



**ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING**  
**Monday, November 15, 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; Michael Tuttle, Secretary; Syed Rizvi, Trustee; Grant Zacharias, Trustee; Rodney Picott, 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 6:35 PM.
  
2. **Motions.**
  - a. Approved.
    - i. Prior Meeting's Minutes. Motion to accept the October 2021 Board Meeting minutes; motion by GZ; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - ii. Ratify Checks. Motion to ratify previously issued checks; motion by MT; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - iii. Accept Amended Bylaws. Motion to accept MGL's written amendment to Art. 1 Sec. 2 of the Library Bylaws to increase the Board to nine Trustee; motion by MT; second by RP; no abstentions and unanimously carried by the quorum of Trustees.
    - iv. 2022 Holiday Schedule. Motion to accept the 2022 Holiday Schedule as agreed at the Board Meeting; motion by MT; seconded by GZ; no abstentions; denied by RP; carried by the quorum of Trustees.
    - v. Adjourn Meeting. Motion to adjourn the meeting; motion to GZ; seconded by ST; no abstentions and unanimously carried by the quorum of Trustees.
  
3. **Discussion.** Topics discussed:
  - a. Public Comment. Opened the meeting to public comment; none.
  - b. Utica National. Survey of the building for the purpose of the Library's commercial insurance.
  - c. Auto-Renewal. Discussion of the Library's policies of auto-renewing borrowed materials.
  - d. In-Person Programing. Discussion of the Library's in-person programming.
  - e. Update to Bylaws. Reviewed the updated to the Bylaws (see Oct. 2021 Meeting Minutes).
  - f. Open Meeting Documents Law. Discussion of how the Library will comply with the NY Open Meetings Law.
  - g. 2022 Holiday Schedule. Discussion of the 2022 holiday schedule.
  - h. Salary 2022. Discussion of cost-of-living increase, merit increases, and salary budget.
  - i. Employee Handbook. Discussion of the Library employee handbook to adhere to the standard of practice for the employers.
  - j.



k. Holiday Dinner. Public

Minutes prepared by:

A handwritten signature in black ink, appearing to read "M. Tuttle", is written over a horizontal line.

Michael E. Tuttle, Esq., Secretary  
January 27, 2022