

Byron Museum Board of Commissioners
Regular Meeting - Minutes
Tuesday, September 22, 2015

Discussion Item #1: Gary Hess and Randall Stukenberg are sworn in at 6:34 as the newest commissioners appointed by the Ogle County Board on September 15, 2015.

The regular meeting of the Byron Museum of History was called to order at 6:38 pm by President Kim Boyden. *Roll Call:* Members present: Nelene Jeter, John Hess, Kim Boyden, Gary Hess, and Randy Stukenberg. Also present; Marian Michaelis, museum director and citizens; Bill Michoux, Sharon Hess, Bob Ross, Mable Ashelford, Barb Leary.

Discussion Item #2: Bill Michoux addressed the board for a second time asking how long the theater façade design be flexible. The response was in regard to the timeline for awarding a contract during the bidding process and working with that contractor on the options after the existing materials are removed. The Commissioners and Director confirmed that final decisions would not be made until those two things happened; 1. Signed contract 2. Determine condition of original facade materials.

Discussion Item #3: Mabel Ashelford asked about the duties of Commissioners and how they know what they are responsible for. This led to a brief description of the policy manual, descriptions of officer duties, and the upcoming board training sessions. John Hess also offered that for every board he has served on the basic description is “The board sets the policies, the staff follows them.” Executive Director, Marian Michaelis offered “Policy & Oversight” as an abbreviated answer to Mable’s question. Mable expressed an interest in coming in some afternoon and reading the policy manual.

Action Item #1: Motion by Stukenberg second by John Hess to approve agenda as presented. *Roll Call:* Boyden, Hess, Hess, Jeter, and Stukenberg.

Action Item #2: Motion J. Hess by second by G. Hess to approve minutes of the August 25, 2015 with a correction. *Roll Call:* Boyden, Hess, Hess, Jeter, and Stukenberg.

Financial report presented:

	<u>Aug 31, 15</u>	
Beginning Balance	6,213.96	
Cleared Transactions		
Checks and Payments - 26 items	-14,437.21	Cash On Hand as of 8/31/15 129,435.59
Deposits and Credits - 3 items	<u>20,601.90</u>	
Total Cleared Transactions	<u>6,164.69</u>	
 Cleared Balance	 <u><u>12,378.65</u></u>	
 Uncleared Transactions		
Checks and Payments - 5 items	-1,607.13	

Total Uncleared Transactions	<u>-1,607.13</u>
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Register Balance as of 08/31/2015	<u><u>10,771.52</u></u>
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Ending Balance	10,771.52
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Money Market	<u>Aug 31, 15</u>
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Beginning Balance	136,084.27
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Cleared Transactions	
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Checks and Payments - 2 items	-20,000.00
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Deposits and Credits - 2 items	<u>544.17</u>
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Total Cleared Transactions	<u>-19,455.83</u>
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Cleared Balance	<u><u>116,628.44</u></u>
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Register Balance as of 08/31/2015	116,628.44
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Ending Balance	116,628.44
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Restricted Checking	<u>Aug 31, 15</u>
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Beginning Balance	38.82
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Cleared Balance	38.82
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Register Balance as of 08/31/2015	38.82
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Ending Balance	38.82
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Savings/ODP	<u>Aug 31, 15</u>
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Beginning Balance	1,996.81
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Cleared Balance	1,996.81
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Register Balance as of 08/31/2015	1,996.81
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Ending Balance	1,996.81
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Action Item #3: Motion Stukenberg by second by Gary Hess to approve financial report as presented. *Roll Call:* Boyden, Hess, Hess, Jeter, and Stukenberg.

Discussion Item #4: John Hess Suggested at the August meeting that the Commissioners be given matching polo shirts imprinted with the museum's logo. Director suggests name tags to start and fleece vests for commissioners and staff in time for the re-dedication planned for October of 2016. It was also made clear that any commissioner can have any shirt embroidered at their own cost. The director will obtain quotes and present them for future discussion.

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. Comptroller Report: I have started to gather data for the annual financial report to the IL State Comptroller RE: FY 6/2014-7/2015. It is more complicated this year because of the IDNR grant reimbursement and purchasing the theater. As usual, it is due by the end of December and will coincide with gathering the auditors list. Now that we have the audit for the previous fiscal year, I may need to amend the AFR with the Comptroller before filing the 6/2014-7/2015 report.
3. Insurance: Kim and I met with Adam from Query Insurance last Thursday, signed papers and paid the new premium of \$6406. Including directors & officers liability, buildings (increase in coverage from 500k-1.9 mil.), property (stays at 200k/100k), liability, and workman's comp. (see expiring policy and new proposal details)
4. Expansion Project & IDNR Grant: The IDNR grants are still suspended and we have a new timeline as of our August meeting. More than one citizen has made a point of stopping in to inquire about the theater project in terms of remodel VS restoration. This includes Bill Michoux, he addressed the board at the August meeting and stopped Friday. There seems to be some confusion about the marque and weather it will get needed repairs. However, until the suspension is lifted, we cannot guarantee anything other than the HVAC and infrastructure elements until we know the final budget.
5. Soldiers Monument Re-Dedication: We are planning a rededication ceremony for October 15 of 2016. (the actual 150th anniversary is 10/16/1866) The city, chamber, and Byron Forest Preserve are joining forces to delegate responsibilities. The museum has committed to getting a flyer/postcards ready for distribution in time for this Veteran's Day celebration in Oregon.
6. Facilities & Grounds:
 - a. City Parking Lot: Hopefully this project is wrapping up now that blacktop is down. The Legion has permission to use the Library parking lot and is shuttling Bingo patrons on Thursday evenings.
 - b. Landscaping: Jeff Feste has suggested drip irrigation for the new plants VS the sprinklers used in the past for grass. RainMaster Irrigation would be the ones to do this work and winterize the system. I have not received a quote back from them yet for altering the system. I will start planting next week in beds closest to the water faucet for now and plan to be done planting by mid-October. The drip system installation and more plants could wait until next spring.
 - c. Painting: Matt Jagitsch still needs to get us a timeframe for more painting. His quote for the 110 building and dry cleaner (including signs) was \$3,443.52. Maybe now that the back parking lot is almost done, he can work it on his calendar.

Action Item #4: Motion by Stukenberg, Second by John Hess to approve the resolution and ordinance 15-1 estimating the amount necessary to be levied for the year 2015 as \$118,300.00
Roll Call: Boyden, Hess, Hess, Jeter, and Stukenberg.

Action Item #5: Motion by Stukenberg, Second by Jeter not to enter closed session.
Roll Call: Boyden, Hess, Hess, Jeter, and Stukenberg.

Discussion Item #5: Court Case RE: Jessica McCause ended on September 18 with her guilty plea and sentencing to 12 month supervision and "full restitution" in the amount of \$24,000.

Action Item #11: Motion by Stukenberg second by Jeter to Adjourn at 7:55 pm.