

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, August 22, 2017

The regular meeting of the Byron Museum of History was called to order at 6:29p.m. by President Bennett.

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

Also Present: Executive Director Marian Michaelis

Action Item #1 (Approval of Agenda): Motion by Commissioner Stukenberg to approve the agenda, seconded by Commissioner Hogan. Motion was unanimously approved upon roll call.

Action Item #2 (Approval of Regular Meeting Minutes of July 25, 2017): The following corrections were made to the July 25th regular meeting minutes: The Committees were not established as Committees of the Whole by motion. Commissioner Stukenberg indicated that these committees are established by the sitting president. Mr. Stukenberg also pointed out that the official newspaper of the district is the Ogle County Life, not the Tempo. Motion made by Commissioner Stukenberg to approve the minutes as amended, seconded by Commissioner Eisfeller. Motion approved unanimously upon roll call.

Action Item #3 (Approve the Closed Session Minutes of July 25, 2017): Motion was made by Commissioner Hogan to approve the closed session minutes of July 25, 2017, seconded by Commissioner Stukenberg. Motion approved unanimously upon roll call.

Discussion was held to clarify the structure/membership of the Byron Museum District Committees for the current fiscal year. President Bennett indicated he believes the committees should function as has been recent practice, that being all committees function as committees of the whole with the exception of the Facilities Committee, which will consist of Commissioners Bennett, Hogan, and Stukenberg, as well as Executive Director Michaelis.

Action Item #4 (Approval of Expenses): The commissioners reviewed the expenses as presented in the expense report and Executive Director Michaelis explained the new format for the various financial reports in the Commissioners' packet. The budget is presented in the QuickBooks format. While the bank statements will no longer be included in the reports, they are available for review by the Commissioners at any time. The supporting expense documentation is reviewed by the individual signing the check and maintained for further review by the auditors. The reconciliation summaries continue to be presented to the board. Motion was made by Commissioner Stukenberg to approve the financial reports as presented, seconded by Commissioner Eisfeller. Motion was unanimously approved upon roll call.

Executive Director Michaelis distributed the tax distribution summary and presented a draft of the truth-in-taxation notice prepared by district counsel. Correspondence was received from Direct Energy, the district's energy supplier, regarding an upcoming credit. Volunteer work day check lists, for the renovation project were distributed with Executive Director Michaelis commenting upon greater volunteer participation leading to all items being accomplished from the most recent workday and several items from the next work day started.

Executive Director Michaelis presented the Director's Report (refer to Director's Report in binder) and gave an update on the renovation project. Notably, Benson Stone plans to begin tile installation on the front of the museum and theatre buildings around September 12th. She noted that the truth-in-taxation hearing will be held next month, the auditor's site visit will be September 11th and 12th, the district's insurance policy is up for renewal, and that the commissioners need a training session or workshop focusing on policy development. Discussion ensued concerning the need to establish a system for periodic policy review and update. In addition, considerable discussion was held concerning the district's options for legally serving alcohol during events or rentals. Various approaches were discussed, including approaching local bars/restaurants in town as preferred vendors, using their license(s) and liquor liability insurance when a cash bar is requested. A consensus was reached that we need to discuss various options with our insurance carrier before a decision could be reached.

Action Item #5 (Approval of costs associated with Executive Director Michaelis attending a seminar in October): Executive Director Michaelis provided information on a three-day seminar in Madison, Wisconsin, entitled

“Environmental Controls in Museums, Libraries, and Archives.” She believes it would be beneficial for her to attend this as the district is in the midst of establishing a new environmentally controlled storage area in the theatre. The seminar could also provide ideas that could benefit the district’s other storage areas. Executive Director Michaelis indicated that she has not been to educational seminars recently, and while only \$500 was budgeted for training this year, the \$1,595 seminar fee could be paid out of the facilities renovation budget as it directly benefits this budget line item. A motion was made by Commissioner Eisfeller to authorize the expenditure of \$1,595 to allow Executive Director Michaelis to attend this seminar, seconded by Commissioner Hogan. Upon roll call, the following votes were cast: Bennett – Yes; Eisfeller – Yes; Hogan – Yes; Jeter – No; Stukenberg – Yes. Motion approved 4-1.

A motion was made by Commissioner Stukenberg, and seconded by Commissioner Hogan, to adjourn at 7:43p.m. Unanimously approved by voice vote.

Minutes taken and presented by Commissioner/Secretary Eisfeller.