



**ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING**  
**Monday, May 17, 2021**

1. **Quorum.** A quorum was declared present based on the presence of the following Trustees: Rodney Picott, Trustee; Michael Tuttle, Secretary; Syed Rizvi, Trustee (via remote video); Billie Davis, Trustee; Grant Zacharias, Trustee (via remote video). Trustees not present: John Koziol, President; Sr. Virginia Chiambalero, Vice President; Stephanie Tassello, Treasurer. Also present was Michele Galle-Looram, Director. The Meeting was open to the members of the public. Meeting commenced at approximately 6:30 PM.
2. **Motions.**
  - a. Approved.
    - i. April 2021 Minutes. Motion to approve the Trustee Meeting Minutes from a Board Meeting held April 2021, motion by GZ; seconded by BD; no abstentions and unanimously carried by the quorum of Trustees.
    - ii. Ratify Checks. Motion to ratify previously issued checks; motion by RP; seconded by BD; no abstentions and unanimously carried by the quorum of Trustees.
    - iii. Adjourn Board Meeting. Adjourn Board Meeting; motion by RP; seconded by BD; no abstentions and unanimously carried by the quorum of Trustees.
  - b. Failed.
    - i. Policy on Board Communications. Motion to approve a Policy on Board Communications; motion by GZ; seconded by BD; denied by RP; motion fails to be approved by a quorum of Trustees.
  - c.
3. **Discussion.** Topics discussed:
  - a. Public Comment. Members of the public were present and the the public was invited to make comments; there were no comments.
  - b. Berard & Assoc. Audit Read-out. Randi Hertzman, CPA, presented the annual audit and provided copies of the audit.
  - c. Director's Report. The Board reviewed the Director's Report.
  - d. Committee Reports.
    - i. Building & Grounds. SR raised a concern about damage to the footing of the firefighter monument in front of the library; MGL advised that it is Town's responsibility to repair.
    - ii. Policy. GZ discussed a policy concerning Board Communications as well as a policy regarding Creating Policies. Policy Committee will draft a policy on Employee Complaints for the June 2021 meeting. MGL raised the point.
  - e. Business Continuity. Discussion of MGL drafting a business continuity document in the emergency absence of MGL.
  - f. Budget for 2022. Finance and Personnel committee must have a meeting prior to July 2021 Board Meeting to settle on a budget to submit to the Town in advance of MGL drafting the budget and financials for the Town.



- g. Conflict of Interest Policy for Trustees. MGL discussed the Trustees signing the annual Conflict of Interest Policy.
  - h. Circulation Employees. MGL discussed the weekly work hours of two part-time circulation employees.
  - i. Virtual Attendance at Board Meetings. MGL discussed that Gov. Cuomo may not continue to authorize virtual attendance at future board meetings.
  - j. Anti-Harassment Training for Trustees. MGL discussed that Trustees must attend anti-harassment training by October 2021.
4. Executive Session. No session convened.
5. Adjourned. JK announced the time 8:29 PM.

**Minutes prepared by:**

**Michael E. Tuttle, Esq., Secretary**  
**June 22, 2021**