TIPPECANOE COUNTY PUBLIC LIBRARY
SPECIAL YEAR-END BOARD MEETING
627 South Street, Lafayette, Indiana
December 19th, 2018

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 16th, 2018 in conformity with the Indiana Open Meeting Act.

PRESENT:
Gail Summers, Vice President
Dave Lahr, Treasurer
Brandon Hawkins, Member
Mida Grover, Member
Dinah McClure, Member

ABSENT:
Lora Goonewardene, President
Stephen Bultinck, Secretary

GUESTS
Jos N. Holman, County Librarian

Prior to the meeting, Board members who were present at 4:30 p.m. traveled over to the Red Crown Mini-Museum to hold a grand opening of the 24-Hour Library. The Board gathered in front of the garage bay and cut a ribbon to open the new twenty-four hour service. Several media attended the event along with a few community members and TCPL staff members.

Board Vice President Gail Summers called the meeting to order at 4:52 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 2018 budget. Mr. Holman drew the Board's attention to several negative budget lines in addition to the total amount of the unexpended budget. He indicated the primary focus of the meeting was to turn negative budget lines into positive ones through identified resolutions. Also, Mr. Holman indicated the Board will review and approve the 2019 staff hourly range for each position, and then approve year-end invoices for claim payments.

Under the heading of **New Business**, Board member Dinah McClure moved to approve the 2019 Salary Ordinance as presented. Board member Mida Grover seconded the motion. The County Librarian indicated there was a minor change to the Salary Ordinance as a new grade was inserted for the position of Divisional Librarian. The Assistant County Librarian position was retained as a grade and the County Librarian grade was moved to grade 13. There was no change in the range of pay for the County Librarian. The vote was taken and the motion passed. Ms. McClure moved to approve the Resolution to

Transfer of Appropriations in the 2018 Operating budget to decrease the specified appropriation balances and transfer existing appropriations to the specified budget categories. Mrs. Grover seconded the motion and it passed. Vice President Summers moved to approve the Resolution to Transfer funds to offset exhausted balances in identified budget lines. Ms. McClure provided a second to motion. The motion passed.

The County Librarian presented and proposed an idea to encumber funds from the 2018 budget. The Board did not receive a chance to review and discuss the idea prior to the meeting. Mr. Holman proposed with such a hefty annual maintenance fee, TCPL encumber the upcoming 2019 renewal contract for maintenance of the 24-Hour Library. The Board asked questions and held a discussion regarding taking this approach. The County Librarian suggested encumbering the funds keeps this expense out of the 2019 budget. A purchase order for $15,057 is prepared to be issued to EnvisionWare. Board Treasurer Dave Lahr moved to approve the 2018 Operating Fund Encumbrance to EnvisionWare for annual maintenance of the 24-Hour Library, which totaled $15,057.00. Mrs. Grover provided a second and the motion passed.

With previous actions taken related to budgetary finances, the Board considered the total amount of appropriations actually underspent in 2018. Mr. Holman stated part of the unexpended appropriations could be used to support the 2019 Operating budget. Mrs. Grover moved to approve the Resolution to reduce the 2018 Operating Budget by $300,000. Ms. McClure provided a second and the motion passed.

Under **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian, numbered 28126 to 28189 for a grand total of $884,500.47. Ms. McClure seconded the motion and it passed unanimously.

There was no **Old Business**.

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

Prior to Board members departing, the County Librarian suggested those present raise a glass in honor of Dinah McClure's very last meeting as a Board member. The Board toasted Ms. McClure for her 16 years of service to TCPL with a non-alcoholic sparkling juice.

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Dave Lahr, Treasurer

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