

**Byron Museum Board of Commissioners**  
**Annual Meeting - Minutes**  
**Tuesday, July 26, 2016**

**Discussion:** Kole Bennett is sworn in as the newest commissioner appointed by the Ogle County Board at their July meeting.

**Action Item #1:** Motion by Gary Hess, second by Stukenberg to elect Marian Michaelis President Pro Tem in order to facilitate the election of a President for the next fiscal year.

**ROLL CALL:** Ayes: 3 Nays 0

The regular meeting of the Byron Museum of History was called to order at 6:35 pm by President Pro tem, Marian Michaelis.

*Roll Call:* Members present:, Gary Hess, Kole Bennett, Randy Stukenberg. *Members Absent:* Kim Boyden and John Hess. Also present: Nelene Jeter and director/recording secretary Marian Michaelis

**Action Item #2:** Gary Hess Nominates Randy Stukenberg as President, Kole Bennett Seconds the nomination and calls for vote. **ROLL CALL:** Ayes:3 Nays: 0

**Action Item #3:** Motion by Kole Bennet second by Randy Stukenberg to elect Gary Hess Vice President. **ROLL CALL:** Ayes:3 Nays: 0

**Discussion:** Because two commissioners are absent, nominations for Secretary and treasurer are stalled. There is some discussion around combining officers' roles and duties but everyone agrees that the policy manual and the museum act should be consulted before the next meeting.

**Discussion:** The meeting schedule that was adopted at the June 2016 meeting has not changed.

**Board of Commissioners Meeting Schedule**  
Fiscal Year 2016 – 2017

The Board of Commissioners of the Byron Museum District has established the fourth Tuesday of each month to be the regular meeting date for the Board. All such meetings shall start at 6:30 PM in the Museum located at 110 N. Union St.

The following dates constitute the regular meeting schedule for the Fiscal Year 2016-2017:  
\*July 26, 2016, August 23, 2016, September 27, 2016, October 25, 2016, November 15, 2016\*,  
\*December 13, 2016\*, January 24, 2017, February 28, 2017, March 23, 2017, April 25, 2017,  
May 23, 2017, June 27, 2017. \*In November and December meetings occur earlier in the month to avoid holidays.

**Discussion:** Combine agenda items #10-14:

10. Establish Fiscal Year: July 1, 2016-June 30 2017
11. Designate Depository for District Funds – Byron Bank
12. Committee Assignments: Committee of the whole
13. Establish Official Newspaper, Ogle County Life
14. Establish Reimbursement Mileage Rate, \$0.54 cents per mile to match state rate.

**Action Item #4:** Motion by Gary Hess second by Bennett to Keep these items the same as the previous fiscal year: **ROLL CALL:** Ayes:3 Nays: 0

**Action Item #5:** Motion by Bennett second by Gary Hess to approve agenda as presented.

**ROLL CALL:** Ayes:3 Nays: 0

**Action Item #6:** Motion by Gary Hess second by Bennett to approve minutes of the June 28, 2016 regular meeting as written.

**ROLL CALL:** Ayes:3 Nays: 0

**Action Item #7:** Motion by Gary Hess second by Bennett to approve June 2016 expense report as presented to be filed for audit.

	<u>Jun 30, 16</u>
Beginning Balance	24,954.90
<b>Cleared Transactions</b>	
Checks and Payments - 29 items	-27,551.68
Deposits and Credits - 3 items	3,679.00
<b>Total Cleared Transactions</b>	<u>-23,872.68</u>
<b>Cleared Balance</b>	<u><u>1,082.22</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-696.27
<b>Total Uncleared Transactions</b>	<u>-696.27</u>
<b>Register Balance as of 06/30/2016</b>	<u><u>385.95</u></u>
<b>New Transactions</b>	
Checks and Payments - 5 items	-846.76
Deposits and Credits - 2 items	10,573.50
<b>Total New Transactions</b>	<u>9,726.74</u>
<b>Ending Balance</b>	<u><u>10,112.69</u></u>

Cash on Hand 6/30/16
\$ 164,269.30

Money Market	Jun 30, 16
Beginning Balance	81,169.31
<b>Cleared Transactions</b>	
Deposits and Credits - 2 items	56,927.80
<b>Total Cleared Transactions</b>	<u>56,927.80</u>
<b>Cleared Balance</b>	<u>138,097.11</u>
Register Balance as of 06/30/2016	1
<b>New Transactions</b>	
Checks and Payments - 1 item	-10,000.00

