

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, November 29, 2017

The regular meeting of the Byron Museum of History was called to order at 6:30p.m. by Vice President Stukenberg.

Roll Call: Commissioners Present: Randy Stukenberg, Nelene Jeter, Jim Eisfeller, and Drew Hogan. Commissioners Absent: Kole Bennett

Also Present: Executive Director Marian Michaelis

Action Item #1 (Approval of Agenda): Motion by Commissioner Hogan to approve the agenda, seconded by Commissioner Eisfeller. Motion was unanimously approved by the Commissioners in attendance upon voice vote.

Action Item #2 (Approval of Regular Meeting Minutes of October 24, 2017): Motion made by Commissioner Eisfeller to approve the minutes as presented, seconded by Commissioner Jeter. Motion was unanimously approved by the Commissioners in attendance upon voice vote.

Action Item #3 (Approval of Facilities Committee Minutes of November 15, 2017): Motion made by Commissioner Hogan to approve the minutes as presented, seconded by Commissioner Jeter. Motion was unanimously approved by the Commissioners in attendance upon voice vote.

Action Item #4 (Approval of Expenses): The commissioners reviewed the expenses as presented in the expense report, as well as the financial reports for the district. Motion was made by Commissioner Hogan to approve the expenses and file the financial reports for audit, seconded by Commissioner Eisfeller. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Correspondence received since the prior meeting was discussed. Executive Director Michaelis indicated that the Board of Review mailed correspondence to the affected taxing bodies related to several tax protests.

Executive Director Michaelis presented the **Director's Report** (refer to Director's Report in binder). Ms. Michaelis discussed the IT plan related to an upgrade of the phone system, as well as the IT needs related to the Theatre renovation project. The district is working with Glenn Brendel from Stateline Computer. This will likely be done in 3 phases, consisting of work on immediate needs, renovation items (in bid package), and final activation. Commissioner Eisfeller asked if the immediate needs work needed to be let out for bid and Executive Director Michaelis stated that this work can be done under an existing contractual relationship and by breaking the work into phases, this can likely be kept under the \$10,000 level that would necessitate bids.

Theatre renovation bid documents will likely not be ready until the December board meeting and, if not ready, a special Facilities Committee meeting may be called to ensure the bid package goes out in a timely manner and the project stays on schedule. We also discussed options for combining the construction loan with the district's existing loan (both at Byron Bank). Depending on the interest rate on the construction loan, while also considering payment amounts and amortization terms, we may want to keep them separate.

Executive Director Michaelis discussed the military auction items she purchased from a large auction over the Veteran's Day weekend. Many WW I and WW II silk pillow cases (aka crying pillows) were purchased. The Commissioners were invited to view these items at the conclusion of the meeting.

Executive Director Michaelis discussed various personnel items such as her vacation plans, a director's evaluation, and end-of-year staff bonuses. While the contemplated bonuses are rather modest in size, Commissioner Eisfeller asked if an amount was contained in the current budget and levy, given the timing of the request versus the timing of those documents. Executive Director Michaelis indicated there was likely room in existing line items to cover this amount. Commissioner Stukenberg indicated it would be a good idea to formally build this into future levies and budgets. Ms. Michaelis also asked the commissioners to review the overall credit card limit and what she is authorized to charge as the amounts are quite low and have been for some time. The commissioners will take this up as part of policy review.

Executive Director Michaelis went over additional policy review issues, such as revisiting the annual business review (ABR) for any additional goals, prior to adopting an updated version of the ABR. Finally Ms. Michaelis briefly mentioned

the status of the Byron chapter of the American Legion and that Jerry Olson received some interest from local veterans in continuing the chapter.

Action Item #5 (Adoption of Tax Levy and Ordinance Resolution #17-2): A motion was made by Commissioner Hogan to adopt the levy and Ordinance Resolution #17-2, seconded by Commissioner Eisfeller. Motion was unanimously approved by the Commissioners in attendance upon roll call.

Action Item #6 (Approve Annual Audit Report): A motion was made by Commissioner Eisfeller to approve the annual audit report, seconded by Commissioner Hogan. Motion was unanimously approved by the Commissioners in attendance upon roll call.

A motion was made by Commissioner Hogan to adjourn at 7:25p.m., seconded by Commissioner Eisfeller. Motion was unanimously approved by the Commissioners in attendance via voice vote.

Minutes taken and presented by Commissioner/Secretary Eisfeller.