

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, March 22, 2016

The regular meeting of the Byron Museum of History was called to order at 6:33 pm by President Randy Stukenberg.
 Roll Call: Members present:, Randy Stukenberg, John Hess, Nelene Jeter, Gary Hess, Kim Boyden. Also present: Marian Michaelis

Action Item #1: Motion by Boyden second by John Hess to approve the agenda as presented.
ROLL CALL: Ayes:5 Nays 0.

Action Item #2: Motion by John Hess second by Boyden to approve minutes of the February 23, 2016 meeting.
ROLL CALL: Ayes:5 Nays 0

February Expense Report:

Checking	Feb 29, 16
Beginning Balance	9,537.37
Cleared Transactions	
Checks and Payments - 30 items	-9,284.10
Deposits and Credits - 2 items	10,582.45
Total Cleared Transactions	1,298.35
Cleared Balance	<u>10,835.72</u>
Uncleared Transactions	
Checks and Payments - 2 items	-5,048.73
Total Uncleared Transactions	-5,048.73
Register Balance as of 02/29/2016	<u>5,786.99</u>
New Transactions	
Checks and Payments - 4 items	-1,431.77
Deposits and Credits - 1 item	550.00
Total New Transactions	-881.77
Ending Balance	4,905.22

Cash On Hand as of 2/29/2016
152,939.78

Money Market	Feb 29, 16
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Beginning Balance	131,075.16
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 1 item	27.08
Total Cleared Transactions	<u>-9,972.92</u>
Cleared Balance	<u>121,102.24</u>
Register Balance as of 02/29/2016	121,102.24
Ending Balance	121,102.24

Saving/OD P	Feb 29, 16
Beginning Balance	1,101.00
Cleared Transactions	0
Deposits and Credits - 1 item	900.00
Total Cleared Transactions	<u>900.00</u>
Cleared Balance	<u>2,001.00</u>
Register Balance as of 02/29/2016	2,001.00
Ending Balance	2,001.00

Restricted CK	Feb 29, 16
Beginning Balance	24,047.51
Cleared Transactions	
Deposits and Credits - 1 item	2.04
Total Cleared Transactions	<u>2.04</u>
Cleared Balance	<u>24,049.55</u>
Register Balance as of 02/29/2016	24,049.55
Ending Balance	24,049.55

Action Item #3: Motion Boyden second by Gary Hess to approve February 2016 expenses as presented and to file the financial report for audit.

ROLL CALL: Ayes:5 Nays 0

Executive Director's Report:

Byron Museum: Director's Report March 2016

1. Evaluation: It is time for annual reviews for staff and time for the board of commissioners to evaluate the performance of the director. This year, no increase in compensation has been sought, so there is no timeline to completing this process. I am suggesting we use this opportunity to examine the policies governing this process and the job description of the director, in addition to evaluating past performance and setting future goals.

Part of the grant applications I am working on is describing some of the museum's accomplishments. The Byron Museum District was successful in its mission before I was hired. Under past leadership, good policies and precedents were set that make my job easier and my path more clear. Obviously, our job now is to continue to raise the bar and continue to adopt what are considered best practices in the area of museum administration.

This is why we are working to update the museum policy manual and developing procedural handbooks for board and staff. While the suspension of the capital grant has delayed our plans for expansion, receiving the grant award and acquiring the theater are still huge accomplishments. While our success with grant awards is partly luck, it is also

my hard work and persistence that has us where we are today.

Since 2012, I have consistently built a surplus and completed three audits while under the shadow of past fraud. The completion of the states attorney's case and the monetary restitution made, is little vindication for the victim of a crime, but does finally put the issue to rest and allow new perspectives on policy and accountability.

Moving forward, I am asking that the museum's policies better reflect the realities of the current budget and bill paying needs. Goals and objectives, whether short term or long range, need to be clear and achievable. Beyond this, I will continue to work on completing those objectives and accomplishing the goals of the district to the limits of my ability and authority.

2. **Audit Report:** At the last meeting you were all given a copy of the final auditor's report. One of the letters mentions the districts lack of a policy on investing. The museum is subject to the (30 ILCS 235/) Public Funds Investment Act and does have policy #410.01. (see copy)
3. **Annual Business Review:** ABR is the districts long range strategic plan. This year the status and timelines have been updated and I am adding the new goal of expanding the museum's gift shop.
4. **National Registry:** Lauren Getzelman is working on her senior project which requires her to complete the process of applying for status on the National Registry of Historic Places. She has chosen the Read House after learning that is not already on the registry. I started to work with her on March 17 and will follow the application process closely.
5. **Expansion Project & IDNR Grant:** The IDNR grants are still suspended, a Request For Proposal went out after the last meeting and the public notice was in the 2/29/16 issue of the Ogle County Life. You'll notice the deadline for submissions is Friday, April 15, 2016 so that I can make my recommendations to the board at the April 26 meeting.

Discussion Item #1: Director's evaluation and policies on spending, automatic withdrawals and online banking. Director shall prepare a spreadsheet of vendors and utilities to be considered for automatic bill pay and an investment policy to be reviewed at the March meeting.

Discussion Item #2: Commissioners received and discussed the final draft of the auditor's report and the auditor's interest in seeing a more robust investment policy.

Action Item #4: Motion by Gary Hess second by Boyden to approve the final auditors report for fiscal year 2014-2015.

ROLL CALL: Ayes:5 Nays 0

Action Item #5: Motion by Boyden, second by Jeter to approve the most recent version of the Annual Business Review as submitted at the February meeting.

ROLL CALL: Ayes:5 Nays 0

Discussion Item #3: Gary Hess believes that there should be more handicapped parking near the museum. Randy Stukenberg agreed to discuss with the Mayor's office.

Action Item #7: Motion by Gary Hess, second by Jeter to Adjourn at 7:35 pm.