

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
SPECIAL YEAR-END BOARD MEETING  
627 South Street, Lafayette, Indiana  
**December 23<sup>rd</sup>, 2019**

**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 20<sup>th</sup>, 2019 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Gail Summers, Vice President  
Dave Lahr, Treasurer  
Stephen Bultinck, Secretary  
Brandon Hawkins, Member  
Mida Grover, Member  
Mary Springer, Member

**ABSENT:**

Lora Goonewardene, President

**GUESTS**

Jos N. Holman, County Librarian

Board Vice President Gail Summers called the meeting to order at 8:35 a.m.

After a couple of postponements, the traditional December special Board meeting focused on the reconciliation of year-end financial matters took place. To start the meeting, the County Librarian directed the Board's attention to an overhead projection of the financial report representing the 2019 budget. Mr. Holman explained several negative budget lines and pointed out the total amount of the unexpended budget. He indicated Board actions for the meeting includes: 1) Turning negative budget lines into positive ones, 2) Approving the 2020 Salary Schedule listing hourly ranges for each position, 3) Approving year-end invoices for claim payments and 4) Considering encumbrances to carry into 2020. Before motions were made, Mr. Holman mentioned there is one more payroll for 2019 that is not included in the list of claims being presented which impacts personnel budget lines.

Under the heading of **New Business**, Board member Brandon Hawkins moved to approve the 2020 Salary Ordinance as presented. Board Secretary Stephen Bultinck seconded the motion. The County Librarian commented there were no changes to the ordinance since 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. Mr. Bultinck moved to approve the Resolution of Transfer of Funds to the 2019 Operating budget to decrease the specified appropriation balances and transfer funds to the appropriate budget lines. Board member Mida Grover seconded the motion and it passed.

The County Librarian commented on two specific encumbrances of the 2019 budget to help utilize existing budget lines and defray the cost of these items in 2020. The first encumbrance is a repeat of the 2018 encumbrance for maintenance of the 24Hour Library. The annual maintenance expense is just over \$15,000. Carrying over this amount from the 2019 Equipment and Repair budget line will have less of an impact on the same budget line in 2020. The second item to consider for encumbrance is the purchase and installation of security gates for the downtown library and the South branch facility. There are enough dollars within the furniture and equipment budget line to cover these costs. The total amount is estimated at \$28,000. It would be prudent to pay for both of these substantial expenditures from this year's unspent appropriations. The gates will be ordered and installed in the spring of 2020. The 24Hour Library work would be completed in the early fall of 2020. Board member Mary Springer moved to approve the 2019 Operating Fund Encumbrances, which totaled \$43,000. Board Treasurer Dave Lahr provided a second and the motion passed.

Under **Other Business**, Mr. Lahr moved to approve the claims listing as presented by the County Librarian. The actual claims numbered 29294 to 29340 for a grand total of \$513,725.27. The total includes an estimated \$385,000 in bond payments for January 2020. Mr. Bultinck seconded the motion and it passed unanimously.

There was no **Old Business**.

Mr. Hawkins moved to adjourn the meeting at 8:57 a.m. Mrs. Grover seconded the motion and it carried.

---

Stephen Bultinck, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.