



# ELKHART PUBLIC LIBRARY

## Agenda

**BOARD OF TRUSTEES' MEETING**  
Tuesday, January 15, 2019  
5:30 p.m.  
**Downtown Location – 300 S. 2<sup>nd</sup> St.**  
**Elkhart, IN**

### **BOARD OF FINANCE MEETING**

- A. ELECT PRESIDENT AND SECRETARY
- B. REVIEW INVESTMENT REPORT AND POLICY
- C. ADJOURN

### **BOARD MEETING**

- A. ROLL AND INTRODUCTION OF GUESTS
- B. CONSENT AGENDA
  1. Adopt Agenda
  2. Minutes of the Last Meeting
  3. Business Manager's Report and Finances
    - a. Preliminary Financial Reports – December 2018
    - b. Claims-to-be-paid – December 2018/January 2019
    - c. Projected Summary of Cash – January/February 2019
    - d. Cash Flow & Investment Recommendation – January through March 2019
  4. Personnel Changes Report
- C. PRESIDENT'S BUSINESS
- D. DIRECTOR'S REPORT
  1. Informational Items
    - 2018 Wrap-Up, 2019 Goals and Priorities
  2. Department Report – Trevor Wendzonka, Manager of Marketing and Public Relations
- E. UNFINISHED BUSINESS
  1. Cancel Temporary Loan (Operating to BIRF) and approve payment of bond principal and interest from Operating
- F. NEW BUSINESS
  1. Job Description: Computer Services Assistant
  2. Salary Schedule 2019
  3. Transfer to LIRF Resolution for 2018
  4. Budget Transfer Resolution for 2018
  5. Encumbrance Resolution for 2018
  6. Resolution To Pay Bills With Prior Approval
- G. Questions and Information from Board, Staff, and Guests

NEXT SCHEDULED BOARD MEETING: February 19 at 5:30 pm at the downtown location, 300



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