

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, December 17, 2024

The regular meeting of the Byron Museum of History was called to order at 6:41 p.m.

Roll Call: Commissioners Present: Randy Stukenberg, Jim Hess, and Heather Higgins.
Commissioners Absent: Jim Eisfeller and Cindy Storz.

Action Item #1 Approve Agenda: Motion by Commissioner Hess to approve the agenda as presented seconded by Commissioner Higgins and unanimously approved by the commissioners in attendance by voice vote.

Action Item #2 Approval of Regular Meeting Minutes of October 22, 2024, Motion made by Commissioner Higgins to approve the minutes as presented, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #3 Approval of Expenses: Motion made by Commissioner Hess to approve the October and November 2024 expenses as presented and file the financial report for audit, seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

Discussion Item #1 Correspondence: Review and discuss the auditor's draft and the notice from the supervisor of assessments regarding two local businesses appealing their tax rate.

Discussion Item #2: Director's Report

1. Audit: We have a draft of the auditor's annual report available to review. You all got the PDF, at this point I have no corrections.
2. Capital Improvement Projects:
 - a. Network to Freedom/NTF Grant: We have been awarded the grant for \$35,000 in matching funds toward the Read House roof replacement. The timeline for this project is for the work to be done after July 1, 2025 with a final invoice date of December 1, 2025. The deadline for reimbursement billing is March 2026.
 - b. Updating the mechanicals in 110 N. Union including the HVAC, plumbing, hot water heaters, laundry, and some asbestos abatement. I plan to have this work done before July 1st and hope to use less than budgeted for this FY so we can run over budget if needed for the Read House project in the fall of 2025.
3. Personnel: In August, I Suggested annual bonuses for Dan \$800 and Bert \$700. I also plan to give a \$300 check to Donna Langford to go toward her gas and expenses in her

adjunct position...as we've done in the past.

The director's "Holiday" bonus was suggested in August at \$1,500. I am also asking to make at least what I made last year or that the annual gross suggested at the time of my raise be attempted. This would mean an additional bonus for me between \$2,500 and \$4,500 on top of the \$1,500 holiday bonus.

4. Deep Clean: While we're closed in January, the staff will keep some odd hours and I'll be using some vacation time. The projects we'll be working on include;
 - a. a deep clean on the UNSEEN spaces of the museum,
 - b. Consolidating, shifting, and protecting items in preparation for updates to the HVAC, plumbing, hot water heaters, and asbestos abatement.
 - c. Working out RFPs and quotes for capital improvement projects.
 - d. Setting up for the spring art show and finalizing lecture dates.
5. Events: Festival of Trees on December 6, was attended by 506 visitors. We are already sending out the registration forms for the spring art show opening on Saturday, February 15th at 1:00 PM.

Action Item #4 Closed Session: A motion was made by Commissioner Hess to NOT enter into a closed session, seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #5 Staff Bonus: A motion was made by Commissioner Hess to give holiday bonuses in the following amounts; Director \$1,500, Educator \$800, Custodian \$700, Adjunct Curator \$500, seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #6 Director Wages: A motion was made by Commissioner Hess to give the Director a one-time bonus of \$4,500, seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #7 Adjournment: A motion to adjourn at 7:29 p.m. was made by Commissioner Hess, seconded by Commissioner Higgins, and unanimously approved by the commissioners in attendance by voice vote.