

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

November 19, 2014 at 3:30pm

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 November 19, 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 October 15, 2014 meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

2014 Annual Appeal donations are \$9500.00 with 18 Donors as of 11/14/2014
(As compared to 2013 \$13830.00 with 63 Donors)

*The appeal mailing went out on 11/7 in 2014 and on 11/1 in 2013

VI. CORRESPONDENCE [section 2]

Kim Zettwoch Letter of Resignation

VII. 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 July 1, 2014 through July 31, 2014.

Motion _____ Second _____ Vote: _____

VIII. UNFINISHED BUSINESS [section 4]

HVAC upgrade/BNB financing
Library front walkway –Tabled until Spring

IX. NEW BUSINESS [section 5]

SCLS Budget for 2015 ♦
Tax Cap/ Tax Freeze Legislation
Policy Committee - Job Descriptions
Circulation Migration - Upgrade to Sierra
Trustee Annual Workshop Wrap-up
Friends of the Library fundraising

(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: _____

Staff Restructuring
Staff Raises – CONFIDENTIAL ♦

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 10-14-14 to 10-22-14 numbered 12501-12515 in the amount of \$15526.27

Motion _____ Second _____ Vote: _____

b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 11/14/14 numbered 12516-12559 in the amount of \$28000.91

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: 9/17/2014 – 09/30/2014 in the amount of \$18809.87 and 10/1/2014 – 10/14/2014 in the amount of \$18917.14 and 10/15/2014-10/28/2014 in the amount of \$18924.13.

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 10/01/14-10/31/14

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves the proposed operating budget for the Suffolk Cooperative Library System for fiscal year 2015.

Motion _____ Second _____ Vote: _____

- B. Resolved that the Board of Trustees of the Hampton Library approves the pay raises for the professional, support and hourly staff for 2015.

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, 12/17/2014 at 3:30 pm