

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

March 16, 2016 at 3:30pm

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 March 16, 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 February 17, 2016 annual reorganization meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

2015 Annual Appeal as of 03/09/2016 is at \$72315.00 with 177 donors* (no change)
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]

Letter of Resignation from Trustee Matt Rojano

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 February 1, 2016 through February 29, 2016.

Motion _____ Second _____ Vote: _____

VIII. UNFINISHED BUSINESS [section 4]

HVAC upgrade
Lifting Overdue Fines ♦

IX. NEW BUSINESS [section 5]

Fence
Annual Report to New York State ♦
Open Bridgehampton Trustee seat ♦

♦ *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 2-17-16 to 03-01-16 numbered 13273-13288 in the amount of \$10600.67

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 03-09-16 numbered 13289-13322 in the amount of \$34831.65

Motion _____ Second _____ Vote: _____

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 01/20/2016 – 02/02/2016 in the amount of \$24087.99 and 02/03/2016 – 02/16/2016 in the amount of \$23701.07

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 02/01/16-02/29/16

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves no longer collecting fines for overdue library materials

Motion _____ Second _____ Vote: _____

- B. Resolved that the Board of Trustees of the Hampton Library approves the Annual Report to New York State as prepared by Director Kelly A. Harris

Motion _____ Second _____ Vote: _____

- C. Resolved that the Board of Trustees of the Hampton Library appoints Matthew Rojano to represent Bridgehampton on the Board of Trustees of the Hampton Library in Bridgehampton.

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, 4/20/2016