



LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION
(LIMRiCC) PO Box 1016, Orland Park, IL 60462 Phone: (708) 247-0812

BOARD OF DIRECTORS' MEETING 113 Oak St, North Aurora, IL 60542

Tuesday, December 15, 2015 Time 10:00 a.m.

Meeting Minutes

1. Call to Order, Roll Call

The meeting was called to order by the President Stacy Wittmann at 10:03 a.m.

The following LIMRiCC Board Members were in attendance: Kevin Davis, Lenora Berendt, Jennie Mills, and Stacy Wittmann.

2. Introduction Visitors / Public Comments:

The following people also attended the meeting: Maryann Mileto, Assurance Vice President for Benefits, Helen Mikulski, Senior HR Specialist Management Association, and Jim Kregor, RAILS Library System Director of Finance.

3. Consent Agenda

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

- a. Approval of Agenda
- b. Acceptance of the LIMRiCC Board Meeting Minutes from October 20, 2015
- c. Approval of the payment of bills for November 18, 2015 through December 11, 2015 LIMRiCC Business Services in the amount of \$11,299.30 (Exhibit B.1)
- d. Approval of the payment of bills for November 18, 2015 through December 11, 2015 Purchase of Health Insurance Program (PHIP) in the amount of \$509,966.21 (Exhibit B.1)
- e. Approval of the payment of bills for October 21, 2015 through November 17, 2015 Unemployment Compensation Group Account (UCGA) in the amount of \$928.10 (Exhibit B.1)

A motion was made by Mills to approve the Consent Agenda items "a" to "e" seconded by Davis.

Roll Call: All Board Members present voted aye to approve the motion. No nay votes.

4. Discussion Item #1 Administration Update from Assurance.

Assurance Representative Mileto updated the Board on the transition of the LIMRiCC administration and the activities since the resignation of the former Executive Director in November.

5. Discussion /Approval Item 1b: Amended and Added to the Meeting Agenda: Motion to approve the hiring of Assurance Agency staff to assist with HR, Billing, and Pool member communications through the transition period for the period December through June 2016.

Wittman lead a discussion regarding the current transitional needs of the Pool until a new Director can be

hired. The Board members present decided that the Assurance staff should assist during the transition process for continuity and until the transition to a new LIMRICC Manager has been hired and the process completed.

MOTION: Wittmann motioned to hire Assurance staff to assist with the Administrative work and be the primary communication with members during the transitional period until a new LIMRICC Director is hired.

Seconded by Davis.

Roll Call: All Board Members present voted aye to approve the motion. No nay votes.

6. Discussion Item #2 Board member appointment update

President Wittman reviewed the two candidates that expressed an interest in filling the LIMRICC Board seat due to the resignation of Susan Dickens. The two people expressing an interest were Jim Kregor, RAILS Director of Finance and Kathy R. Jackson, Heartland Human Resource Director. Following a review of the candidates' information President Wittmann requested a motion to approve a candidate.

MOTION: Mills moved to appoint Jim Kregor to fill the vacant LIMRICC Board Seat through April 2016.
Seconded by Berendt.

ROLL CALL: All LIMRICC Board Members present voted aye to approve the motion. No nay votes.

6. Action Item #1 Management Association Membership

President Wittmann led a discussion regarding the LIMRICC Board of Directors approving membership in the Management Association.

MOTION: Berendt motioned to approve LIMRICC Membership in the Management Association. Seconded by Davis.

ROLL CALL: All LIMRICC Board Members present voted aye to approve the motion. No nay votes

7. Action Item #2 Management Association Proposal for HR Services

President Wittman introduced Helen Mikulski, Senior HR Specialist with the Management Association. Mikulski reviewed the services of the Management Association. The Board discussed the proposal.

MOTION: Berendt motioned to approve the LIMRICC Board to work with the Management Association on the hiring of a new Director for the LIMRICC Insurance Pool and to approve their services and the proposal at a revised Management Association member rate of \$65 per hour for the non- executive level position.
Seconded by Davis.

ROLL CALL: All LIMRICC Board Members present voted aye to approve the motion. No nay votes

7. Action Item #3 RFP for Accounting Services

President Witman reviewed the RFP for accounting services for LIMRICC and thanked Director Mills for drafting and for having LIMRICC legal counsel review the RFP. The RFP would be posted on the LIMRICC website and shared with several accounting firms in the Chicagoland area. The proposal would request quotes for services that in effect splits the accounting and financial bookkeeping duties from Board, pool member duties, and HR duties of the LIMRICC Director position. The deadline for proposals to be submitted would be Tuesday January 5 2016 by 5:00 p.m.

MOTION: Berendt motioned to accept the RFP as written for accounting services for LIMRICC.

Seconded by Davis.

ROLL CALL: All LIMRiCC Board of Directors approved the RFP for Accounting Services.

9. New Business

There was no new business to discuss for the LIMIRICC Board at this time.

10. Next Board Meeting and Location

The next meeting of the LIMRICC Board of Directors will be held at the Messenger Public Library of North Aurora (113 Oak St.) at 10:00 a.m. on Tuesday January 19, 2016.

11. Adjournment

MOTION: Mills motioned to adjourn the meeting of the LIMRICC Board. Seconded by Berendt.

ROLL CALL: All LIMRICC Board Members present voted aye to approve the motion. No nay votes.

The Meeting of the LIMRRICC Board of Directors adjourned at 11:25 a.m.