



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION (LIMRiCC)  
PO Box 1016, Orland Park, IL 60462 Phone: (815) 922-8745 or (708) 790-2807

BOARD OF DIRECTORS' MEETING  
3 Plaza Dr., Woodridge, IL 60517 (630-487-2549)  
Tuesday, July 17, 2012 Time 8:30 a.m.

## Minutes

### Call to Order, Roll Call

Kozak called the meeting to order at 8:35 a.m. The roll was called and the following Board members were present to establish a quorum:

Anne Kozak, Susan McNeil-Marshall, Kathy Parker, Christine Fine (via phone) Absent: Beth Dostert

Other Present: Scott Remmenga, Executive Director and April Krzeczowski, Deputy Director

### Introduction of Visitors / Public Comments

Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes.

Maryann Mileto and Alicia Mellish from Assurance Agency were recognized.

### Consent Agenda

Parker moved, seconded by McNeil-Marshall that it be:

RESOLVED, THAT THE LIMRiCC BOARD OF DIRECTORS  
APPROVE THE CONSENT AGENDA AS PRESENTED

- a. Approval of Agenda
- b. Acceptance of the July 10, 2012 LIMRiCC Board Meeting Minutes (Exhibits A.1-A.5)
- c. LIMRiCC Business Services for June 20, 2012 through July 17, 2012 in the amount of \$24,953.18 (Exhibit B.1)
- d. Approval of the payment of bills for June 20, 2012 through July 17, 2012 Joint Self-Insurance Pool (JSIP) in the amount of \$47,230.69 (Exhibit B.1)
- e. Purchase of Health Insurance Program (PHIP) for June 20, 2012 through July 17, 2012 in the amount of \$421,548.47 (Exhibit B.1)
- f. Unemployment Compensation Group Account (UCGA) for June 20, 2012 through July 17, 2012 in the amount of \$0.00 (Exhibit B.1)
- g. Approval of Balance Sheet and detail of expenditures for June 2012 before audit (Exhibit C.1-C.2)

Roll was called with the following results: 4 yes, 0 no, 1 absent. Motion carried.

### Executive Session – JSIP Case Updates

For the purposes of discussing “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.” 5ILCS 120/2(c)(11).

There were no updates so Executive Session was not needed.

### Action #1

Discuss and Approve FY2013 Service Agreement with Assurance Agency (Exhibit D.1)

Maryann Mileto reviewed the proposed service agreement between Assurance Agency and LIMRiCC.

McNeil-Marshall moved, seconded by Fine to approve the proposed amended FY2013 Service Agreement with Assurance Agency including the WIN administration equal to approximately \$50,000.

Roll was called with the following results: 4 yes, 0 no, 1 absent. Motion carried.

**Action #2**

Discuss and Approve FY2013 Budget (Exhibit E.1-E.7)

Remmenga went over the budget information as presented in Exhibit E. Scenario#1 was not applicable with the agreement to do the WIN administration. Scenario #2 was explained. Questions regarding self-funding vs. fully insured were addressed to Maryann Mileto and Alicia Mellish. After further discussion Parker moved, seconded by Fine to approve FY2013 Budget Scenario #2 as presented.

Roll was called with the following results: 4 yes, 0 no, 1 absent. Motion carried.

**Action #3**

Approve update to Bank Signature cards to only have President, Vice President, and Treasurer listed as signers

McNeil-Marshall moved, seconded by Parker to approve new bank signature cards as presented.

Roll was called with the following results: 4 yes, 0 no, 1 absent. Motion carried

**Action #4**

Approve change in IMRF Authorized Agent to April Krzeczowski effective August 1, 2012

Fine moved, seconded by Parker to approve April Krzeczowski as IMRF authorized agent effective August 1, 2012.

Voice vote carried 4 yes, 0 no.

**Discussion #1**

Salary and Benefits Study for LIMRiCC Positions

Kozak reviewed discussion from last meeting and proposals had not yet been obtained. Board agreed to move forward and Kozak will contact the following vendors for proposals: HR Solutions, HR Advantage, and Management Association of Illinois.

**Discussion #2**

Discuss the Interim Director position

Kozak reviewed status to date and explained the Board is working through the process of determining the best direction in going forward. It was clarified the Interim Executive Director position will be Exempt. Compensation for additional hours worked in July by Krzeczowski will be paid and additional phone expenses will be reimbursed to Krzeczowski after approval by Board at the August meeting. Krzeczowski provided a list of priorities and other concerns to the Board. The information was reviewed. Krzeczowski will be contacting a temporary agency to try and have staff in place by August 1. It was noted the Board valued Krzeczowski's commitment to serving the membership.

**Discussion #3**

August Board Workshop

After discussion it was determined instead of having a separate Board workshop, future planning discussion would be incorporated into the next LIMRiCC Board meeting. The proposed meeting will be the week of August 20<sup>th</sup>. The final date will be determined after confirming with all Board Members and seeing if Tinley Park Public Library is available for location.

**Information Item #1**

Executive Director's Report

Remmenga reported that audit schedules have been sent to the auditor. All parties involved in pending JSIP claims will be notified of contact change to Krzeczowski via email.

### **New Business**

The Board asked for an email update to be sent to the membership. Communication should including the following:

FY2013 Budget has been approved, WIN administration is included in FY2013, consultant study of salaries and benefits is in process, August planning session will be done by the Board, and Krzeczowski will be hiring a temporary employee as soon as possible.

### **Next Board Meeting and Location**

The next Board Meeting will be the week of August 20<sup>th</sup> and is planned to be at Tinley Park Public Library. The exact date will be determined later.

### **Adjournment**

The meeting was adjourned by acclamation at 9:40 a.m.

Minutes prepared by Scott Remmenga

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Beth Dostert