



ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING
Monday, October 18, 2021

1. **Quorum.** A quorum was declared present based on the presence of the following Trustees: John Koziol, President; Sr. Virginia Chiambalero, Vice President; Michael Tuttle, Secretary; Syed Rizvi, Trustee; Grant Zacharias, Trustee; Billie Davis, Trustee; Rodney Picott, Trustee. Trustees not present: Stephanie Tassello, Treasurer. Also present was Michele Galle-Looram, Director. The Meeting was open to the members of the public. Meeting commenced at approximately 6:35 PM.

2. **Motions.**
 - a. Approved.
 - i. Accept June 2021 Board Meeting Minutes. Motion to accept the June 2021; motion by GZ; seconded by BD; RP abstained and unanimously carried by the quorum of Trustees.
 - ii. Accept September 2021 Board Meeting Minutes. Motion to accept the June 2021; motion by GZ; seconded by BD; RP abstained and unanimously carried by the quorum of Trustees.
 - iii. Ratify Checks. Motion to ratify previously issued checks; motion by MT; seconded by GZ; no abstentions and unanimously carried by the quorum of Trustees.
 - iv. Accept Contract with HVAC Contractor. Motion to accept a contract with Hauser Brother's HVAC to maintain heating system; motion by BD; seconded by MT; no abstentions and unanimously carried by the quorum of Trustees.
 - v. Authorize the Purchase of Furniture. Motion to authorize the purchase of new replacement furniture; motion by GZ; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
 - vi. Update Panic Button Security System. Motion to authorize the purchase of an updated panic button on the security system; motion by MT; seconded by BD; no abstentions and unanimously carried by the quorum of Trustees.
 - vii. Expand the Orangeburg Library Board of Trustees. Motion to expand the Orangeburg Library Board of Trustees to nine members and updated the Bylaws to same; motion by SR; seconded by BD; no abstentions and unanimously carried by the quorum of Trustees.
 - viii. Adjourn. Motion to adjourn the Board Meeting; motion by MT; seconded by GZ; no abstentions and unanimously carried by the quorum of Trustees.

3. **Discussion.** Topics discussed:
 - a. Town Meeting. Discussion of MGL and JK meeting with Town of Orangetown regarding the 2022 Budget; approved 0% increase budget request.
 - b. Employee Manual. MGL updated on the Board on the progress of the Employee Manual.
 - c. Circulation Data. Discussion of the circulation data prior to the pandemic.



- d. Heating System. Discussion about procuring a new contractor to maintain the HVAC system.
 - e. Security System. Discussion about updating the panic button on the security system.
 - f. Nominating Committee. Discussion about November 2021 library board election.
 - g. Board Members. Discussion related the expanding the number of Board Trustees.
 - h. Public Comment. JK inquired about public comment; none.
4. Executive Session. None.
5. Adjourned. JK announced the time 8:10 PM.

Minutes prepared by:

Michael E. Tuttle, Esq., Secretary
November 17, 2021