

March 10, 2004

Minutes of the closed meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, March 10, 2004.

CALL TO ORDER

John M. Wozniak, President, called the meeting to order at 8:39 p.m.

Members present: John M. Wozniak, President; Richard Witry, Vice President; Zelda Rich, Secretary; John Graham; Susan Greer; and Barbara A. Kozlowski, Associate Director for Public Services.

Members absent: Diana Hunter, President Emerita; Eva Weiner and Carolyn A. Anthony, Director.

CLOSED SESSION

At 8:39 p.m. a motion was made by Mr. Witry, seconded by Mr. Graham:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES GO INTO CLOSED SESSION TO DISCUSS A PERSONNEL MATTER.

The motion passed unanimously.

Personnel Matter

Mrs. Kozlowski explained that when the Library's health insurance coverage through the Village terminated at the end of April, 2003, we made arrangements to have an additional sixty days, until the end of June, for staff to file medical claims for reimbursement. We notified Library staff of this provision and warned them that claims filed after June 30 would not be considered for reimbursement.

One staff member had two large claims that were denied due to late submission. The staff member, Susan Lee, has had serious medical problems and multiple surgeries in the past couple years. She says that she was aware of the filing deadline and notified her doctors accordingly. The provider, the Illinois Bone and Joint Clinic, claimed that they filed in a timely manner. We recently learned that the Village has refused to cover these claims, one of which is for \$5,096.00 and the other for \$1,274.00.

Mrs. Kozlowski distributed correspondence received from Library legal counsel Frank Garrett stating that Village of Skokie attorney Patrick Hanley advised Mr. Garrett that the Village will not pay the health insurance claims submitted by Ms. Lee. Mr. Garrett

recommends that a demand letter be sent to the Mayor of Skokie and Village Board requesting immediate payment based upon the agreement between the parties.

Discussion ensued. Since the claim for \$5,096.00 was submitted in a timely matter, the Board would like the demand letter prepared by Library legal counsel Frank Garrett; the letter need not be truculent. The letter should state the claim was timely submitted, the date by which it had to be submitted, the date actually submitted and the amount.

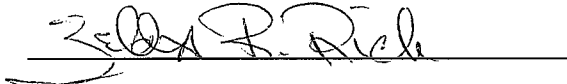
Attached to the letter should be a copy of our proof of timely submission. The letter should be addressed to the Mayor and hand delivered by Mrs. Anthony and Dr. Wozniak upon Mrs. Anthony's return; it should not be mailed. Mrs. Anthony and Dr. Wozniak are to review a draft of the letter. The Board agreed.

ADJOURNMENT

At 8:44 p.m. a motion was made by Mrs. Rich, seconded by Mr. Witry:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION.

The motion passed unanimously.

A handwritten signature in cursive script, appearing to read "Zelda R. Rich", is written over a horizontal line.

Zelda R. Rich, Secretary

Opened: December 12, 2007