

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

February 18, 2015 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 February 18, 2015.

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 January 21, 2015 Reorganizational meeting.

Motion _____ Second: _____ Vote: _____

B. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the January 21, 2015 Regular monthly meeting.

Motion _____ Second: _____ Vote: _____

IV. PERIOD FOR PUBLIC EXPRESSION

V. ANNOUNCEMENTS

2014 Annual Appeal donations are \$59550.00 with 185 Donors as of 02/12/2015
(As compared to 2013 Appeal \$43575.00 with 183 Donors as of 2/12/2014)

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

VI. CORRESPONDENCE [section 2]

VII. REPORTS [section 3]

Director
Family Department
Reference and Young Adult
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 January 1, 2015 through January 31, 2015.

Motion _____ Second _____ Vote: _____

VIII. UNFINISHED BUSINESS [section 4]

HVAC upgrade
Library front walkway –Tabled until Spring
Policy Committee - Job Descriptions

IX. NEW BUSINESS [section 5]

Sagaponack School Library Visits

◆ *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 1-21-15 to 1-29-15 numbered 12650-12662 in the amount of \$9096.28

Motion _____ Second _____ Vote: _____

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02/12/15 numbered 12663-12699 in the amount of \$40647.29

Motion _____ Second _____ Vote: _____

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 12/24/2014 – 01/06/2015 in the amount of \$19904.44 and 01/07/2015 – 01/20/2015 in the amount of \$22234.96.

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 1/01/15-1/31/15

Motion _____ Second _____ Vote: _____

XII. OPERATIONAL RESOLUTIONS

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, 3/18/2015 at 3:30 pm