

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

June 18, 2014 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 June 18, 2014.

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 May 21, 2014 meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

Annual Appeal as of 6/2014 is at \$45325.00 with 190 Donors
(2012 Appeal \$52,065 with 204 Donors)

VI. CORRESPONDENCE [section 2]

VII. REPORTS[section 3]

Director
Family Department
Reference and Young Adult
Technical Services/Circulation
Long Island Collection

- A. Resolved that the Board of Trustees of the Hampton Library accepts the Director's Report and Departmental Reports for the period May 1, 2014 through May 31, 2014.

Motion _____ Second _____ Vote: _____

VIII. UNFINISHED BUSINESS [section 4]

HVAC upgrade/BNB Proposals/Alternative Cooling

IX. NEW BUSINESS [section 5]

- Policy Committee update
- Retirement Contribution policy ◆
- Per Diem for attendance at conferences ◆

(page) denotes information attached and its location in Board Packet

◆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: _____

The regular meeting was resumed at _____p.m.

XI. FINANCIALS [section 7]

A. DISBURSEMENTS

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 05/21/14-06/06/14 numbered 12274-12282 in the amount of \$18179.40

Motion _____ Second _____ Vote: _____

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 06/11/2014 numbered 12283-12316 in the amount of \$39576.53.

Motion _____ Second _____ Vote: _____

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods in the gross amount: 4/16/2014 – 04/29/2014 in the amount of \$19627.90 and 04/30/2014 – 05/13/2014 in the amount of \$19441.45 and 5/14/14 – 5/27/14 in the amount of \$19013.52.

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 Administrative Assistant, for the period 05/01/14-05/31/14

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

- A.** Resolved that the Board of Trustees of the Hampton Library amend the Retirement Plan Policy as it pertains to the Defined Contribution Retirement Plan eligibility as follows:

Defined Contribution Retirement Plan: To become eligible for this plan, you must complete 1 year of service at the Library, work an average of 1,000 hours a year and be at least 18 years of age. The Library will contribute 3.5% of the employee’s salary automatically to the finding vehicles that the employee has chosen. Speak with the Director for more information.

Motion _____ Second _____ Vote: _____

- B.** Resolved that the Board of Trustees of the Hampton Library approves meal reimbursement for Director Kelly A. Harris while she attends the ALA Annual Conference June 26, 2014 – July 1, 2014 at the current Per Diem Rate of \$71 established by the U.S. General Services Administration for a total not to exceed \$426.00.

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, 7/18/2014 at 9:30am*