Savings/ODP	Jun 30, 16
Beginning Balance	2,001.41
<b>Cleared Transactions</b>	
Deposits and Credits - 1 item	0.50
<b>Total Cleared Transactions</b>	<u>0.50</u>
<b>Cleared Balance</b>	<u>2,001.91</u>
Register Balance as of 06/30/2016	2,001.91
<b>Ending Balance</b>	2,001.91

Total New Transactions	-10,000.00
	<u>128,097.1</u>
Ending Balance	1

Restricted Checking	Jun 30, 16
Beginning Balance	24,055.61
Cleared Transactions	
Deposits and Credits - 1 item	1.98
Total Cleared Transactions	<u>1.98</u>
Cleared Balance	<u>24,057.59</u>
Register Balance as of 06/30/2016	24,057.59
Ending Balance	24,057.59

**Correspondence:** Director shared the notice from the Community Foundation of Northern Illinois of a \$3000 grant awarded for use in promotion and execution of the monument's sesquicentennial event.

**Director's Report:**

**Byron Museum: Director's Report July 2016**

1. Expansion Project: During June's meeting we discussed options for repairing water damage to the theater's façade and how best to move forward with renovations sans grant funds from the IDNR. You all have the spreadsheet outlining a four phase plan with loose budget and timeline for phases one and two. This draft is intended to be developed with more detail over the next few meetings.  
The mandate I was given at the June meeting was to investigate what original tiles and materials are still underneath the siding of the theater. Harry Adams temporarily removed the trim and siding at both of the east-facing corners to discover that none of the original tiles are in place. It does appear that some of the original metal flashing is still in use and the large glass window (maybe the original plate glass) seems to be intact.  
On Monday, the 18<sup>th</sup>, I met with the architect and we discussed potential compromises to the initial design in order to save money. Helmuth and I also talked about the next steps to take in order to hire a project manager with a construction background rather than using a general contractor to accomplish the repairs to the facades of both buildings. He will help me create a scope of work document and prepare drawings with elevations for use in obtaining permits, etc. I am already working on a job description and press release. (see draft)  
On Friday, the 22<sup>nd</sup>, I met with Jennifer Dallas at the Byron Bank to discuss the line of credit that we will need to establish in order to move into phase III of the renovations.
2. Monument Rededication: October 15, 2016 10:00-12:00 noon  
We got the grant from the Community Foundation of Northern Illinois for \$3000 to help

pay reenactors and promote the event. The steering committee is meeting at least twice a month in August, September, and October.

3. Summer vacation: I am taking off three to five days in August. I will be traveling from August 11-16, Dan will have the museum open on the 11, 12, and 13. He's also covering Wednesday, August 3<sup>rd</sup>. Dan will be in Ireland from September 19 to October 4...back in time for the monument event.

**Discussion:** Expansion Project: Details such as budget, timeline, financing, borrowing policy, and design elements were discussed. The director was given the mandate to work with the architect to create a scope of work document and prepare drawings. The director presented drafts of a job description and media release but the terms of compensation wording will need to be discussed further and added. Consulting, contracting or hiring a development expert to help establish the foundation, raise funds, and seek grants in order to borrow as little as possible was also suggested by the director.

The overall consensus was to; #1. Move forward with recruiting a project manager and complete the renovations described as phases I and II, then #2. Reassess the financial position of the district, the timeline, and evaluate the performance of the P.M. before #3. Moving on to phases III and IV of the larger plan.

**Discussion:** Ordinance 16-1 Tentative Ordinance and Notice of public viewing at the September 2016 meeting as prepared by Attorneys Holmstrom and Kennedy. A couple edits need to be made and the item will be moved to the August agenda.

**Discussion:** Foundation Bylaws, commissioners present expressed a desire to assert greater control over the future foundation board than these bylaws currently allow. Limiting the foundation board's ability to alter the bylaws and giving the commissioner that acts as liaison to the foundation voting rights on the foundation's board were two suggestions. The Director suggested consulting corporate counsel regarding the legal ability to organize a foundation in this manner and altering the bylaws in this direction.

**Action Item #10:** Motion by Gary Hess second by Stukenberg to Adjourn at 7:47 pm.

**ROLL CALL:** Ayes:3 Nays: 0