

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, October 24, 2017

The regular meeting of the Byron Museum of History was called to order at 6:47 p.m. by President Bennett.

Roll Call: Members Present: Randy Stukenberg, Kole Bennett, Drew Hogan

Also Present: Recording Secretary/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 September, 2017):

The following corrections were made to the September 26 regular meeting minutes: Commissioner Stukenberg indicated the omission of a specific amount or percentage of increase to the budget and the wording to describe the hearing's rationale. Motion made by Commissioner Stukenberg to approve the minutes as amended, seconded by Commissioner Hogan. Motion approved unanimously upon roll call.

Director Michaelis presented a report covering the following topics:

A draft of the annual audit report was reviewed, the board will be asked to adopt the final report in November. As part of the policies review, section 002 was emailed and briefly discussed briefly.

Theater's renovation projects were discussed and an updated expense report, budget, and plans from Architect and ME were reviewed. A facilities committee meeting was scheduled for November 15.

Upcoming events—"Homecoming" display up through the end of the year, Festival of Trees –set up begins Nov 15-29, take down Dec 20-30, Miracle on 2nd Street Friday December 1, 2017 6:00 PM, Dance Party fundraisers in the theater on January 27 and February 10, 2018, Art Show February & March 2018, World War One exhibit September-November 2018, Round Table February-June 2018.

Action Item #3 (Approval of costs associated with Byron Library's Microfilm Project): Executive Director Michaelis provided information regarding an ongoing partnership with the Byron Public Library. Executive Directors Michaelis and Porter ;seek to digitize the newspapers currently on microfilm at the library and make them available through a website linked to both the museum and library sites. Motion was made by Commissioner Hogan to authorize Director Michaelis to contribute \$1000 to this digitization effort, seconded by Commissioner Stukenberg. Motion was unanimously approved upon roll call.

Action Item #4 A motion was made by Commissioner Hogan, and seconded by Commissioner Stukenberg, to adjourn at 7:56 p.m. Unanimously approved by voice vote.

Minutes taken and presented by Recording Secretary/Executive Director, Michaelis

Byron Museum Board of Commissioners
Facilities Committee Meeting – Minutes
Wednesday, November 15, 2017

The Facilities Committee Meeting of the Byron Museum of History was called to order at 6:30p.m. by President Bennett.

Roll Call: Committee Members Present: Commissioners Randy Stukenberg, Kole Bennett, and Drew Hogan; Executive Director Marian Michaelis. Committee Members Absent: None

Also Present: Commissioner Jim Eisfeller

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

The budget and time line for Phases I and II of the Theatre construction project were discussed. It was the consensus that an earlier estimate of renovation costs of \$100,000 by the architect could be considerably low, but exact budget numbers will not be known until the Phase III bids are let. Executive Director Michaelis mentioned that some minor items were moved between phases (some drywall and lighting items) to better align with the timing of completing these tasks. Ms. Michaelis also mentioned that the architects recommended moving the new furnaces back to the mezzanine, as opposed to the basement. An advantage of this would be the existing furnaces could be used during the renovation and installation of the new furnaces.

The discussion then moved to Phase III of the project (Interior work including HVAC, Plumbing, and Lighting work). In addition, discussion was held regarding an attachment that Glenn from Stateline Computers prepared concerning options for computer, wireless, and phone services in the renovated theatre (including whether or not to link these items to the existing museum network, etc. The consensus was to try to link them to avoid having to have multiple Per Mar and Comcast accounts.

Executive Director Michaelis indicated that we should have final Phase III plans to review at the December 19th Board meeting. This would allow the district to post the bids following the meeting, and this would remain open for 45 days. If bids were to be awarded in mid-February, hopefully construction could start soon after, with a targeted completion date of early July so that the facilities would be available by ByronFest.

Commissioner Stukenberg indicated that many contractors are busy with the large hospital projects going on in Rockford. This may impact who will bid and when they would have crews available to begin construction. Mr. Stukenberg also asked about the status/possibility to link the theatre to the existing museum. Executive Director Michaelis indicated that idea had been dropped when the state grant fell through in order to trim costs. Much discussion ensued, with the commissioners favoring the two buildings being connected with large, double doorways that would allow exhibits to be moved back and forth between the two buildings. It was decided to let the bids out with a main bid package and an “add-on” to connect the two buildings. Depending on the cost of connection, we could then decide whether or not it was feasible to do this during the current building project or if this would have to wait until the related debt was paid down.

The commissioners then reviewed the architect and mechanical engineering drawings for phase III. Commissioner Stukenberg indicated we need to add additional electrical outlets by the stage area to ensure adequate power for bands and other uses for this area. Outlets need to be added below the counters too, so that sufficient outlets are available to plug in roasters and other electrical items. Attention needs to be paid to circuitry in these areas too, so that they are not overloaded.

A motion was made by Commissioner Hogan to adjourn at 7:37p.m., seconded by Commissioner Stukenberg, and unanimously approved by voice vote. A tour of the theatre followed to review construction in progress.

Minutes taken and presented by Commissioner/Secretary Eisfeller.