

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**

**Wednesday September 20, 2017**

**BUDGET HEARING with REGULAR MEETING to Follow**

**I. CALL TO ORDER**

**II. BUDGET HEARING**

**III. ACCEPTANCE OF THE AGENDA**

A. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated September 20, 2017.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**IV. APPROVAL OF THE MINUTES [section 1]**

A. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the August 16, 2017 Regular meeting.

Motion \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**V. PERIOD FOR PUBLIC EXPRESSION**

**VI. REPORT FROM FRIENDS OF THE LIBRARY**

**VII. REVIEW OF AUDIT BY GREG FERRARIS**

**VIII. ANNOUNCEMENTS**

\$300 from Margaret Southern to the 2017 Annual Appeal

**IX. CORRESPONDENCE**

Letter from Employee Jill Burdge

**X. LIBRARY REPORTS**

Director

Family

Young Adult

Reference

Technical Services/Circulation Statistics

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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**XI. UNFINISHED BUSINESS [section 4]**

Building Maintenance – Painting  
Friends Thank You Party

**XII. NEW BUSINESS [section 5]**

Date of October Board Meeting  
Maternity Leave Plan

**XIII. PERSONNEL REPORT [section 6]**

Discussion of Personnel Issues:  
Letter from Jill Burdge  
Staff Raises for FY 2018  
Maternity Leave Stipend

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.

**XIV. FINANCIALS [section 7]**

**A. DISBURSEMENTS**

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 08/16/2017 to 09/11/2017 numbered 14147-14158 in the amount of \$9090.94

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 09/13/2017 numbered 14159-14203 in the amount of \$50618.20

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 07/19/2017-08/01/2017 in the amount of \$26455.90 and 08/02/2017-08/15/2017 in the amount of \$26892.47

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 08/01/2017-08/31/2017.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**XV. OPERATIONAL RESOLUTIONS**

- A. Resolved that the Board of Trustees of the Hampton Library approves the Full Time employment of Shannon Galasso having completed her three month probationary period.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- B. Resolved that the Board of Trustees of the Hampton Library approves the Full Time employment of Megan Smead having completed her three month probationary period.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- C. Resolved the Board of Trustees approves a Stipend in the amount of \$500 per pay period (Pay periods dating: 10/11/17-10/24/17, 10/25/17-11/7/17, 11/22/17-12/5/17, 12/6/17-12/19/2017 and 12/20/2017-1/2/2018) for Business Manager Danielle Menchise, while Director Harris is on Maternity Leave.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- D. Resolved the Board of Trustees of the Hampton Library approve staff raises for fiscal year 2018 pending the approval of the 2018 Budget at the Annual Budget Vote and Trustee Election.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

- E. Resolved that the Board of Trustees of the Hampton Library approves the Annual Audit for Fiscal Year 2016 as prepared by GNFerraris

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote: \_\_\_\_\_

**XVI. 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, October 18, 2017 at 3:30 pm**