

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

**December 16, 2015 at 3:30 pm**  
**REGULAR MEETING\***

\* Board Meeting will immediately Follow 3:30 pm Construction Project Meeting

**AGENDA**

**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 December 16, 2015.

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 November 18, 2015 regular monthly meeting.

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

**IV. PERIOD FOR PUBLIC EXPRESSION**

**V. ANNOUNCEMENTS**

2015 Annual Appeal as of 12/10/15 is at \$47850.00 with 98 donors\*

2014 Annual Appeal as of 12/10/14 was at \$37145.00 with 116 donors

2014 Annual Appeal Total \$60750.00 with 190 donors

\*Donation of \$10,000 by Phyllis Davis with \$5,000 earmarked for Local History

**VI. CORRESPONDENCE [section 2]**

Thank You Card From Amy  
Email From Arthur Kalita

**VII. REPORTS [section 3]**

- 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 November 1, 2015 through November 30, 2015.

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

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

- HVAC upgrade
- Water Fountains ◆
- Policy Committee Meeting

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

*(page) denotes information attached and its location in Board Packet*  
◆ *Operational Resolution to follow*

**X. 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.  
Directors Review 2015

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

**XI. FINANCIALS [section 7]**

**A. DISBURSEMENTS**

a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 11-18-15 to 12-4-15 numbered 13136-13144 in the amount of \$215231.47

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

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 12-10-15 numbered 13145-13175 in the amount of \$22204.69

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

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 10/28/2015 – 11/10/2015 in the amount of \$22799.67 and 11/11/2015 – 11/24/2015 in the amount of \$22433.43

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 11/01/15-11/30/15

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

**XII. OPERATIONAL RESOLUTIONS**

- A. Resolved that the Board of Trustees of the Hampton Library contracts with D&S Mechanical to install new water fountains in the amount of \$15,200.00

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

**XIII. 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 ► Wednesday, 1/20/2016**

**Reorganization Meeting at 3:30pm followed by Regular Monthly Meeting**