

**MINUTES OF THE REGULAR MEETING
OF THE
NORTHLAKE PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
OCTOBER 15, 2015**

The regular meeting of October 15, 2015, of the Northlake Public Library District Board of Trustees, was called to order at 6:30 p.m. by Vice President Diane Sampson. Present were Board members: Wason, Biddle, Glowinski, Sampson. Absent Board members: Rivera, Gutierrez, Herrera. Also present were: Marianne Ryczek, Head of Youth Services; Sharon L. Highler, Library Director; and Mary Jane Garrett, Head of Technical Services.

The Board approved changing the agenda, to move New Business #3, "Youth Services Department Presentation (Informational)," to just before Unfinished Business. The agenda with the change was approved on a motion by Biddle with a second by Wason.

AYES: All.

The Board did not require an Executive Session for the meeting.

Minutes of the Regular Board Meeting of September 17, 2015; the Public Hearing of September 21, 2015; and the Special Board Meeting of September 21, 2015; were approved by the Board on a motion by Glowinski with a second by Wason.

AYES: All.

The Board read and accepted the following: the Library Fund Profit and Loss Report (formerly Treasurer's Report and Revenue and Expense Report) of September 30, 2015; the Bills Paid/Payable Report for October 15, 2015; and the Statistical Circulation Report for September 2015. Acceptance was on a motion by Wason with a second by Biddle. Roll call vote:

AYES: Wason, Biddle, Glowinski, Sampson.

NAYS: None.

ABSENT: Rivera, Gutierrez, Herrera.

Bills paid: \$14,928.65.

Bills payable: \$13,723.21.

The Board read and discussed the librarians' reports. Highler discussed the Director's Report in more detail with the Board. The recent Friends bake sale earned over \$200.00. A lot of her time has been occupied by planning for changes in staff insurance offerings. The HVAC system has had the frequency drive replaced for one of its sixty-ton units. Internet service has been good, except for some trouble with Chromebooks and our WiFi. Wason commented that this may be a problem with the Chromebooks themselves. The librarians' reports were accepted with the appreciation of the Board.

There were no additional reports from the President or Vice President.

Highler thanked all who could attend the Trustee Orientation on September 19. Handouts are available for those who could not attend. Were there any additional questions from the Board? Glowinski would like to learn more about how the levy process works. Highler briefly explained about the levy and the timeline for the budget and appropriations. For any further questions or for more details, Board members should feel free to contact Highler.

There were technical problems with the Youth Services presentation, so the Board continued with the meeting until the problem could be fixed.

There were no proposed policy revisions this month.

There is at least one Trustee remaining who has not completed the online training for the Open Meetings Act and the Freedom of Information Act. Highler reminded Trustees that this training is required by the state.

Ordinance #15-567, approving the proposed amendments to the LIMRiCC By-laws and Intergovernmental Agreements as described in LIMRiCC's letter to the library dated September 8, 2015, and fully set forth in the Final Draft By-laws and Intergovernmental Agreement for the pools of the unemployment compensation claim program (UCGA) and the employee benefit insurance program, was adopted on a motion by Biddle with a second by Wason. Roll call vote:

AYES: Wason, Glowinski, Biddle, Sampson.

NAYS: None.

ABSENT: Rivera, Gutierrez, Herrera.

Highler and the Board discussed her recommended options for funding employee insurance. Board members each received a copy of local libraries' insurance funding, our library district's past funding, options available through LIMRiCC, and a more detailed comparison of the options based on employer 80% and employee 20% funding. The recommendation is to continue 80%/20% funding of employee insurance, but based on the PPO with Health Savings Account (HSA) option as the employer's 80% amount. For higher-priced options, the employee will pay the difference between the base rate and

the higher-priced rate. The HMO option will not be made available for the upcoming year by our library district. Delta Dental and VSP Vision will also be made available to staff for an additional fee, also on the 80%/20% rate. Coverage for employees' family members will be paid 100% by the employee. The recommendations on insurance options and funding were approved by the Board on a motion by Biddle with a second by Wason. Roll call vote:

AYES: Wason, Glowinski, Biddle, Sampson.

NAYS: None.

ABSENT: Rivera, Gutierrez, Herrera.

The HMO option is expected to be phased out in future years and will not be the lowest rate, which was the purpose of not recommending it now. Our insurance representative also recommended not offering the HMO. Highler is arranging to have insurance representatives meet with staff to explain the new insurance options. There will be increased savings to the library district from the PPO-HSA option, and Highler recommends offering a dollar amount for employees choosing the PPO-HSA. The government limits spending of HSA funds to health expenses only. The expenses may include, but are not limited to, health expenses the employee has to pay before completing the \$2,600.00 individual deductible for this PPO option. If an employee chooses the PPO-HSA option, Highler recommends depositing \$1,000.00 (\$250.00 per quarter) in their HSA account, during this year only. The library district will still show savings for the PPO-HSA option even with the deposit to HSA accounts. The \$1,000.00 to be deposited into an employee's HSA account, if the employee picks the PPO-HSA option for the year beginning January 1, 2016, was approved by the Board on a motion by Biddle with a second by Glowinski. Roll call vote:

AYES: Wason, Glowinski, Biddle, Sampson.

NAYS: None.

ABSENT: Rivera, Gutierrez, Herrera.

Marianne Ryczek, Head of Youth Services, gave her presentation, "Youth Services: Who We are and What We Do," to the Board. The presentation included a summary of staff duties and specialties, plus descriptions of the department's services and responsibilities and programs relating to them. Youth Services' major responsibilities include: providing a safe, welcoming environment for children and parents; promoting literacy and reading; providing opportunities to learn and grow; and building lifelong learners. During the question-and-answer session, Biddle recommended the viral video on the Information Nation project.

7:40 p.m., Ryczek was thanked for her presentation and she left.

Highler discussed the estimated amount of funds to be raised in FY 2015-2016, for the tax levy. The amount is equal to adding the anticipated tax amounts from the 2014-2015 levy, prior years, and the personal property replacement tax.

The Board approved the estimate of property tax revenue that must be raised for the 2015 levy on a motion by Glowinski with a second by Wason. Roll call vote:

AYES: Wason, Glowinski, Biddle, Sampson.

NAYS: None.

ABSENT: Rivera, Gutierrez, Herrera.

No Executive Session was needed.

No members of the public were present.

The next regular Board meeting is scheduled for November 19, 2015.

Having gone through the agenda, and with no further items before the Board, Vice President Sampson adjourned the meeting at 7:45 p.m.

Elizabeth Biddle, Secretary
