



ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING
Monday, February 13, 2023

1. **Quorum.** A quorum was declared present based on the presence of the following Trustees: Grant Zacharias, President; Sr. Virginia Chiambalero, Vice President; Rodney Picott, Secretary; Maureen Hayes, Trustee; and Syed Rizvi, Trustee. Trustees not present: Billie Davis, Patricia Lifrieri, Stephanie Tassello. Staff members in attendance were Michelle Galle-Looram, Director; Katherine Heuer and Kimberly Carletta. The meeting commenced at 6:36 p.m. and was open to members of the public.

2. **Motions.**
 - a. Approved.
 - i. January 23, 2023 Meeting Minutes. Motion to approve the Minutes from the January 23, 2023 Orangeburg Library Board meeting was made by R.P. and seconded by S.R. with no abstentions was unanimously carried by the quorum of Trustees.
 - ii. Ratify checks over 1k. Motion to approve the last month of checks over 1,000; made by RP and seconded by V.C. with no abstentions was unanimously carried by the quorum of Trustees.
 - iii. Town contract/Library Agreement. Motion to approve the execution of the Library Agreement; motion by RP, second by BD; no abstentions and unanimously carried by the quorum of Trustees.
 - iv. HVAC 2023 Contract. Motion to approve the execution of the Agreement; motion by RP, second by BD; no abstentions and unanimously carried by the quorum of Trustees.
 - v. Officers 2023. RP motion to nominate ST for Treasurer, BD seconded; BD motion nominate VC for VP, MH seconded; ST motion to nominate GZ as President, RP seconded; BD motion to nominate RP for Secretary and remove the prior Secretary (Micheal Tuttle) from the bank accounts, VC seconded; no abstentions and unanimously carried by the quorum of Trustees.
 - vi. Adjourn. Motion to adjourn the Library Board meeting until the next scheduled February 2023 meeting; motion by BD; seconded by PL; no abstentions and unanimously carried by the quorum of Trustees. Meeting ended 7:36 pm.

3. **Discussion.** Topics discussed:
 - a. Public Comments. Members of the public NOT in attendance.
 - b. Berard & Associates. Director informed the board of trustees that the state audit has been started, and that submissions to Berard & Associates are scheduled to be made to that firm on or before the 28th of February 2023. Additionally, the director stated that she will be working “furiously” on the state audit this month, which needs to be presented at the March board meeting. Berard & Associates is scheduled to make a presentation to this board on 17th April, 2023



- c. Programs. Our “Brew and Bingo Night” was a huge success, and was actually featured by R.C.L.S..
- d. Annual State Report. Director will present the state report to the board at our 20th March monthly meeting for approval, as it will become due before that time. It includes our statistics and financials
- e. Board of Trustees Confidentiality Agreement. When questioned on the matter, the director advised the board of trustees that she believes that members of the board will have to sign it sometime in May of this year. It’s signed annually by our members
- f. Policy Committee meeting. Discussed the urgent need to sit for a policy committee meeting before our next scheduled monthly meeting (3/20/23)
- g. Motion to Adjourn: Made by Maureen Hayes and seconded by Sr. Virginia Chiambalero. Meeting adjourned at 6:55pm

Minutes prepared by:

Rodney Picott
Board Secretary
20 March, 2023