

MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY

June 15, 2016 at 3:30pm

REGULAR MEETING AGENDA

I. CALL TO ORDER

II. MOMENT OF SILENCE FOR VICTIMS OF THE ORLANDO SHOOTING

III. ACCEPTANCE OF THE AGENDA

A. Resolved that the Board of Trustees of the Hampton Library approves the proposed agenda dated June 15, 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 May 18, 2016 meeting.

Motion _____ Second: _____ Vote: _____

V. PERIOD FOR PUBLIC EXPRESSION

VI. ANNOUNCEMENTS

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 May 1, 2016 through May 31, 2016.

Motion _____ Second _____ Vote: _____

IX. UNFINISHED BUSINESS [section 4]

- HVAC upgrade
- Long Range Plan Committee (Tabled until September)
- Hamptons Take Two Film Festival Donation ♦
- 2017 Draft Budget

X. NEW BUSINESS [section 5]

Job Descriptions ♦

♦ *Operational Resolution to follow*

XI. 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: _____

XII. FINANCIALS [section 7]

A. DISBURSEMENTS

- a. Resolved that the Board of Trustees of the Hampton Library approves the prepayments of checks dated 5-18-16 to 06-08-16 numbered 13418-13432 in the amount of \$5912.21

Motion _____ Second _____ Vote: _____

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 06-09-16 numbered 13433-13465 in the amount of \$26850.19

Motion _____ Second _____ Vote: _____

B. PAYROLL

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 04/27/2016 – 05/10/2016 in the amount of \$24071.74 and 05/11/2016 – 05/24/2016 in the amount of \$23712.66.

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 05/01/16-05/31/16

Motion _____ Second _____ Vote: _____

XIII. OPERATIONAL RESOLUTIONS

- A. Resolved that the Board of Trustees of the Hampton Library approves purchase of an a _____ page advertisement in the Hamptons Take Two Documentary Film Festival Program in the amount of \$_____

Motion _____ Second _____ Vote: _____

- B. Resolved that the Board of Trustees of the Hampton Library approves the Business Manager Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- C. Resolved that the Board of Trustees of the Hampton Library approves the Circulation Clerk Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- D. Resolved that the Board of Trustees of the Hampton Library approves the InterLibrary Loan Coordinator Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- E. Resolved that the Board of Trustees of the Hampton Library approves the Head of Technical Services Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- F. Resolved that the Board of Trustees of the Hampton Library approves the Technical Services Clerk Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- G. Resolved that the Board of Trustees of the Hampton Library approves the Reference Librarian Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- H. Resolved that the Board of Trustees of the Hampton Library approves the Youth Services Librarian Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

- I. Resolved that the Board of Trustees of the Hampton Library approves the Youth Services Clerk Job Description as recommended by the Policy Committee.

Motion _____ Second _____ Vote: _____

XIV. 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, 7/20/2016 at 10:00 AM
PLEASE NOTE THE TIME CHANGE!**