



**ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING**  
**Monday, June 21, 2021**

1. **Quorum.** A quorum was declared present based on the presence of the following Trustees: John Koziol, President; Sr. Virginia Chiambalero, Vice President; Stephanie Tassello, Treasurer; Rodney Picott, Trustee; Michael Tuttle, Secretary; Syed Rizvi, Trustee; Grant Zacharias, Trustee. Trustees not present: Billie Davis, Trustee. Also present was Michele Galle-Looram, Director. The Meeting was open to the members of the public. Meeting commenced at approximately 6:33 PM.
  
  2. **Motions.**
    - a. Approved.
      - i. May 2021 Minutes. Motion to approve the Trustee Meeting Minutes from a Board Meeting held May 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 MT; seconded by GZ; no abstentions and unanimously carried by the quorum of Trustees.
      - iii. 2022 Library Budget. Motion to accept the 2022 Library Budget presented by the Finance Committee to be provided to the Town of Orangetown; motion by GZ; seconded by RP; no abstentions and unanimously carried by the quorum of Trustees.
      - iv. Nominating Committee. Motion to add RP to the Nominating Committee; motion by GZ, seconded by JK; no abstentions and unanimously carried by the quorum of Trustees.
      - v. RLCS Direct Access Plan. Motion to accept the updated RLCS Direct Access Plan; motion by MT; seconded by GZ; no abstentions and unanimously carried by the quorum of Trustees.
      - vi. Savings Account. Motion to transfer savings account funds from Chase to Palisades Federal Credit Union; motion by RP; seconded by ST; abstention by SR; carried by the quorum of Trustees.
  
  3. **Discussion.** Topics discussed:
    - a. Board Training. Discussion of training for Board Trustees.
    - b. Insurance Expenses. Discussion of the year-over-year reduction of expenses related to insurance.
    - c. Library Budget. Discussed a Finance Committee meeting for an initial discuss budget met to discuss the 2022 budget to be presented to the Town for approval.
    - d. Policies. Discussed final revisions of certain Library Polices presented by the Policy Committee to the Board.
    - e. Employee Manual. Discussion of updating the Employee Manual.
    - f. Nominating Committee. Discussion of the expiry of Trustee terms and the expiry of Officer terms.
    - g. Direct Access Plan. Discussion of the updated RLCS service access plan.
-



- h. Anti-Harassment Training. Discussion of anti-harassment training for Board Trustees.
  - i. Savings Account. Discussion of changing a savings account.
  - j. Business Continuity / Fiscal Procedure Manual. Discussion of updating a business continuity manual.
4. Executive Session. Executive session convened to discuss privledged or confidential Library operations; business continuity / fiscal procedure manual.
5. Adjourned. JK announced the time 8:10 PM.

**Minutes prepared by:**

**Michael E. Tuttle, Esq., Secretary**  
**October 20, 2021**