

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

April 20, 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 April 20, 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 March 16, 2016 meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

VI. CORRESPONDENCE [section 2]

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
Overdue Fines
Fence

IX. NEW BUSINESS [section 5]

CO Detectors

Accredited Agent to Assist U.S. Department of Veteran Affairs

Set meeting dates for Policy, Long Range Planning and Finance Committees*

**everyone should bring their calendars to hash out meeting dates.*

◆*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 3-16-16 to 04-04-16 numbered 13323-13333 in the amount of \$145879.62

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 04-13-16 numbered 13334-13371 in the amount of \$28221.13

Motion _____ Second _____ Vote: _____

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 02/17/2016 – 03/01/2016 in the amount of \$27170.84 and 03/02/2016 – 03/15/2016 in the amount of \$23774.24

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 03/01/16-03/31/16

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves to increase Business Manager Danielle Menchise hourly rate to \$36.00/hr as of Payroll ending March 29, 2016. Nunc pro tunc

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, 5/18/2016