

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, July 21, 2015

Action Item #1: Motion by Boyden, second by Jeter to elect Marian Michaelis President Pro Tem in order to facilitate the election of officers.

ROLL CALL: Ayes: 4 Nays 0

The regular meeting of the Byron Museum of History was called to order at 6:35 pm by President Pro tem, Marian Michaelis.

Roll Call: Members present:, Nellene Jeter, Kim Boyden, Jack Hess, John Hess. *Members Absent:* 0

Discussion: John Hess is sworn in as the newest commissioner appointed by the Ogle County Board in June. The discussion of the election of officers begins with Jack Hess announcing that he must resign his position as commissioner and formally withdraws his name from any nominations.

Action Item #2: Jack Hess Nominates John Hess as Treasurer, John is willing to be added to the museum's bank accounts. Motion by Boyden second by Jack Hess to elect John Hess Treasurer. **ROLL CALL:** Ayes:4 Nays: 0

Action Item #3: Motion by John Hess second by Jack Hess to elect Kim Boyden as President of the board. **ROLL CALL:** Ayes:4 Nays: 0

Action Item #4: Motion by Jack Hess second by Kim Boyden to elect Nelene Jeter as Secretary. **ROLL CALL:** Ayes:4 Nays: 0

Action Item #5: Motion by John Hess, second by Jeter to adopt the meeting schedule for 2015/2016 fiscal year as seen at June 23 meeting;

ROLL CALL: Ayes:4 Nays: 0

Board of Commissioners Meeting Schedule
Fiscal Year 2015 – 2016

The Board of Commissioners of the Byron Museum District has established the fourth Tuesday of each month to be the regular meeting date for the Board. All such meetings shall start at 6:30 PM in the Museum located at 110 N. Union St.

The following dates constitute the regular meeting schedule for the Fiscal Year 2015-2016:
July 21, 2015, August 25, 2015, September 22, 2015, October 27, 2015, November 24, 2015,
December 15, 2015, January 26, 2015, February 23, 2015, March 22, 2015, April 26, 2015,
May 24, 2015, June 28, 2015 *In July and December we will meet on the third Tuesday of the month.

Discussion: Combine agenda items #10-14:

10. Establish Fiscal Year: July 1 2015-June 30 2016
11. Designate Depository for District Funds – Byron Bank
12. Committee Assignments: Committee of the whole
13. Establish Official Newspaper, Ogle County Life
14. Establish Reimbursement Mileage Rate, \$0.50 cents per mile

Action Item #6: Motion by Boyden second by Jeter to Keep these items the same as the previous fiscal year: **ROLL CALL:** Ayes:4 Nays: 0

Discussion: Newly elected president, Kim Boyden relieves Marian Michaelis and administers the meeting from this point.

Action Item #7: Motion by John Hess second by Jack Hess to approve agenda as presented.

Action Item #8: Motion by Jack Hess second by Jeter approve minutes of the June 23, 2015 regular meeting as written.

Action Item #9: Motion by Jack Hess second by John Hess to approve financial report as presented.

	<u>Jun 30, 15</u>
Beginning Balance	6,783.12
Cleared Transactions	
Checks and Payments - 34 items	-15,167.96
Deposits and Credits - 5 items	<u>13,524.19</u>
Total Cleared Transactions	<u>-1,643.77</u>
Cleared Balance	<u><u>5,139.35</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	<u>-1,095.13</u>
Total Uncleared Transactions	<u>-1,095.13</u>
Register Balance as of 06/30/2015	<u><u>4,044.22</u></u>
New Transactions	
Checks and Payments - 20 items	-5,840.95
Deposits and Credits - 3 items	<u>10,719.50</u>
Total New Transactions	<u>4,878.55</u>
Ending Balance	<u><u>8,922.77</u></u>

