

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

WEDNESDAY, NOVEMBER 16, 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 October 19, 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 October 19, 2016 meeting.

Motion _____ Second: _____ Vote: _____

V. PERIOD FOR PUBLIC EXPRESSION

VI. ANNOUNCEMENTS

2016 Annual Appeal as of 11/10/16 is at \$3050.00 with 9 Donors

2015 Annual Appeal as of 11/10/15 was at \$9025.00 with 17 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 September 1, 2016 through September 30, 2016.

Motion _____ Second _____ Vote: _____

IX. UNFINISHED BUSINESS [section 4]

HVAC upgrade

Building Maintenance – Painting

Trustee Retreat – Tour of Building

X. NEW BUSINESS [section 5]

SCLS Proposed Budget for FY 2017 ◆

◆ *Operational Resolution to follow*

XI. PERSONNEL REPORT [section 6]

Discussion of Staff Raises for FY 2017 ◆

CONFIDENTIAL INFORMATION INCLUDED RE: PAYROLL

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 10/19/16 to 11/02/16 numbered 13656-13681 in the amount of \$14152.97

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 11-10-16 numbered 13682-13717 in the amount of \$23171.80

Motion _____ Second _____ Vote: _____

B. PAYROLL

a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 09/28/2016 – 10/11/2016 in the amount of \$23460.04 and 10/12/2016 – 10/25/2016 in the amount of \$22871.42.

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 10/01/16-10/31/16

Motion _____ Second _____ Vote: _____

XIII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves the SCLS Proposed Budget for the 2017 Fiscal Year.

Motion _____ Second _____ Vote: _____

- B. Resolved that the Board of Trustees of the Hampton Library approves pay increases for staff as discussed for the 2017 Fiscal Year.

Motion _____ Second _____ Vote: _____

XIV. ADJOURNMENT

- C. 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, 12/21/2016 at 3:30pm**