



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC)
27W457 WARRENVILLE RD. WARRENVILLE, IL 60555

BOARD OF DIRECTORS

Meeting Minutes Tuesday, April 19, 2016

Meeting Location:

**Messenger Public Library of North Aurora, Illinois
113 Oak St., North
Aurora, IL 60542
(630-896-0240)**

1) Call to Order, Roll Call

Lenora Berendt called the meeting to order at 10:03 a.m.

PRESENT: Lenora Berendt, Director of Berkeley Public Library/LIMRiCC Vice President; Kevin Davis, Administrator of the Messenger Public Library/LIMRiCC Secretary; Jennie Mills, Director of the Shorewood-Troy Public Library/LIMRiCC Director; Jim Kregor, RAILS Library System Finance Director/LIMRiCC Director.

ABSENT: Stacy Wittmann, Director of Eisenhower Public Library/LIMRiCC President

2) Certify Results of Board Election. The Board acknowledged the results of the election.

3) Election of Officers

President – Kevin Davis. Motion made by Lenora Berendt and seconded by Jim Kregor.
Vice President – Jennie Mills. Motion made by Jill Boreham and seconded by Lenora Berendt.

Treasurer – Jim Kregor. Motion made by Jim Kregor and seconded by Lenora Berendt.
Secretary – Jill Boreham – Motion made by Lenora Berendt and seconded by Kevin Davis.

Lenora Berendt - Trustee

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

4) Introduction of Visitors / Public Comments

The following people were also present for the Meeting: From the accounting firm of Lauterbach & Amen, LLP; Wes Levy-Principal, Dave Wargo and Margie Tannehill; Jill Boreham, Human Resources Manager for the Fountaindale Public Library District and Assurance LIMRiCC Representatives, Scott Remmenga and Maryann Mileto.

5) Approval of the Consent Agenda

- a. Approval of Agenda March 15, 2016 Board of Directors Meeting
- b. Acceptance of the LIMRiCC Board Meeting Minutes from March 15, 2016
- c. Approval of the payment of bills for March 16, 2016 through April 15, 2016, LIMRiCC Business Services in the amount of \$5,586.08 (Exhibit B.1)

- d. Approval of the payment of bills for March 16, 2016 through April 15, 2016, Purchase of Health Insurance Program (PHIP) in the amount of \$533,228.03 (Exhibit B.2)
- e. Approval of Balance Sheet and Detail of Expenditures for March 2016 (Exhibit C.1-C.2)

Motion: A motion was made by Lenora Berendt and seconded by Jill Boreham to approve the Consent Agenda items a. thru e. listed above.

Roll Call: All Board Members present voted to approve the Consent Agenda. Items noted above.

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

- 6) Action #1
Payment of Transitional Fee for 2016. Filed in November. Scott recommended to pay out of the reserve. The payment is made to Human & Health Services in the amount of \$24,570.

Motion: A motion was made by Jennie Mills and seconded by Jim Kregor to pay out of the reserve.

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

- 7) Action Item #2
Approve the closing of JSIP Max Safe Checking Account at Wintrust. Wes Levy was contacted by the bank with notification that there is a \$0.00 balance.

Motion: A motion was made by Jim Kregor and seconded by Lenora Berendt to approve closing the JSIP account.

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

- 8) Action Item #3
Approve attendance to the 2016 ILA Conference in October and corresponding expense: \$1,200 for booth #430. \$500.00 deposit due by April 20th. The balance of \$700.00 is due by June 30th.

Motion: A motion was made by Jill Boreham and seconded by Jennie Mills to approve payment of \$1,200.00 in full.

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

- 9) Discussion Item #1
Marketing Materials for ILA Conference
Ideas were discussed for a new logo with white lettering and a red background. The design will include the website address and phone number. The cost for a

personalized tablecloth is \$250.00.

10) Discussion Item #2

Printing signature(s) on checks

Wes Levy will contact the bank to obtain the signature cards. Checks are generally signed at the Board Meeting. New signers are Kevin Davis, President and Jim Kregor, Treasurer. Jennie Mills will come off as a signer. Any checks in an amount over \$10,000 will require two (2) signatures by both Kevin Davis and Jim Kregor. The Board agreed to have one signature printed on the check.