	\$
Cash On Hand	149,769.43
as of 6/30/15	

Money Market	<u>Jun 30, 15</u>
Beginning Balance	98,762.74
Cleared Transactions	
Checks and Payments - 2 items	-10,600.00
Deposits and Credits - 2 items	<u>55,526.84</u>
Total Cleared Transactions	<u>44,926.84</u>
Cleared Balance	<u><u>143,689.58</u></u>
Register Balance as of 06/30/2015	143,689.58
New Transactions	
Checks and Payments - 1 item	<u>-10,000.00</u>
Total New Transactions	-10,000.00

Ending Balance	<u>133,689.58</u>		
	<u>Jun 30, 15</u>	<u>Restricted Checking</u>	<u>Jun 30, 15</u>
Beginning Balance	1,996.34	Beginning Balance	38.82
Cleared Transactions		Cleared Balance	38.82
Checks and Payments - 1 item	-600.00	Register Balance as of	
Deposits and Credits - 2 items	600.47	06/30/2015	38.82
Total Cleared Transactions	0.47	Ending Balance	38.82
Cleared Balance	<u>1,996.81</u>		
Register Balance as of 06/30/2015	1,996.81		
Ending Balance	1,996.81		

Discussion: Correspondence: Director shared the Utility Easement signed on July 17, 2015 for ComEd to begin burying the utility lines in rear parking lot as part of the cities upgrade to the municipal parking lot.

Executive Director's Report:

Byron Museum: Scope of Work for FY 2015/2016

Welcome to new commissioner John Hess. This report is meant to be an overview of projects the museum staff is has put in motion, is currently working on, and how staff time will be spent over this fiscal year as mandated by the board of commissioners. The Round Table group is taking an extended break until February 2016. This is partly due to summer attendance dropping off, Dan and I taking time off, but mostly due to the theater's remodeling project.

FYI: Museum staff is made up of three part time employees; Marian Michaelis, E.D. 32 hours paid per week, Dan Wykes, Educator 12 hours per week and Bert Fry, Facilities 12 hours per week (less in summer/more in winter).

1. Grants: IDNR Theater Grant: The PMC grant application was approved, \$351,400 was the final request with a total project budget of \$401,400. The \$50,000. in matching funds coming from the museum's capital budget and the museum's portion going to update the facade of the existing Quonset hut, landscaping, kitchen equipment, and exhibits between now and December of 2016. The last progress report was sent the beginning of July despite being suspended until the state passes a budget.

UGRR Grant: Issued through the National Park Service specifically for outdoor signage and educational materials focusing on Underground Railroad. During December Dan and I will put the final touches on the outdoor kiosk and reinstall the train graphic in the newly replaced front window. I am currently working on the paperwork to submit for reimbursement. We came in slightly under budget with this project.

2. Facilities Committee: This committee was formed to allow for more casual negotiations with the American Legion during the property purchase/lease back arrangement the museum is seeking in order to expand into the Byron Theater building. This new partnership is somewhat complicated and involves a lot of my attention. The main components of this project have been; determining value, asbestos testing, contract purchase, lease terms, for the next year the focus will be on; museum policy for

community use, financing, grant application and administration, remodel plan and contracts, permanent exhibit design, fabrication and installation. Since the two gentlemen that served with me on this committee are no longer commissioners, I think the board should discuss the process moving forward.

