

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, August 25, 2015

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

Discussion Item #1: Bill Michoux addressed the board and offered his opinion that the Theater remodel project should resemble the original theater as much as possible. Bill believes that the original granite façade had a maroon tint, he also mentioned the ticket booth and excused himself. Commissioners continued to discuss the use of the original ticket booth shell, popcorn machine and the need for updated and more efficient doors and insulation. Director, Marian Michaelis assured the group that the original marquee would be repaired but that the final façade design may not be complete until demolition begins and what's left of the original materials and windows are revealed.

Action Item #1: Motion by Hess second by Jeter to approve agenda as presented.
Roll Call: Ayes: 3 Nays 0

Action Item #2: Motion Hess by second by Jeter to approve minutes of the July 21, 2015 as presented *Roll Call:* Ayes: 3 Nays
 Financial report presented:

Checking	<u>Jul 31, 15</u>	
Beginning Balance	5,139.35	
Cleared Transactions		Cash on hand 7/31/15
Checks and Payments - 30 items	-9,644.89	141,639.42
Deposits and Credits - 3 items	<u>10,719.50</u>	
Total Cleared Transactions	<u>1,074.61</u>	
Cleared Balance	<u><u>6,213.96</u></u>	
Uncleared Transactions		
Checks and Payments - 5 items	<u>-2,694.44</u>	
Total Uncleared Transactions	<u>-2,694.44</u>	
Register Balance as of 07/31/2015	<u><u>3,519.52</u></u>	
New Transactions		
Checks and Payments - 21 items	-11,710.93	
Deposits and Credits - 2 items	<u>10,601.90</u>	
Total New Transactions	-1,109.03	

Ending Balance 2,410.49

Money Market	<u>Jul 31, 15</u>
Beginning Balance	143,689.58
Cleared Transactions	
Checks and Payments - 1 item	-10,000.00
Deposits and Credits - 2 items	2,394.69
Total Cleared Transactions	<u>-7,605.31</u>
Cleared Balance	<u>136,084.27</u>
Register Balance as of 07/31/2015	136,084.27
New Transactions	
Checks and Payments - 1 item	-10,000.00
Total New Transactions	<u>-10,000.00</u>
Ending Balance	<u><u>126,084.27</u></u>

	<u>Jul 31, 15</u>
Beginning Balance	1,996.81
Cleared Balance	1,996.81
Register Balance as of 07/31/2015	1,996.81
Ending Balance	1,996.81

Restricted Checking	<u>Jul 31, 15</u>
Beginning Balance	38.82
Cleared Balance	38.82
Register Balance as of 07/31/2015	38.82
Ending Balance	38.82

Action Item #3: Motion Hess by second by Jeter to approve financial report as presented.

Roll Call: Ayes: 3 Nays

Director's Report:

Byron Museum: Director's Report August 2015

1. Budget: See the Tentative budget and Ordinance for FY 2015/2016.
(The board will approve 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.)
2. Facilities & Grounds:
 - a. City Parking Lot: Obviously this project is underway. The Legion has permission to use the Library parking lot and is shuttling Bingo patrons on Thursday evenings.
 - b. Landscaping: Feste and Company has completed the installation of gravel paths. Jeff was very helpful with our sprinkler system and getting me an outdoor water faucet working. Several sprinkler heads had to be moved and will need to be replaced or modified.
Jeff is suggesting drip irrigation for the plants VS the sprinklers used in the past for grass. RainMaster Irrigation would be the ones to do this work and winterize the system in early November.

- c. Painting: Matt Jagitsch completed the Annex job for a total of \$945.15. He did a great job. His quote for the 110 building and dry cleaner (including signs) was \$3,443.52, I think we should try to get on his schedule for September/October.
 - d. Timeline for expansion remodel: see new time line doc. Requests from the Legion and for rentals requires us to reevaluate the timeline for the remodel. Until the state passes a budget and lifts the suspension on grant funding, we cannot to proceed with plans.
- 3. 501-C3 & Board Development: Rockford University Center for Nonprofit Excellence offers training and membership (see list of benefits).
 - 4. Insurance: See policies from BIA and proposal from Query.
 - 5. Grants: I have been working on the reimbursement paperwork for the UGRR grants through the NPS. We are invoicing them for \$3,796.55 toward the kiosk and window graphic.

Discussion: Insurance policy with increase in premium and quote from Query Insurance Agency. Adam from query put together a policy quote increasing coverage on the buildings by 72%. The difference in the two premiums of only \$186.

Action Item #4: Motion by Hess second by Jeter to authorize Director to secure a new policy with Query Insurance per the quote and proposal presented.

Roll Call: 3 Ayes 0 Nays

Action Item #11: Motion by John Hess second by Jeter to Adjourn at 8:00 pm.

Minutes taken by Marian Michaelis, E.D.
Submitted by Secretary Nelene Jeter
Approved September 22, 2015