

TIPPECANOE COUNTY PUBLIC LIBRARY

Special Year-End BOARD MEETING

627 South Street, Lafayette, Indiana

December 19, 2022

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 Friday, December 16, 2022 in conformity with the Indiana Open Meeting Act.

PRESENT:

Steve Bultinck, President
Mary Springer, Vice-President
Dave Lahr, Treasurer
Mida Grover, Secretary
Grant Fischer, Member
Connie Harper, Member
Kay Walton, Member

ABSENT:

GUESTS

Jos N. Holman, County Librarian

Board President Steve Bultinck chaired the special Board meeting and called it to order at 7:05 p.m. Mr. Bultinck led the Board in reciting the Pledge of Allegiance. A quorum was declared to conduct business for the library.

After a couple of introductory statements, President Bultinck gave County Librarian, Jos N. Holman the floor. Mr. Holman stated the purpose of the year-end special Board meeting was to focus on year-end financial matters that reconcile the year end budget balances and prepares for 2023 financial matters.

Mr. Holman went on to provide background information on the 2022 Operating budget and the specific topics he hoped the Board would act on. He directed the Board's attention to an overhead projection of the financial report representing the 2022 budget. Mr. Holman pointed out and explained several negative budget lines. He also mentioned the total amount of the unexpended budget. He indicated Board actions for the meeting include: 1) Turning negative budget lines into positive ones, 2) Approving the 2023 Salary Schedule listing hourly ranges for each position, 3) Approving year-end invoices for claim payments and 4) Considering encumbrances to carry into 2023 and 5) Considering a Resolution to Transfer Funds. Before any motions were made, Mr. Holman mentioned there is one more payroll for 2022 that is not included in the list of claims being presented which has a minor impact on one personnel budget line.

Under the heading of **New Business**, the Board considered several topics related to financial matters. First, Board Secretary Mida Grover moved to approve the **2023 Salary Ordinance** as presented. Board Vice-President, Mary Springer seconded the motion. The County Librarian commented the information presented reflected the new hourly wages adopted with the Wage/Compensation performed by Segal, Inc. The vote was taken and the motion passed. Board Treasurer Dave Lahr moved to approve the **Resolution of Transfer of Funds** to the 2022 Operating budget to decrease the specified

appropriation balances and transfer funds to the appropriate budget lines. Board member Kay Walton seconded the motion and it passed.

Moving on to the **2022 Encumbrances**, the County Librarian commented on two specific encumbrances of the 2022 budget to help utilize existing budget lines and defray the cost of these items in 2023. The first encumbrance is a repeat of the 2021 encumbrance for maintenance of the 24Hour Library. The annual maintenance expense is just over \$15,000. If we carry over the major part of this amount from the Equipment and Repair budget line, it will have less of an impact in 2023. The second encumbrance is related to purchasing technology equipment associated with the downtown renovation. Specifically, TCPL will purchase wireless access points, switches, and a subscription license for a "cloud controller". The total amount is estimated at \$13,800 There are enough dollars within the furniture and equipment budget line to cover this cost. Mrs. Springer moved to approve the 2022 Encumbrances, which totaled \$29,300.00. Mrs. Grover provided a second and the motion passed. With the previous actions taken, the Board considered the total amount of appropriations actually underspent in 2022. Mr. Holman stated part of the unexpended appropriations could be used to support the 2023 Operating budget. Board Member Connie Harper moved to approve the **Resolution to Reduce Appropriations** to the 2022 Operating Budget by \$450,000.00. Mr. Lahr provided a second and the motion passed. Finally, the Board considered the **Resolution to Transfer Fund to Fund** based on an exhausted BIRF Fund that had a financial obligation in early December. Specifically, \$86,195.00 was needed to make the final payment on the "community outreach vehicle" and there was insufficient money to do so. The payment was made from the Operating Fund and that fund must be repaid in the next fiscal year. Mrs. Grover moved to approve the Resolution to Transfer Fund to Fund to repay \$215,000 to the Operating Fund from the BIRF Fund. Mrs. Walton 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 983 to 1027 for a grand total of \$443,644.95. The total includes \$284,435.00 in bond payments for January 2023. Mrs. Springer seconded the motion and it passed unanimously.

There was no **Old Business**.

There were no members of the public in attendance.

Mr. Lahr moved to adjourn the meeting at 7:45 p.m. Mrs. Springer seconded the motion. The motion passed.

Mida Grover, Secretary

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