



**ORANGEBURG LIBRARY - BOARD OF TRUSTEES MEETING**  
**Monday, March 20, 2023**

1. **Quorum**. A quorum was declared present based on the presence of the following Trustees: Grant Zacharias, President; Rodney Picott, Secretary; Maureen Hayes, Trustee; Syed Rizvi, Trustee. and Billie Davis, Trustee. Trustees not present: Sr. Virginia Chiambalero, Vice President; Stephanie Tassello, Treasurer; and Patricia Lifrieri, Trustee. Staff members in attendance were Michelle Galle-Looram, Director; Katherine Heuer and Kimberly Carletta. The meeting commenced at 6:43 P.M. and we attained a quorum at 7:00 P.M. This meeting was open to the public.
  
2. **Motions**.
  - a. **Approved**.
    - i. **February 13 2023 Meeting Minutes**. Motion to approve the Minutes from the February 13, 2023 Orangeburg Library Board meeting was made by Billy Davis and seconded by Maureen Hayes, 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 Billie Davis and seconded by Syed Rizvi, with no abstentions, was unanimously carried by the quorum of Trustees.
    - iii. **Adoption of Policies**. President Grant Zacharias presented the findings of our Policy Committee meeting held on 1 March, 2023 to the board of trustees. The board president presented each one individually for the board's consideration, with Maureen Hayes making the motion, and Billie Davis seconding each motion respectively. Conduct Policy was approved unanimously by the quorum of trustees. Public Computers & Internet Policy was approved unanimously by the quorum of trustees. Trustee Education Policy was approved unanimously by the quorum of trustees. Finally, the "Family Leave" provision of the Personnel Policy (page#29) was approved unanimously by the quorum of trustees.
    - iv. **Annual state report**. Motion to approve the annual state report previously submitted by Michelle Galle-Looram (unspecified date in March of 2023) was made by Billie Davis and seconded by Syed Rizvi, with no abstentions. Approved unanimously by the quorum of trustees.
    - v. **Heart Start FRX AED**. Michelle Galle-Looram informed the board that it would be in the best interests of our library patrons, that the Orangeburg Library purchase a PHILLIPS Heart Start FRX automated external defibrillator using a state grant. The price quote was given as one thousand four hundred forty-four dollars and ninety-two cents (\$ 1444.92), and the amount paid by the library would be offset by the grant money. Grant Zacharias and the board thought that it was a good idea to make the purchase. Maureen Hayes made a motion to purchase the item, and it was seconded by Rodney Picott, with no abstentions. The motion was unanimously approved by the quorum of trustees.

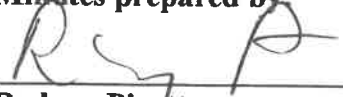


- vi. Adjourn. Motion to adjourn the Library Board meeting until the next scheduled April 17, 2023 meeting made by Rodney Picott and seconded by Billie Davis, with no abstentions. Motion to adjourn the meeting was unanimously approved by the quorum of trustees Meeting adjourned at 7:35 P.M.

3. Discussion. Topics discussed:

- a. Public Comments. Members of the public NOT in attendance.
- b. Berard & Associates. Director informed the board that the 17 April, 2023 board meeting will be “very important” and that this body must have a quorum of members present at that time. We all agreed to move the meeting time up (18:00 hrs.), in order to allow for the board of trustees to transact their usual business. Michelle Galle-Looram added that the auditor will likely be recommending that we set up some kind of “investment or financial policy”, as we recently gave her the authorization to place one hundred thousand dollars (\$100,000) into a certificate of deposit account. Additionally, she stated that it is imperative that our board of trustee treasurer be present for this meeting with the Berard & Associates.
- c. Public participation. Syed Rizvi expressed concern about the public participation in our monthly meeting
- d. Nominating committee. Michelle Galle-Looram advised the board of trustees that we have several applications and resumes for the one open seat on the board of trustees.
- e. Board of trustees participation. Michelle Galle-Looram and Rodney Picott advised the board of trustees that it hasn’t gone unnoticed that we have had only five (5) board of trustees members present in our in recent monthly meetings. A quorum of five (5) in the February and March meetings respectively. In our 1 March, 2023 Policy Committee meeting, Syed Rizvi and Rodney Picott were the only two members present, along with the director and board president. Billie Davis was contacted and asked to attend this month’s meeting, in order to have a quorum, and made the sacrifice even though she was trying to recover from her illness.
- f. Board of trustees candidates. Michelle Galle-Looram had posted a bulletin on our library website soliciting new members. As of the March monthly meeting, we now have three applications and resumes for the vacant board seat. She will contact each of them and invite them to our 17. April 2023 monthly meeting.

Minutes prepared by:

  
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**Rodney Picott**  
17 April, 2023