

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

**February 17, 2016 at 3:30pm**

**(A brief Construction Project meeting will occur prior to the meeting)**

**REGULAR 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 February 17, 2016.

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 January 20, 2016 annual reorganization meeting.

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

- B. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the January 20, 2016 regular monthly meeting.

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

**IV. PERIOD FOR PUBLIC EXPRESSION**

**V. ANNOUNCEMENTS**

2015 Annual Appeal as of 02/11/2016 is at \$72315.00 with 177 donors\*

2014 Annual Appeal Total \$60750.00 with 190 donors

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

Donation of \$125 from Randy Parsons as a Thank You for use of the program room.

**VI. CORRESPONDENCE [section 2]**

Letter of Resignation from Trustee Mary Davis Lee

**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 January 1, 2016 through January 31, 2016.

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

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

HVAC upgrade  
Annual Review of Long Range Plan

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

Lifting overdue fines  
Library Advocacy Day ◆

◆ *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.

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 1-20-16 to 01-29-16 numbered 13228-13233 in the amount of \$3857.22

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

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02-10-16 numbered 13234-13272 in the amount of \$35790.23

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

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 12/23/2015 – 01/05/2016 in the amount of \$24220.90 and 01/06/2016 – 01/19/2016 in the amount of \$24822.88

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 01/01/16-01/31/16

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

**XII. OPERATIONAL RESOLUTIONS**

- A. Resolved that the Board of Trustees of the Hampton Library approves Director Kelly A. Harris attending the PLDA sponsored Library Advocacy and Professional Development Day in Albany, NY and the expenses accrued (hotel, transportation, food) not to exceed \$400.00

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, 3/16/2016**