

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, December 19, 2023

The regular meeting of the Byron Museum of History was called to order at 6:33 p.m.

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

Action Item #1 Approve Agenda: Motion by Commissioner Crabel 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 November 2023, Motion made by Commissioner Eisfeller to approve the minutes as presented, seconded by Commissioner Crabel. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #3 Approval of Expenses: Motion made by Commissioner Eisfeller to approve the November 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.

1 Director's Report:

Audit: The auditor's draft is ready for review.

2 Tenant Lease Renewal: I have spoken with our tenant and they are interested in amending the current lease with a one year extension. (See docs)

3 Main Gallery Carpet Quotes: Benchmark estimate was \$19,793.68. The new material I've chosen is \$0.11 more per sq ft than the one used for the estimate and we will be getting a couple hundred sq ft of broadloom carpet to cover the cinder block under the front windows in the conference room and gift shop. The total should still be within the \$22,000 maximum set last month. (See sample)

4 Events: FOT: Festival of Trees is Friday December 1st. #568 attended

5 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.

Action Item #4 Motion made by Commissioner Hess to approve the lease amendment and extend the current tenant lease by one year, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #5 Enter Closed Session: Motion made by Commissioner Crabel to enter into closed session at 6:55, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #6 Exit Closed Session: Motion made by Commissioner Eisfeller to exit closed session at 7:13, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #7 Motion made by Commissioner Hess to approve end of year bonuses for staff in the following amounts; Marian Michaelis \$1,400. Dan Wykes \$1,200. Bert Fry \$700. Donna Langford \$300., seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #7 Motion made by Commissioner Hess to increase the director's annual performance bonus to \$8,000 for the calendar year 2023, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #8 Second/Final viewing of item submitted for removal from the collection. Motion made by Commissioner Crabel 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 #9 Adjournment: A motion to adjourn at 7:20 p.m. was made by Commissioner Eisfeller, seconded by Commissioner Hess, and unanimously approved by the commissioners in attendance by voice vote.