

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, July 23, 2024

Newly appointed commissioner Craig Bontjes signed oath and was sworn in.

Action Item #1 Election of President Pro Tem Marian Michaelis motion made by Eisfeller, seconded by Storz.

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

Roll Call: Commissioners Present: Randy Stukenberg, Cindy Storz, Jim Eisfeller, Craig Bontjes
Commissioners Absent: Heather Higgins. Also Present: Executive Director Marian Michaelis

Action Item #2 Election of board president, Motion was made by commissioner Storz to nominate Randy Stukenberg as President, this was seconded by Eisfeller and unanimously approved by Roll Call.

Newly elected President Randy Stukenberg relieved the pro tem to run the remainder of the meeting.

Action Item #3 Approve Agenda: Motion by Commissioner Eisfeller to approve the agenda as presented seconded by Commissioner Bontjes and unanimously approved by the commissioners in attendance by voice vote.

Action Item #4 Approval of Regular Meeting Minutes of June 2025, Motion made by Commissioner Storz to approve the minutes as presented, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by voice vote.

Action Item #5 Approval of Expenses: Motion made by Commissioner Bontjes to approve the June 2025 expenses as presented and file the financial report for audit, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #6 Motion was made by Eisfeller to nominate Jim Eisfeller as Vice President, Cynthia Storz as Treasure, Heather Higgins as Secretary, and Craig Bontjes as Commissioner this was seconded by Bontjes and unanimously approved by Roll Call.

Action Item #7 Motion was made by Bontjes to Set Time & Place for Meetings as the fourth Tuesday of the month at 6:30pm, Establish Fiscal Year July 1 2025 to June 30 2026, Assign Committee of the Whole, Establish Official Newspaper as the Ogle County Life and Rockford Register Star when time sensitive, and keep the Reimbursement Mileage Rate in line with the State of Illinois \$0.70 per mile, seconded by Storz and unanimously approved by Roll Call.

Action Item #8 Motion was made by Storz to Designate Depository for District Funds as Byron Bank, seconded by Bontjes and approved by Roll Call, Jim Eisfeller abstained due to potential conflict of interest.

Director's Report:

1. Preliminary Budget & Resolution: Tonight you will be approving the preliminary budget and the resolution regarding truth in taxation.
 - a. Pass the attached preliminary budget and then post the budget for public inspection (must be posted at least 30 days prior to the September meeting); and
 - b. Pass the attached resolution regarding the applicability of the Truth in Taxation Law. (See Preliminary Budget & Resolution docs)
2. Audit: We have received the engagement letter from Lucus Group. The estimate for the 2025 audit is \$7,300., the total for 2024 was \$6,825.
3. Lease Amendment: Holmstrom Kennedy's comptroller has informed us that they neglected to send the annual lease amendment back in December and I neglected to remind them or add it to the agenda. In any case, we now have the signed amendment from H&K, it just needs to be approved.
4. NTF Grant: The notice and RFP have been posted and are available on our website. The alternate materials have been added and we hope to have multiple proposals to review at the August meeting.
5. Quilt Show: ByronFest went well this year with no issues that I'm aware of. We had less quilts this year but more individuals entered them and we had nothing but positive remarks. We also managed to have the show torn down in record time so the dancers could take over the space and push the attendance over 250!

Action Item #9 Preliminary Budget: Motion made by Bontjes to approve the preliminary budget as presented, seconded by Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #10 Resolution: Motion made by Storz to approve the Truth in Taxation Resolution as presented, seconded by Bontjes. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #11 Tennent Amendment: Motion made by Eisfeller to approve the lease amendment as presented, seconded by Storz. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #12 Auditor: Motion made by Bontjes to approve the expense of \$7,300 and sign the engagement letter with Lucus Group as presented, seconded by Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #13 Adjournment: A motion to adjourn at 7:25 p.m. was made by Commissioner Storz, seconded by Commissioner Bontjes, and unanimously approved by the commissioners in attendance by voice vote.