

**MEETING OF THE BOARD OF TRUSTEES OF THE HAMPTON LIBRARY**  
**WEDNESDAY, FEBRUARY 15, 2017**  
**REGULAR MEETING**

**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 15, 2017.

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 18, 2017 Organization meeting.

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

- B. Resolved that the Board of Trustees of the Hampton Library approves the minutes of the January 18, 2017 Regular meeting.

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

**IV. PERIOD FOR PUBLIC EXPRESSION**

**V. REPORT FROM FRIENDS OF THE LIBRARY – No Report**

**VI. ANNOUNCEMENTS**

2016 Annual Appeal as of 2/10/2017 is at \$47000.00 with 155 Donors

2015 Annual Appeal as of 2/10/2016 was at \$72315.00 with 177 Donors

**VII. CORRESPONDENCE [section 2]**

**VIII. LIBRARY 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 January 1, 2017 through January 31, 2017.

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

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

HVAC upgrade ♦  
Building Maintenance – Painting

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

TIAA Retirement Investment Options ♦  
Annual Report to New York State ♦  
Friends Barn Party Deposit ♦

♦*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 01/18/2017 to 02/02/2017 numbered 13814-13829 in the amount of \$7135.94

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

- b. Resolved that the Board of Trustees of the Hampton Library approves the disbursements of checks dated 02/10/2017 numbered 13830-13857 in the amount of \$27624.15

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

**B. PAYROLL**

- a. Resolved that the Board of Trustees of the Hampton Library approves the payroll for the periods 12/21/2016 - 01/03/2017 in the amount of \$24065.34 and 01/04/2017 - 01/17/2017 in the amount of \$24623.58.

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 01/01/2017-01/31/2017

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

**XIII. OPERATIONAL RESOLUTIONS**

- A. Resolved the Board of Trustees of the Hampton Library approves the proposal by D&S Mechanical for the replacement of the \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

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

- B. Resolved the Board of Trustees of the Hampton Library approves Life Cycle Funds as the default account option for employees participating in the Library's TIAA 403b retirement plan.

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

- C. Resolved the Board of Trustees of the Hampton Library approves the New York State Annual Report for Public and Association Libraries for Fiscal Year 2016 as prepared by Director Kelly A. Harris

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

- D. Resolved the Board of Trustees of the Hampton Library approves paying a deposit of \$3,000 to Bay Burger Catering on behalf of the Friends of the Library for their Summer Barn Party to benefit the Library to be reimbursed by the Friends before the end of the year.

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

**XIV. ADJOURNMENT**

- E. 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 ►**

**Regular Monthly Meeting: Wednesday, March 15, 2017 at 3:30 pm**