger acct transfer over to payroll end of the month remaining \$57,584.44, based on no surprises

balance is based on how we budget

air condition-

pension-

if we continue at this rate we can have another \$10,000 added to acct

after we give Samuel Kline their money we don't have to give them May but will be included in June

Louis Motion to pass bills

2nd Johnathan

All in favor (I)

Louis motion to pass resolution appointing Alice McMillian acting director pending contract from our direction pending contract signature

Start/end date; there was three people present at meeting, you need to talk to attorney

David- how soon are we making her whole?

Louis- as soon as the contract is sign, we didn't vote as a board

David- give her the money

Louis- we aren't going to do it the wrong way, we will do it the right way, \$384.61 per a pay period

David- do we have to give her a time frame

Dan- you will give her a time frame

Dan- with respect to payroll she hasn't been paid

Louis- Alice you need to tell Dan what was discuss

Dan- put it in writing your understanding was in regard to taking on the responsibility

Johnathan- we will put it in writing

Louis- if you're going to negotiate need to type it up and put it in writing

Johnathan- I thought I told you all

Louis- No we were not aware of what was discuss

David- can we put an end date

Louis- yes for 1yr civil service rule and after that new contract for another year

Dan- she's doing it as per diem; 6 days per week

David- she's getting a 10% increase as acting director

David- negotiate people

Louis- we will vote CWA new month

Motion to come out of executive session; motion adjourn at @