11) Discussion Item #3

A claim update through March 2016 was provided by Assurance; see attachment. Stacy is in the process of transferring the domain to Margie including registration and ownership. The domain expires in 30 days.

There are 15 boxes in storage in LaGrange that need to be moved to Lauterbach & Amen. Jennie has 3 boxes at her office.

12) New Business

- A late fine from Sycamore Library was received. We should pay the late fee and charge it back to the vendor.
- The Board established trustee terms as follows: 3/2, 3/2. Jennie Mills volunteered to hold a one year term to establish staggered terms.
- ILA Conference attendees: Kevin Davis, Jill Boreham and Margie Tannehill
- Chicago Ridge Library is part of SEIU, a union/pool through the village. They are not part of the union. They would like to join LIMRiCC. They have 10 eligible employees.
- Officers were assigned to FOIA – Lenora and Open Meetings – Margie.

13) Closed Session

Not required.

14) Next Board Meeting and Location

The next Board meeting is scheduled to take place on Tuesday, May 17, 2016 at 10:00 a.m. at Messenger Public Library of North Aurora located at 113 Oak Street, North Aurora, IL.

15) Adjournment

A motion was made by Lenora Berendt and seconded by Jill Boreham to adjourn the meeting at 10:46 a.m.

Ayes = 5 Davis, Berendt, Mills, Boreham, Kregor

Nays = 0

The meeting adjourned at 10:46 a.m.

Minutes Prepared by Margie Tannehill, Benefits Manager

Approved

Jill Boreham, Secretary

Date

Library Insurance Management & Risk Control Comb.

Check Register

Checking - Business Services

April 2016

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Illinois Library Association 10-5145	Miscellaneous Expense	132089	1,200.00	1282	04/19/16	<u>1,200.00</u>
Lauterbach & Amen, LLP 10-5200	Audit / Accounting	15479	3,500.00	1283	04/19/16	<u>3,500.00</u>
Regus Management Group, LLC. 10-5115	Rent	1826-8058	886.08	50007	04/19/16	<u>886.08</u>
Check List Total						<u><u>5,586.08</u></u>

**Library Insurance Management & Risk Control Comb.
Check Register**

Checking - PHIP

April 2016

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
BlueCross BlueShield of IL 40-5400	Health Insurance	BCBS - HMO March 2016	166,253.64	2816	04/19/16	<u>166,253.64</u>
BlueCross BlueShield of IL 40-5400	Health Insurance	BCBS - PPO March 2016	324,376.39	2817	04/19/16	<u>324,376.39</u>
Delta Dental of Illinois 40-5405	Dental Insurance	836277	4,527.39	2818	04/19/16	<u>4,527.39</u>
Delta Dental of Illinois 40-5405	Dental Insurance	839514	27,224.17	2819	04/19/16	<u>27,224.17</u>
Vision Service Plan (IL) 40-5415	Vision Insurance	April 2016 - VSP	10,846.44	2820	04/19/16	<u>10,846.44</u>
Check List Total						<u><u>533,228.03</u></u>

**LIMRiCC
BALANCE SHEET
AS OF MARCH 31, 2016**

	JSIP FUND	UCGA FUND	PHIP FUND	BUSINESS SERVICES FUND	TOTAL
ASSETS					
CASH	0.00	1,034,577.11	2,326,938.37	185,394.96	3,546,910.44
PREPAID ADMIN FEE	0.00	0.00	0.00	0.00	0.00
PREPAID EXPENSES	0.00	0.00	21,868.00	1,196.63	23,064.63
ACCOUNTS RECEIVABLE	0.00	0.00	113,887.49	0.00	113,887.49
TOTAL ASSETS	0.00	1,034,577.11	2,462,693.86	186,591.59	3,683,862.56
LIABILITIES					
ACCOUNTS PAYABLE	0.00	0.00	0.00	0.00	0.00
PAYROLL TAXES PAYABLE	0.00	0.00	0.00	0.00	0.00
IMRF PAYABLE	0.00	0.00	0.00	0.00	0.00
DEFERRED REVENUE	0.00	0.00	0.00	0.00	0.00
TOTAL LIABILITIES	0.00	0.00	0.00	0.00	0.00
BEGINNING FUND BALANCE	1,086,309.09	1,064,425.99	1,356,778.22	165,938.08	3,673,451.38
FUND BALANCE DISTRIBUTION	0.00				0.00
RESULTS FROM OPERATIONS	(1,086,309.09)	(29,848.88)	1,105,915.64	20,653.51	10,411.18
	0.00	1,034,577.11	2,462,693.86	186,591.59	3,683,862.56
TOTAL LIABILITIES & FUND BALANCE	0.00	1,034,577.11	2,462,693.86	186,591.59	3,683,862.56

