

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, August 23, 2022

Commissioner Jim Eisfeller was sworn in for a second five year term expiring June 2027.

The regular meeting of the Byron Museum of History was called to order at 6:30 p.m.

Roll Call: Commissioners Present: Randy Stukenberg, Jim Hess, Cynthia Storz, Brenda Crabel, and Jim Eisfeller

Also Present: Executive Director Marian Michaelis

Action Item #1 Approve Agenda: Motion by Commissioner Eisfeller to amend the agenda to include the current year budget amendment to the action items on the agenda, seconded by Commissioner Hess and unanimously approved by the commissioners in attendance by voice vote.

Action Item #2 Approval of Regular Meeting Minutes of August 2022, Motion made by Commissioner Storz to approve the minutes as presented, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #3 Approval of July 2022 Expenses and to file the Financial Reports for Audit: Motion made by Commissioner Eisfeller to approve the expenses as presented and to file the financial report for audit, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance upon roll call vote.

Director's Report:

Byron Museum: Director's Report August 2022

1. Capital Projects: Since our last meeting I have had a Zoom meeting with Dan Bartlet and Engine Studio RE audio visual elements for the exhibit. Dan Bartlet had to cancel our meeting on Saturday but is working on some quotes including figures in two price ranges. Dan is hopeful that we'll splurge for the most realistic figures and is trying to save money on other elements. (See docs and his most recent estimates)
2. Independent Contractor: Rachel Bigham has volunteered in the past and I have offered her a temporary, part-time position cleaning and helping me catch up in general. Starting at \$15 an hour, if she works more than 40 hours, we'll need to issue a 1099 in January.

3. **Audit Quote:** We have received the letter of engagement from the auditor stating \$5900 as the “will not exceed” estimate. (See Letter)
4. **Landscaping:** We have gotten an estimate and design from Jeff Feste for hardscaping and planting at prevailing wage \$13,700. The Feste quote is based on 5 guys over two days and does not include the actual plants. (See plan)
We have also gotten a plant list and expanded quote from Hagemann Horticulture totaling \$11,126. (See Quotes)

Discussion Item #1 Exhibit Figures Examples of realistic museum figures were presented by the director along with alternatives. The timeframe for custom orders and the UGRR exhibit budget were also discussed.

Action Item #4 Landscaping Motion was made by Commissioner Hess to approve the plan submitted by Feste & Company Inc. to complete the hardscape and plantings this fall, authorizing up to \$15,000 including plants, seconded by Commissioner Crabel. Motion was unanimously approved by the commissioners in attendance upon roll call vote.

Action Item #5 Audit Motion was made by Commissioner Storz to approve and sign the letter of engagement submitted by Lucas Group to complete the FY 2022 annual audit for \$5,900, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance upon roll call vote.

Action Item #6 Adjournment: A motion to adjourn at 7:40 p.m. was made by Commissioner Hess, seconded by Commissioner Storz, and unanimously approved by the commissioners in attendance by voice vote.

Submitted by Secretary Crabel