

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

**WEDNESDAY, DECEMBER 21, 2016**  
**REGULAR MEETING**

**I. CALL TO ORDER**

**II. PRESENTATION OF FRIENDS DONATION**

**III. ACCEPTANCE OF THE AGENDA**

- A. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated December 21, 2016.

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

**IV. APPROVAL OF THE MINUTES [section 1]**

- A. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the November 16, 2016 meeting.

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

**V. PERIOD FOR PUBLIC EXPRESSION**

**VI. ANNOUNCEMENTS**

2016 Annual Appeal as of 12/14/16 is at \$27650.00 with 85 Donors

2015 Annual Appeal as of 12/14/15 was at \$56225.00 with 115 Donors

**VII. CORRESPONDENCE [section 2]**

**VIII. 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, 2016 through November 30, 2016.

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

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

HVAC upgrade

Building Maintenance – Painting

Trustee Retreat

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

**XI. PERSONNEL REPORT [section 6]**

Annual Review and Director's Contract

- 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: \_\_\_\_\_

**XII. FINANCIALS [section 7]**

**A. DISBURSEMENTS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 11/16/16 numbered 13718-13728 in the amount of \$8006.00

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

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 12-14-16 numbered 13729-13769 in the amount of \$25282.24

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

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 10/26/2016 – 11/08/2016 in the amount of \$22696.13 and 11/09/2016 – 11/22/2016 in the amount of \$22709.80.

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 11/01/16-11/31/16

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

**XIII. OPERATIONAL RESOLUTIONS**

A. Resolved that the Board of Trustees of the Hampton Library approves the Director's Contract

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

**XIV. ADJOURNMENT**

B. 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 ►

**Reorganization Meeting: Wednesday, January 18, 2017 at 3:30 pm  
Regular Monthly Meeting to Follow.**