TIPPECANOE COUNTY PUBLIC LIBRARY
SPECIAL YEAR-END BOARD MEETING
627 South Street, Lafayette, Indiana
December 17th, 2025

MINUTES

PRESENT:
Grant Fischer, President
Connie Harper, Vice-President
Stephen Bultinck, Treasurer
Terry Ashlock, Secretary
Kay Walton, Member
Sallie Fahey, Member
Melissa McCandless, Member

ABSENT:

GUESTS
Jos N. Holman, County Librarian

Board President Grant Fischer called the meeting to order at 3:02 p.m. County Librarian, Jos. N. Holman suggested to President Fischer that he review a financial document that would provide background and support for the majority of actions the Board needed to take. President Fischer turned the meeting over to Mr. Holman.

Mr. Holman proceeded to share explanatory information on the most recent appropriation report. Using the AV projector and a handout, Mr. Holman presented detailed information on the 2025 year-to-date expenditures based on the operating budget. He commented on various budget lines that were overspent and where appropriate, factors associated with the negative budget lines. With Board action, negative budget lines will be increased in order to have a positive balance. Also, three encumbrances will be presented. Mr. Holman continued with additional financial information and responded to questions related to specific budget lines. Mr. Holman added that one more payroll would be added to the year-end balances. Also, the 2026 Salary Ordinance will need to be approved and a set of claims associated with the 2025 fiscal year.

Under **New Business,** Board Treasurer, Steve Bultinck moved to approve the 2026 Salary Ordinance as presented. Board member, Melissa McCandless seconded the motion. The salary ranges are the same as 2025. The vote was taken and the motion passed. Board member, Sallie Fahey moved to approve the Resolution of Transfer of Funds for the 2025 Operating budget to decrease the specified appropriation balances and transfer funds to the appropriate budget lines. Mr. Bultinck seconded the motion and the motion passed.

Next, the County Librarian commented on three encumbrances for the 2025 budget to help utilize existing budget lines and defray the cost of these items in 2026. The first item has been done several times over the past seven years. It is the annual maintenance agreement for the 24-Hour Library. The agreement is with Envisionware and cost $19,595.00 this year. TCPL received the quote and created a purchase order for this activity. The second item is completely new. For more

than a year, TCPL Automation staff have been working with AVC technology to determine a better way for technological support of the library's physical servers and other IT challenges. Part of this work includes software setup as we migrate to Office365, upgrade our firewall and provide training to staff members for this activity. In 2026 we will move to a monthly charge that is estimated at $4,000 per month. The encumbrance totals $20,486.95. Finally, the flat roof replacement covering the loading dock is still not scheduled. We need to carry over the quote of $36,285.00 into 2026. The quote for this work has been signed. Mrs. McCandless moved to approve the 2025 Operating Fund Encumbrances, which totaled $76,366.95. Board Secretary Terry Ashlock provided a second and the motion passed.

With the previous actions taken, the Board considered the total amount of appropriations actually underspent in 2025. Mr. Holman stated part of the unexpected appropriations could be used to support the 2026 Operating budget. Mr. Bultinck moved to approve the Resolution to Reduce Appropriations for the 2025 Operating Budget by $500,000. Board Vice President Connie Harper provided a second and the motion passed.

On behalf of the Nominating Committee, Mr. Fischer presented the slate of candidates for the TCPL Board officers in 2026. He shared that he spoke to several Board members about the officer positions. President Fischer presented the slate of officers. Connie Harper will serve as President, Sallie Fahey as Vice President, Steve Bultinck as Treasurer, and Terry Ashlock as Secretary. Mr. Bultinck moved to accept the slate and elect all officers by acclimation. Board member Kay Walton provided a second and the motion passed. The new officers take office on January 1, 2026.

Under **Other Business**, Mr. Bultinck moved to approve the claims listing as presented by the County Librarian. The actual claims numbered 873-908 for a grand total of $513,919.03. Mr. Bultinck mentioned the $60,000 transfer from the Operating Fund to the LIRF Fund and the $100,000 transfer from TCPL's checking account to the Flexible Benefits Account. Mrs. Walton seconded the motion and it passed unanimously. The County Librarian shared information related to the absence of the Finance Controller over the next 8-10 weeks. Mr. Holman indicated he would perform most of the basic functions of the bookkeeping tasks.

There was no **Old Business**.

President Fischer moved to adjourn the meeting at 3:40 p.m. Mr. Ashlock seconded the motion and it carried.

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Terry Ashlock, Secretary

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