

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

**October 15, 2014 at 3:30pm**  
**Regular Monthly Board Meeting**

**AGENDA**

**I. CALL TO ORDER**

**II. SWEARING IN OF NEW TRUSTEES**

**III. APPOINTMENT OF OFFICERS**

- A. As per the Hampton Library in Bridgehampton Trustee Bylaws current Vice President Bruce Kaplan is appointed President Pro Tempore.
  
- B. President Pro Tempore Bruce Kaplan appoints Louise Collins as Vice President Pro Tempore.
  
- C. President Pro Tempore Bruce Kaplan appoints Jackie Poole as Treasurer Pro Tempore.

**IV. ACCEPTANCE OF THE AGENDA**

- V. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated October 15, 2014.

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

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

- A. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the September 17, 2014 meeting.

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

**VII. PERIOD FOR PUBLIC EXPRESSION**

**VIII. ANNOUNCEMENTS**

\$5,000 grant from the Ovarian Cancer Research Fund  
\$25.00 donation from Laura Liamero in memory of Richard Hendrickson

**IX. CORRESPONDENCE [section 2]**

**X. REPORTS[section 3]**

Director  
Family Department  
Reference and Young Adult  
Technical Services/Circulation

A. Resolved that the Board of Trustees of the Hampton Library accepts the Director's Report and Departmental Reports for the period September 1 through September 30, 2014.

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

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

HVAC upgrade/BNB financing  
Library front walkway

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

SCLS Resource Sharing Code ◆  
Conference Reimbursement (Per Diem) Policy ◆  
NYLA Conference attendance◆  
Trustee Workshop at SCLS  
Trustee Monthly Meeting Schedule for 2015

**XIII. 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.

**XIV. FINANCIALS [section 7]**

**A. DISBURSEMENTS**

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 9/17/14 to 10/1/14 numbered 12459-12471 in the amount of \$21546.86

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

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 10/9/14 numbered 12472-12500 in the amount of \$21785.76

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: 8/20/2014 – 09/02/2014 in the amount of \$19126.52 and 09/3/2014 – 09/16/2014 in the amount of \$19238.90

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 09/01/14-09/30/14

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

**XV. OPERATIONAL RESOLUTIONS**

- A. Resolved that the Board of Trustees of the Hampton Library approves the amended Suffolk Cooperative Library System Resource Sharing Code.

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

- B. Resolved that the Board of Trustees of the Hampton Library approves to adopt the Conference Reimbursement Policy as recommended by the Policy Committee.

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

- C. Resolved the Board of Trustees of the Hampton Library approve food, hotel and conference fees not to exceed \$970 for Director Kelly A. Harris, to attend the NYLA Annual Conference.

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

- D. Resolved the Board of Trustees of the Hampton Library approve food, hotel and conference fees not to exceed \$970 for Librarian Josh Perry, to attend the NYLA Annual Conference.

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

- E. Resolved the Board of Trustees of the Hampton Library approve food, mileage and conference fees not to exceed \$750 for Librarian Kim Zettwoch, to attend the NYLA Annual Conference.

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

## **XVI. 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, 11/19/2014 at 3:30 pm**