

## **Byron Museum Board of Commissioners**

### **Regular Meeting – Minutes**

**Tuesday, April 29, 2025**

The regular meeting of the Byron Museum of History was called to order at 6:31 p.m.

**Roll Call:** Commissioners Present: Randy Stukenberg, Cindy Storz, Jim Eisfeller, Jim Hess, and Heather Higgins Also Present: Executive Director Marian Michaelis and Andrew Hawkins BFP.

**Discussion Item #1:** Andrew Hawkins attended the meeting to introduce himself as the new Executive Director of the Byron Forest Preserve District.

**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 March 25, 2025,** Motion made by Commissioner Storz 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 Eisfeller to approve the April expenses as presented and file the financial report for audit, seconded by Commissioner Storz. Motion was unanimously approved by the commissioners in attendance by roll call.

**1. Director's Report:**

Budgeting: Along with the March expense report, I have emailed you the first draft of the 2026 preliminary budget and the Balance Sheet report through March for you to review. (See budgeting folder)

2. Facility Use/Rentals: You all have a draft of the new facility use agreement for review. Despite wanting to keep everything on two pages, I have created a third sheet that is meant to be a "Setup Worksheet" with all of those details separate from the signed form. This has allowed us to keep the agreement more basic with the policy verbiage on one page and the renter's information on the flip side. (See hard copy in packet)

3. Expenses: We are stocking up and spending some funds budgeted for capital expenses before the end of the year/July. This was also the month that the fire extinguisher company came to do the annual inspection and Permar had to come and replace a door contact.

We've had some IT/AV needs that have come up in the theater that led to a service call from Primetime. This week they will be back to replace the projector

bulb. We are renting a 19' man lift so that we can also replace the batteries in the smoke detectors. This will be \$500-\$800 when complete but it should get us another 3-5 years of use.

One of the capital expenditures that we're ready for is a new leaf blower and trimmer. I plan to spend up to \$500 on a cordless set that uses the same battery, probably Stihl brand.

4. Collection/Archive: Tonight is the second and final viewing of the first selection of dolls that I am recommending for de-accession based on the collection policy's standards. (See de-accession form/items)
5. IDOT Easement: IDOT has sent an updated version of the resolution that was part of the packet executed in March. The new document needs to be signed by a commissioner (not me) and notarized ASAP. (See hard copy)

**Discussion Item #2:** After some discussion about the updated DOT easement agreement, Jim Eisfeller offered to execute the agreement with a notary on the following day, April 30<sup>th</sup>.

**Action Item #4** Motion made by Commissioner Hess to approve spending \$500 on a new leaf blower and weed trimmer, and up to \$800 on the new projector bulb and lift rental, seconded by Commissioner Storz. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #5 Deaccession:** Motion made by Commissioner Storz to approve the deaccession of the Dolls presented in March and April, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #6 Adjournment:** A motion to adjourn at 7:08 p.m. was made by Commissioner Hess, seconded by Commissioner Eisfeller, and unanimously approved by the commissioners in attendance by voice vote.