

TIPPECANOE COUNTY PUBLIC LIBRARY
SPECIAL YEAR-END BOARD MEETING
627 South Street, Lafayette, Indiana
December 20th, 2016

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on December 19th, 2016 in conformity with the Indiana Open Meeting Act.

PRESENT:

Mida Grover, President
Gail Summers, Secretary
Stephen Bultinck, Treasurer
Brandon Hawkins, Member
Dave Lahr, Member
Dinah McClure, Member

ABSENT:

Lora Goonewardene, Vice-President

GUESTS

Jos N. Holman, County Librarian

Board President Mida Grover called the meeting to order at 5:40 p.m.

With the focus of the meeting being the reconciliation of year-end financial matters, the County Librarian directed the Board's attention to a spreadsheet representing the 2016 budget. Mr. Holman pointed out several negative budget lines along with the total amount of the unexpended budget. He indicated a secondary objective of the meeting was to turn negative budget lines into positive territory, approve the 2017 staff hourly range for each position, and approve year-end invoices for claim payments. Mr. Holman mentioned there is one more payroll for 2016 not included in the list of claims being presented.

Under the heading of **New Business**, Board Treasurer Stephen Bultinck moved to approve the 2017 Salary Ordinance as presented. Board Secretary Gail Summers seconded the motion. The County Librarian commented there were no changes to the ordinance as it was exactly the same as last year. The vote was taken and the motion passed. Board member Dinah McClure moved to approve the Resolution of Transfer of Funds to the 2016 Operating budget to decrease the specified appropriation balances and transfer funds to the appropriate budget lines. Mr. Bultinck seconded the motion and it passed. The County Librarian commented on two different encumbrances from the 2016 budget. The first item accommodates the rekeying of the downtown library. The quote by Haley's Lock and Key will utilize physical keys and migrate to a restricted key system. The keys in the building have not been changed since the building opened in 1989. The second item allows TCPL to use unspent

dollars in the furniture and equipment line to purchase 8 desktop computers. The purchases will jumpstart the replacement of computers in the next fiscal year. Mrs. Summers moved to approve the 2016 Operating Fund Encumbrances, which totaled \$9,121.50. Ms. McClure provided a second and the motion passed. With the previous actions taken, the Board considered the total amount of appropriations actually underspent in 2016. Mr. Holman stated part of the unexpended appropriations could be used to support the 2017 Operating budget. Mr. Bultinck moved to approve the Resolution to Reduce the 2016 Operating Budget. Board member Dave Lahr provided a second and the motion passed.

Under the heading of **Other Business**, Mr. Bultinck moved to approve the grand total of the claims listing presented by the County Librarian, numbered 25615 to 25670 for a grand total of \$248,962.98. Ms. McClure seconded the motion and it passed unanimously.

There was no **Old Business**.

Board member Brandon Hawkins moved to adjourn the meeting at 5:55 p.m. Mrs. Summers seconded the motion and it carried.

Gail Summers, Secretary

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