

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, October 27, 2015

The regular meeting of the Byron Museum of History was called to order at 6:42 pm by President Kim Boyden.

Roll Call: Members present:, Kim Boyden, Randy Stukenberg. Members present by phone: John Hess Members Absent: Nelene Jeter, Gary Hess.

Also present: Marian Michaelis, Bill Michoux, Jim Hess, Barb Leary, Mable Ashelford, Carole McLaughlin, Bob Ross

Discussion Item #1 With only two commissioners present, options were discussed for phone or other forms of electronic voting in order to approve the September 2015 minutes and adopt the Resolution and Ordinance 15-2

Discussion Item #2: Bill Michoux addressed the board regarding the plan to consolidate dumpsters in the municipal parking lot and the use of museum property in this effort. Bill is not in favor of the museum cooperating with the city in this way and urges the board not to allow it.

Action Item #1: Motion by Stukenberg second by Boyden to approve amended agenda to include only one action item of adopting Ordinance 15-2.

ROLL CALL: Ayes:3 Nays 0.

Action Item #2: Motion by Stukenberg second by Hess to approve minutes of the September 2015 regular meeting with one spelling correction.

ROLL CALL: Ayes:3 Nays 0

Discussion Item #3: Randy Stukenberg was appointed Secretary Pro Tem by President Kim Boyden for the sole purpose of signing the resolution and ordinance.

Action Item #4: Motion by Stukenberg, Second by John Hess to approve the resolution and ordinance 15-2 estimating the amount necessary to be levied for the year 2015 as \$118,300.00

ROLL CALL: Ayes:3 Nays 0.

Executive Director's Report:

Byron Museum: Director's Report October 2015

1. Soldiers Monument: The city, chamber, and Byron Forest Preserve are joining forces with the museum to plan a rededication ceremony for October 15 of 2016. The committee has also set a date for a public forum Tuesday, November 17 at 10am and 7pm to gauge opinion about recreating the eagle and fundraising to that end. The museum will host in the theater and have the remodel plan drafts on display. The museum has committed to mailing invitations and to getting a flyer/postcards ready for distribution in time for this Veteran's Day celebration in Oregon. See the invitation to go out this week. I suggested

that the museum district would commit to a sponsorship amount and I am recommending that we split this one-time event's expense between this and the next fiscal years.

2. Facilities & Grounds:

- a. City Parking Lot: As most of you know, the original position planned for the garbage coral got changed without the museum being notified and the new location is not acceptable to the Museum or the Legion. The city has agreed to move the location of the coral and I have suggested a compromise that would minimize the cost of making the change while making the most of the concrete slab already in place. (See sketch)
 - b. Landscaping and Plumbing: The fall planting is done but Bert and I still plan to do a fall clean-up and heavy pruning. Since the last meeting I've spent \$424.75 on grounds (plants, bulbs, tools, hoses) and plumbing repairs (parts and supplies). The amount I ended up spending on plants was \$300. In the spring we will alter the sprinkler system to mostly drip irrigation, plant the more delicate flowers, fill in with some annuals, and install labels. (See plant list/binder)
 - c. Permar Security: A new wireless motion sensor had been installed in the west wing and programmed to zone 113. Invoice will be \$258.88
 - d. Painting: Matt Jagitsch should have started prepping and painting the 110 building and dry cleaner (including signs) by the time of this meeting.
 - e. The theater building passed the recent inspection by the health department
3. Exhibits: The museum will host a traveling exhibit in the summer of 2017. Tattoo: An American Evolution is a product of NIU's Museum Studies certificate students. Please look over the agreement and exhibit brochures. The total cost is \$500, \$250 now and \$250 in May 10, 2016. The mostly two-dimensional displays will be exhibited in the museum's main exhibit hall (currently Veterans and Business) from Jun 1-Sep 4, 2017.
4. Policies: Section 200 of the policy manual has been amended and updated according to the Illinois Museum Act. Next month discussing and adopting these amendments will be on the agenda.
This spring I met with the museum's attorney and we talked about museum policies and procedures. Since then, I have been working on a draft to become the Employee Handbook and H&K has been working on these updates to section #200 of the policy manual. The goal is to work through the entire policy manual by section and create a handbook or manual for commissioners. Drafting, adopting, and identifying the need for new policies, will happen along the way. (See "copy to edit")
5. Property Taxes:
- a. The BMD is filing for additional property tax exemptions on 110 Union, based on have less tenant space (west wing). I am also applying for full exemption on the theater because the agreement with the Legion is for "shared space". (See applications and cover letter.)
 - b. OAICB: Met on 10/15 and negotiations directly with Exelon will continue.

6. Budget: See first quarter actuals attached to September's financial report. See the Tentative budget and Ordinance for FY 2015/2016.
(The board approved the budget and appropriation ordinance at the September meeting, the October meeting is when the actual levy ordinance will be adopted and then filed with the county by 10/31/15.)
7. Expansion Project & IDNR Grant: The IDNR grants are still suspended.
8. Events: Festival of Trees is December 4th, part of Miracle on Second street. Registration is now open and the form is on the website.
9. Staff Training: Dan completed the "Caring for Historic Firearms" certificate at the Campbell Center October 20-23. Marian attended the "Introduction to Historic Firearms" portion on the 20th. The instructor, David Kennedy also made an on-site visit to the museum on the 21st and looked at the McCarter collection of weapons.
Dan and I both feel like this was a worthwhile experience. I was particularly impressed with the level of museum experience and "big picture" attitude of the instructor. Ultimately, firearms are just collection objects that need to be conserved in similar ways to other wood and metal objects. For the things that make them unique to clean, store, and display, it is invaluable to have those things laid out in detail.
10. Board Training: There are two suggested dates for board training but one has already been given preference. Will Thursday, December 3 4-6pm work for those of you here tonight? The alternate date is December 10th. If neither date works for any one of us, we can keep trying to schedule a different time with the trainer.
Open Meeting Act training is required for all commissioners. Those with PCs have the web address for the automated version, those of you without computers can take it here at the museum.

Action Item #11: Motion by Hess second by Stukenberg to Adjourn at 6:57 pm.