

## **Byron Museum Board of Commissioners**

### **Regular Meeting – Minutes**

**Tuesday, November 28, 2023**

The regular meeting of the Byron Museum of History was called to order at 6:36 p.m.

**Roll Call:** Commissioners Present: Randy Stukenberg, Jim Eisfeller, Brenda Crabel, and, Jim Hess Absent Cindy Storz Also Present: Executive Director Marian Michaelis

**Action Item #1 Approve Agenda:** Motion by Commissioner Eisfeller to approve the agenda as presented 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 24 2023,** Motion made by Commissioner Crabel 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 Expenses:** Motion made by Commissioner Crabel to approve the October expenses as presented and file the financial report for audit, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

#### **1 Director's Report:**

Audit: The auditors don't have the draft ready yet and have just sent a couple items for me to track down.

#### **2 Upcoming Events & Rentals:**

- a. FOT: Festival of Trees is Friday December 1<sup>st</sup>. It's still only \$5 to enter a tree.
- b. IFM: Indoor Market is Saturday December 2<sup>nd</sup> 10am to 1 pm.
- c. Rentals: Sewing Circle on Friday, December 8 and 90<sup>th</sup> birthday party on Saturday, December 9.
- d. BWC: Wrapping event with Byron Women's Club in Theater. Drop off packages to be wrapped for free will donation.

#### **3 Main Gallery Carpet Quotes:**

The estimates we have gotten so far are pretty far apart and depend greatly on the materials we choose. Lonny's \$34,025., Carpet One \$17,686., and Benchmark \$19,793.68. I am asking for separate quotes for the office spaces, labor, and materials. Our hope is to have this project completed in January when we are closed.

#### **4 Personnel:**

It is time for annual evaluations and bonuses. The director's evaluation form is part of the packets and a closed session will be on the December 19 agenda.

**Action Item #4** Motion made by Commissioner Eisfeller to authorize the director to work with Benchmark Flooring for the purchase and installation of carpet tiles throughout the main gallery and offices, cost not to exceed \$22,000.00, seconded by Commissioner Crabel. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #5** First viewing of item submitted for removal from the collection. Motion made by Commissioner Eisfeller to deaccession item 2017-008-012 wooden child chair seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #6 Adjournment:** A motion to adjourn at 7:20 p.m. was made by Commissioner Crabel, seconded by Commissioner Eisfeller, and unanimously approved by the commissioners in attendance by voice vote.