

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

Wednesday November 15, 2017 AT 3:30 PM
REGULAR MEETING

I. CALL TO ORDER

II. ACCEPTANCE OF THE AGENDA

- A. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated November 15, 2017.

Motion _____ Second: _____ Vote: _____

III. APPROVAL OF THE MINUTES [section 1]

- A. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the October 11, 2017 Regular meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. REPORT FROM FRIENDS OF THE LIBRARY

VI. ANNOUNCEMENTS

- 8 Donations in Memory of John Wood as of 11/7/17 totaling \$825.00
1 Donation in honor of Judy Daniels Birthday in the amount of \$100.00

VII. CORRESPONDENCE

Email from YA Librarian Amy Wahl (to be discussed under new business)

VIII. LIBRARY REPORTS

Director (No report Director is on Maternity Leave)
Family
Young Adult
Reference
Technical Services/Circulation Statistics (Complete Sept. & Oct. statistics)

- A. Resolved that the Board of Trustees of the Hampton Library accepts the Director's Report and Departmental Reports for the period October 1, 2017 through October 31, 2017.

Motion _____ Second _____ Vote: _____

IX. UNFINISHED BUSINESS [section 4]

X. NEW BUSINESS [section 5]

◆ *Operational Resolution to follow*

XI. PERSONNEL REPORT [section 6]

A. Resolved that the Board of Trustees of the Hampton Library approves to enter executive session for personnel matters at _____p.m.

Motion _____ Second _____ Vote: _____

Executive session ended at _____ p.m.

XII. FINANCIALS [section 7]

A. DISBURSEMENTS

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 10/11/2017-10/20/2017 numbered 14243-14272 in the amount of \$25033.86

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 11/08/2017 numbered 14273-14306 in the amount of \$30267.22

Motion _____ Second _____ Vote: _____

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 09/27/2017- 10/10/2017 in the amount of \$26083.32 and 10/11/2017-10/24/2017 in the amount of \$26268.60

Motion _____ Second _____ Vote: _____

C. FINANCIAL REPORTS

- a. Resolved that the Board of Trustees of the Hampton Library accepts the Operating Financial Reports prepared by Danielle Menchise, the Library’s Business Manager, for the period 010/01/2017-10/31/2017.

Motion _____ Second _____ Vote: _____

XIII. OPERATIONAL RESOLUTIONS

XIV. ADJOURNMENT

- A. Resolved that the Board of Trustees of the Hampton Library approves to adjourn the meeting at _____ p.m.

Motion _____ Second _____ Vote: _____

NEXT MEETING OF THE BOARD OF TRUSTEES ►

Regular Monthly Meeting: Wednesday, December 20, 2017 at 3:30 pm