**LIMRiCC
REVENUE & EXPENSE STATEMENT
FOR THE PERIOD THROUGH MARCH 31, 2016**

	<u>JSIP BUDGET</u>	<u>JSIP ACTUAL</u>	<u>UCGA BUDGET</u>	<u>UCGA ACTUAL</u>	<u>PHIP BUDGET</u>	<u>PHIP ACTUAL</u>	<u>BUSINESS SERVICES BUDGET</u>	<u>BUSINESS SERVICES ACTUAL</u>	<u>TOTAL BUDGET</u>	<u>TOTAL ACTUAL</u>
REVENUE										
RECEIPTS FROM MEMBERS	0.00	0.00	307,000.00	148,701.37	0.00	0.00	0.00	0.00	307,000.00	148,701.37
INTEREST	0.00	265.28	510.00	274.22	1,250.00	1,250.98	250.00	254.70	2,010.00	2,045.18
INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	6,868,678.00	5,145,046.13	0.00	0.00	6,868,678.00	5,145,046.13
ADMINISTRATION	0.00	0.00	0.00	0.00	59,202.00	44,120.75	157,520.00	79,560.67	216,722.00	123,681.42
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	27,229.50	25,000.00	27,229.50
TOTAL REVENUE	0.00	265.28	307,510.00	148,975.59	6,929,130.00	5,190,417.86	182,770.00	107,044.87	7,419,410.00	5,446,703.60
OPERATING EXPENSES										
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	95,850.00	38,450.06	95,850.00	38,450.06
TEMPORARY HELP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FICA	0.00	0.00	0.00	0.00	0.00	0.00	7,333.00	2,967.27	7,333.00	2,967.27
IMRF	0.00	0.00	0.00	0.00	0.00	0.00	10,889.00	3,859.80	10,889.00	3,859.80
CLAIMS (INSURANCE & UNEMPL)	50,000.00	0.00	225,000.00	84,917.21	0.00	0.00	0.00	0.00	275,000.00	84,917.21
INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	6,582,058.00	4,038,117.47	13,373.00	6,904.00	6,595,431.00	4,045,021.47
IN STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	704.52	3,000.00	704.52
OUT OF STATE TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
REGISTRATION & FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WORKSHOPS	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	279.95	3,000.00	279.95
RENT	0.00	0.00	0.00	0.00	0.00	0.00	8,670.00	6,150.66	8,670.00	6,150.66
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	498.64	2,000.00	498.64
AUDIT/ACCOUNTING	0.00	0.00	0.00	0.00	0.00	0.00	5,346.00	4,888.85	5,346.00	4,888.85
LEGAL	50,000.00	165.00	500.00	0.00	500.00	2,264.00	5,000.00	16,035.15	56,000.00	18,464.15
CONSULTING	5,000.00	3,500.00	8,500.00	6,041.38	0.00	0.00	5,000.00	225.00	18,500.00	9,766.38
POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	750.00	310.92	750.00	310.92
ADMINISTRATION	12,000.00	12,000.00	46,050.00	23,439.92	59,202.00	44,120.75	6,114.00	4,505.71	123,366.00	84,066.38
MISCELLANEOUS	0.00	0.00	0.00	0.00	300.00	0.00	0.00	610.83	300.00	610.83
RESERVE FOR CLAIMS	0.00	1,070,909.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,070,909.37
DIVIDENDS	0.00	0.00	0.00	64,425.96	0.00	0.00	0.00	0.00	0.00	64,425.96
TOTAL EXPENSES	117,000.00	1,086,574.37	280,050.00	178,824.47	6,642,060.00	4,084,502.22	166,325.00	86,391.36	7,205,435.00	5,436,292.42
TOTAL REVENUE OVER EXPENSES	(117,000.00)	(1,086,309.09)	27,460.00	(29,848.88)	287,070.00	1,105,915.64	16,445.00	20,653.51	213,975.00	10,411.18