

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

May 20, 2015 at 3:30 pm

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 May 20, 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 April 15, 2015 regular monthly meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

VI. CORRESPONDENCE [section 2]

Letter from Southampton Town- Building Permit Fee Waived

VII. REPORTS [section 3]

Director
Family Department
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 April 1, 2015 through April 30, 2015.

Motion _____ Second _____ Vote: _____

VIII. UNFINISHED BUSINESS [section 4]

HVAC upgrade

IX. NEW BUSINESS [section 5]

Annual Audit for Fiscal Year 2014◆
Capitalization Policy◆
Proposed 2016 Budget
◆*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.

◆*Operational Resolution to follow*

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 4-15-15 to 4-22-15 numbered 12775-12787 in the amount of \$8124.08

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 05/14/15 numbered 12788-12836 in the amount of \$45639.11

Motion _____ Second _____ Vote: _____

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 03/18/2015 – 03/31/2015 in the amount of \$21519.28 and 04/01/2015 – 04/14/2015 in the amount of \$21821.25.

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 4/01/15-4/30/15

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library accepts the Financial Statements and Management letter for the Library's Annual Audit for fiscal year 2014.

Motion _____ Second _____ Vote: _____

- B. Resolved that the Board of Trustees of the Hampton Library approves the Capitalization Policy.

Motion _____ Second _____ Vote: _____

- C. Resolved that the Board of Trustees of the Hampton Library approves the employment of Stacey Cagno-Schlib as a Reference Librarian after the completion of her probationary period.

Motion _____ Second _____ Vote: _____

- D. Resolved that the Board of Trustees of the Hampton Library approves the employment of Paul Zukowski as a Reference Librarian after the completion of his probationary period.

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, 6/17/2015 at 3:30 pm