

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
SPECIAL YEAR-END BOARD MEETING  
627 South Street, Lafayette, Indiana  
**December 20<sup>th</sup>, 2017**

**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 18<sup>th</sup>, 2017 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 5:00 p.m.

With the focus of the meeting the reconciliation of year-end financial matters, the County Librarian directed the Board's attention to an overhead projection of a financial report representing the 2017 budget. Mr. Holman pointed out several negative budget lines along with the total amount of the unexpended budget. He indicated the primary focus of the meeting was to turn negative budget lines into positive territory, approve the 2018 staff hourly range for each position, and approve year-end invoices for claim payments. Mr. Holman mentioned there is one other payroll for 2017 that is not included in the list of claims being presented.

Under the heading of **New Business**, Board Treasurer Stephen Bultinck moved to approve the 2018 Salary Ordinance as presented. Board member Dinah McClure seconded the motion. The County Librarian commented there were no changes to the ordinance as it was exactly the same as last year and has not changed since the last review by the Singer Group. The vote was taken and the motion passed. Board member Dinah McClure moved to approve the Resolution of Transfer of Funds to the 2017 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 specific encumbrances from the 2017 budget. The first item plans for the replacement of the roof for TCPL's storage building on Alabama Street. A purchase order of \$7,200 has been issued to a local roofing company. The second encumbered item is for an upgrade to the video security system at

the downtown library. The upgrade includes moving from an analog system to a digital based system including new cameras. The purchase order is with Haley's Lock and Key. Mrs. Summers moved to approve the 2017 Operating Fund Encumbrances, which totaled \$11,235.00. Ms. McClure provided a second and the motion passed. Next, the County Librarian conveyed direction from the State Board of Accounts regarding a negative balance in a fund from 2007. TCPL was advised to zero out the fund by transferring the equivalent amount from a fund with a positive appropriation balance. Ms. McClure moved to approve the resolution to zero out the 2006 Construction Fund. Mr. Bultinck seconded the motion. The motion carried. With the previous actions taken, the Board considered the total amount of appropriations actually underspent in 2017. Mr. Holman stated part of the unexpected appropriations could be used to support the 2017 Operating budget. Mr. Bultinck moved to approve the Resolution to reduce the 2017 Operating Budget by \$382,812.00. 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 26,914 to 26,986 for a grand total for \$598,276.36. Ms. McClure seconded the motion and it passed unanimously.

There was no **Old Business**, however, the County Librarian updated the Board on the most recent conversation with realtor Jim Pitoukkas. The Board will discuss this topic at a future meeting.

Mrs. Summers moved to adjourn the meeting at 5:45 p.m. Mr. Bultinck seconded the motion and it carried.

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Gail Summers, Secretary

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