3. Architect and Mechanical Engineer: The museum has a contract arrangements with a local architect and we are waiting for a report from the mechanical engineer outlining the minimum requirements and recommendations for the specifics that will make up the bid documents used in seeking a general contractor for the theater project. Once the suspension is lifted, we will move quickly to publicize the request for proposals.
4. Audit: We have just wrapped up an audit for fiscal year 2013/2014 (July 1-June 30). Soon we will start the process of gathering the checklist of information, paperwork and reports I need to supply the auditor for the 2014/2015 FY audit FYI auditor is Louisa Kennedy of Beggin, Tipp, Lamm LLC (formerly Steven Weinberg and Associates), the museum's payroll and tax filing is processed through local CPA L.A. Hopkins.
5. Exhibits: Research continues on the permanent exhibits that will be installed in the theater building this time next year. Topics include the theater itself, the local veterans and Legion itself and many components of the Byron business exhibit. The vision is NOT to fill the expanded or created space with permanent exhibits, preferring to rotate a larger variety of items from the collection and bring in small traveling exhibitions. Alexis Streff is an FFA student working on the Ag exhibit labeling system. Although working with Alexis is rewarding and worth the investment, it's also safe to say that she has created more work for herself and spent more time processing the donations she herself has brought in the door.
6. Collection Volunteers: A campaign to recruit interns was successful and brought two college interns and one Stillman Valley student in addition to Alexis for summer work on the collections database, west wing, and oral history project. The goal is to set up space and systems to catalog and process donations with a commitment of 100 hours per person. We are finally in a good position with our technology, training materials, adjunct curator and now space with the tenant vacating the west end. The museum is already registered with Beloit College and NIU museum studies programs but we will also open this opportunity up to Byron and Stillman High students ages 16 and up for school year opportunities as well.
7. Space: After some basic upgrades and improvements in the west wing, we have started to move items into this space known as the Dry Cleaner. This is where the processing of new donations into the collection will occur. The museum has no ground-level storage for large collection pieces. As mentioned in our long-range plan, making this shift would allow us to expand the museum gift shop. Turning the current donation storage/volunteer workroom into a proper "storefront". We have been able to eliminate the off-site storage unit currently storing large furniture and temporary walls.
8. Foundation: The board has approved a plan to form a 501-C3 not for profit for the purpose of fundraising and building an endowment.
9. Long-range Plan: The museum district has in place a long-range plan referred to as the Annual Review and we will do just that at the January meeting. Until then, I will email or

make a copy for each of you and ask that you inspect it. This document and museum policies are the input the commissioners have in operating the museum. Just as importantly, these are the permanent communications for future directors and commissioners as to the intent of the items you vote into place.

10. Policies: I have asked that commissioners read and get familiar with the museum's policy manual. Currently, I am working on an employee handbook and in the future I believe we should create a manual for commissioners and committee members as well.

Thank you for taking the time to read this summary of projects. I look forward to answering any questions and filling in the details of this overview.

Byron Museum: Director's Report July 2015

1. Budget: See the Tentative budget and Ordinance for FY 2015/2016.
(The board will adopt a tentative budget and appropriation ordinance at the July meeting, and then 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: The city is going ahead with its plan to resurface the municipal lot, including the theater parking spaces. I signed an easement on 7/17 that allows ComEd to move existing power lines on museum property. This will include burying some lines. The museum has also agreed, informally, to allow a garbage and recycling station to be placed in the area behind the theater, next to the dry cleaner wall. See easement
 - b. Feste and Company has removed the sod and shrubs in early June. Jeff and I met several times about the gravel and ground cover to replace the grass. See quote for work and gravel choices.
 - c. Painting the Annex: Matt Jagitsch has the museum on his schedule for July 27th - 30th. Patrick O'Hare did stop by but I never got a quote back from Dyna-Kleen.
3. Collections Tour: We need to set a day and time for board members to get to know the collections database and areas of the museum that the public does not have access to. I would prefer that all four of you try to attend so that you are all working from the same level of knowledge when it comes to the scope of work that volunteers undertake and the space and their uses in the theater and museum buildings.
4. After last month's meeting, I have been working on a cover letter to the county board which will accompany Alan's resignation. Please look it over and make any suggestions.
5. Quilt Show: This year we had almost 50 pieces entered and #200 people attend. The tea and talk went particularly well and we had over 30 attend. See event program for winners and entries.
6. Expansion: The updated drafts and elevation are available from the architect. One of the items we've been researching is the water source situation. Ideally we will have the bid document ready to go public by August and award the contract at the August or September meeting ...fingers crossed☺

7. I have agreed to join the Burpee field crew in Montana for one week to cook and manage the camp. Dan will work two additional days to cover for me the first week in August. This includes Sunday, August 2nd since the museum will be open as part of the Spalding Birthday Celebration. See Blaze article.

Discussion: Set Wednesday, July 29 at 3:30 for a tour of the collection and database for commissioners.

Discussion: Ordinance 15-1 Tentative Ordinance and Notice of public viewing on September 22nd 2015 as prepared by Attorneys Holmstrom and Kennedy.

