

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, November 22, 2022

The regular meeting of the Byron Museum of History was called to order at 6:32 p.m.

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

Also Present: Executive Director Marian Michaelis

Action Item #1 Approve Agenda: Motion by Commissioner Eisfeller to approve 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 October 2022, Motion made by Commissioner Hess to approve the minutes as presented, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by voice vote.

Discussion Item #3 Approval of Expenses: Motion made by Commissioner Hess to approve the expenses as presented and file the financial report for audit, seconded by Commissioner Crabel. Motion was unanimously approved by the commissioners in attendance by roll call.

Director's Report:

- 1 Festival of Trees: December 2nd is Miracle on 2nd Street 6:00 to 8:30PM.
- 2 Audit: We've received a draft of the auditor's report. Hopefully we'll have the final draft before 12/13. I have been advised that the number should not change and I can use this draft to file the AFR with the comptroller.
- 3 Capital Projects: We received the first reimbursement from the IDNR for \$116,000 and paid down that amount on the line of credit. Yesterday MWGR started installing the exhibit elements. Today Engine Studio started installing the audio affects, the monitor was not delivered on time but they expect to install it when it arrives.

We heard from Dorfman and the figures will be delayed until later in December. I have also requested new quotes for printing the window graphics because the initial vendor is not able to source the material they quoted and recommended. They will need a day over 35 degrees (the warmer the better) to install them, so we are discussing phases of installation.

The NTF Sign project is done and we expect the signage to be delivered tomorrow.

Paying this final invoice wraps up this project and I will request \$10,000 reimbursement after the holidays.

- 4 Personnel: The museum currently employs three part time staff members

Marian Michaelis Executive Director 32 hours a week, Dan Wykes Educator 12 hours

Bert Fry Custodian 12 hours. Donna Langford is our adjunct curator on a volunteer basis.

There will be a closed session on the December agenda to discuss personnel issues including the director's evaluation.

Action Item #6 Adjournment: A motion to adjourn at 6:58 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