



**ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING**  
**Monday, November 21, 2022**

1. **Quorum.** A quorum was declared present based on the presence of the following Trustees: Grant Zacharias, President; Stephanie Tassello, Treasurer; Michael Tuttle, Secretary; Syed Rizvi, Trustee; Billie Davis, Trustee; Patricia Lifrieri, Trustee. Trustees not present: Sr. Virginia Chiambalero, Vice President; Maureen Hayes, Trustee; and Rodney Picott, Trustee. Also present was Michele Galle-Looram, Director.<sup>1</sup> The Meeting was open to the members of the public. Meeting commenced at approximately 6:00 PM.
  
2. **Motions.**
  - a. Approved.
    - i. Minutes: September 2022. Motion to approve the Minutes from the September 2022 Library Board meeting; motion by PL; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - ii. Minutes: October 2022. Motion to approve the Minutes from the September 2022 Library Board meeting; motion by PL; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - iii. Notary Services Policy. Motion to approve the Notary Services Policy as presented to Library Board; motion by MT; seconded by PL; no abstentions and unanimously carried by the quorum of Trustees.
    - iv. Collection Development Policy. Motion to approve the Collection Development Policy as presented to Library Board; motion by MT; seconded by PL; no abstentions and unanimously carried by the quorum of Trustees.
    - v. Records Retention Policy. Motion to approve the Records Retention Policy as presented to Library Board; motion by MT; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - vi. Creating or Modifying Policies; Lost or Damaged Materials Policy; Staff Areas and Library Offices Policy. Motion to approve the Creating or Modifying Policies, the Lost or Damaged Materials Policy, and the Staff Areas and Library Offices Policy as presented to Library Board; motion by PL; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.
    - vii. 2023 ILS Agreement. Motion to approve the 2023 ILS Agreement with RCLS motion by ST; seconded by MT; no abstentions and unanimously carried by the quorum of Trustees.
    - viii. Executive Session. Motion to enter Executive Session to discuss Library employee compensation for 2023; motion by ST; seconded by MT; no abstentions and unanimously carried by the quorum of Trustees.
    - ix. 2023 Employee Compensation and Salaries. Motion to approve the 2023 compensation and salary increases as recommended by Library Director

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<sup>1</sup> Grant Zacharias (“GZ”); Michael Tuttle (“MT”); Syed Rizvi (“SR”); Rodney Picott (“RP”); Billie Davis (“BD”); Patricia Lifrieri (“PL”); Maureen Hayes (“MH”); Sr. Virginia Chiambalero (“VC”); Stephanie Tassello (“ST”); Michele Galle-Looram (“MGL”).



and previously reviewed by the Finance and Personnel Committee; motion by ST; seconded by MT; no abstentions and unanimously carried by the quorum of Trustees.

- x. Adjourn. Motion to adjourn the Library Board meeting until the next scheduled December 2022 meeting; motion by MT; seconded by SR; no abstentions and unanimously carried by the quorum of Trustees.

3. **Discussion**. Topics discussed:

- a. Public Comments. Members of the public appeared without comment.
- b. Director's Report. MGL discussed the Policy Committee meeting from October 9, 2022; discussion of fiber connection and internet service provider; discussion of delivering library materials to patrons.
- c. Committees.
  - i. Policy Committee. The Committee met on October 9, 2022 and unanimously approved six policies to be presented to a quorum of the Library Board.
  - ii. Nominating Committee. The Committee discussed efforts to recruit new Trustees to run for elections.
  - iii. Finance and Personnel Committee. The Committee reviewed the 2023 compensation and salary increases as recommended by MGL.
- d. Anti-Harassment Training. Discussed the requirement that Board Trustees complete Anti-Harassment Training by yearend.

Minutes prepared by:

Michael E. Tuttle, Esq., Secretary  
December 14, 2022