NOTICE

NOTICE IS HEREBY GIVEN that the Board of Commissioners of the BYRON MUSEUM DISTRICT, Ogle County, Illinois, has adopted a Tentative Budget and Appropriations Ordinance which is open for inspection, at any time during the regular hours of museum operation, at the Byron Museum operated by the District at 106 North Union Street, Byron, Illinois, and that a Public Hearing on said Ordinance will be held at the Museum at 106 North Union Street, Byron, Illinois on September 22, 2015 at 6:30 p.m.

BYRON BOARD OF COMMISSIONERS
BYRON MUSEUM DISTRICT
BYRON, ILLINOIS

TENTATIVE ORDINANCE 15-1

ANNUAL COMBINED BUDGET AND APPROPRIATION ORDINANCE FOR THE BYRON MUSEUM DISTRICT, OGLE COUNTY, ILLINOIS, FOR THE FISCAL YEAR COMMENCING JULY 1, 2015 AND ENDING JUNE 30, 2016.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF BYRON MUSEUM DISTRICT, OGLE COUNTY, ILLINOIS:

SECTION 1. That the following be and the same is hereby declared to be a budget of income and expense of Byron Museum District, Ogle County, Illinois, for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

RECEIPTS

Cash on hand at beginning of fiscal year	\$85,000.00
Anticipated receipts from rent	6,600.00
Anticipated receipts from interest	100.00
Grants	351,400.00
Other income	<u>1,000.00</u>
Total Receipts	\$444,100.00

EXPENSES

Construction and Site Development	\$5,000.00
Capital Projects	391,400.00
Museum Equipment & Operations	1,500.00
Museum Supply/Materials	700.00
Purchased Services	3,000.00
Capital Outlay	10,500.00
Acquisitions	300.00
Insurance	6,500.00
Special Acquisition and Reserve	<u>2,000.00</u>
Total Expenses	\$420,900.00

CORPORATION

Administrative Salaries	\$44,000.00
Payroll Taxes	15,000.00

Dues & Fees		500.00
Education		500.00
Taxes		3,000.00
Board & Staff Development		1,500.00
Accounting		6,500.00
Legal		7,500.00
Printing/Advertising		2,000.00
Postage	1,000.00	
Utilities	20,000.00	
Office Equipment		500.00
Exhibits	5,000.00	
Acquisitions		<u>500.00</u>
Total Corporation		\$107,500.00
Total All Expenses		\$528,400.00

Estimated Cash at end of fiscal year \$34,000.00

Amount to be raised by levy for fiscal year \$118,300.00

SECTION 2. That the several amounts set forth opposite the several objects and purposes listed under the Estimated Expenditures in Section 1 herein, the aggregate thereof, are deemed necessary to defray all necessary expenses and liabilities of said District, and are hereby appropriated for the corporate purposes of said District for the fiscal year beginning July 1, 2015 and ending June 30, 2016, the purpose for which appropriations are made and the amounts appropriated for the various objects being as set forth and specified under the Estimated Expenditures in Section 1 herein, and hereby incorporated by reference thereto as part of Section 2 which shall be and is the Appropriation Ordinance of said District for the aforesaid fiscal year.

SECTION 3. All unexpended balances of any item or items by this Ordinance appropriated may be expended in making up any deficiencies in any item or items aforesaid.

SECTION 4. This Ordinance shall be published one time in The Ogle County Life, a newspaper having a general circulation in said District, and shall be posted in a public area of the museum building within three (3) days after its enactment and shall remain posted for fourteen (14) days. Certified copies of this ordinance shall be made available to the public for inspection. This ordinance shall take effect ten (10) days after being so published.

Action Item #9: Motion by Jack Hess second by Jeter to adopt tentative ordinance 15-1 and notice to be published. **ROLL CALL:** Ayes:4 Naves: 0

Action Item #10: Motion by Jeter second by Schabacker to Adjourn at 9:05 pm.

ROLL CALL: Ayes:4 Naves: 0

Taken and submitted by Director:
Marian Michaelis

Approved by full board on 8/25/15