

## Byron Museum Board of Commissioners

### Regular Meeting – Minutes

**Wednesday, December 17, 2025**

The Annual meeting of the Byron Museum of History was called to order at 6:30 p.m.

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

**Action Item #1 Approve Agenda:** Motion by Commissioner Bontjes 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 2025,** Motion made by Commissioner Bontjes to approve the minutes as presented seconded by Commissioner Higgins. Motion was unanimously approved by the commissioners in attendance by voice vote.

**Action Item #3 Approval of Expenses:** Motion made by Commissioner Bontjes to approve the to approve the October & November 2025 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.

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

1. Personnel: I have completed the staff evaluations with Dan and Bert. They both have goals this year that involve working with me on annual facility and program "calendars" to be used as tools every year.  
Last year annual bonuses for Dan \$800 and Bert \$700, and Donna Langford \$300. The director's "Holiday" bonus was \$1,500, with an additional \$4,500 performance bonus. This year I am suggesting that the annual bonus amount for staff be based on a percentage of our estimated annual wage.
2. Expenses: We've had I.T. issues over the last couple months that seem to be set right now. The upgrades to the server tower cost \$615.05 including a new hard drive. The other expense that popped up last week was the oldest furnace that needed a new inducer motor installed for \$1,174.75.
3. Capital Improvement Projects:
  - a. Network to Freedom/NTF Grant: We have posted the new RFP and should have proposals to review at our January meeting. I have been in touch with the grant administrator and he is encouraging us to request an extension of the deadline.

- b. Updating the mechanicals in 110 N. Union including the HVAC, plumbing, hot water heaters, laundry, and some asbestos abatement. I am also seeking proposals for HVAC/Plumbing maintenance contract.
4. Deep Clean: While we're closed in January, the staff will keep some odd hours and I'll be using some vacation time mid-month. The projects we'll be working on include; deep cleaning, organizing collection spaces, setting up for the Art Show.
5. Events: Festival of Trees on December 5, was attended by 353 visitors. We are already sending out the registration forms for the spring art show opening on Saturday, February 14<sup>th</sup> at 1:00 PM.
6. Audit: We don't have a draft of the auditor's annual report yet but they will get me numbers in time to file the AFR with the IL Comptroller.

**Discussion Item #1 Roofing RFP:** Updated proposals were reviewed but no contract awarded. The director was tasked with revising and reposting the roofing RFP.

**Action Item #4 Closed Session:** Motion made by Bontjes to not enter into a close session, seconded by Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #5 Personnel:** After some discussion, the performance evaluation of the executive director was tabled until more than three commissioners could be present. Motion made by Bontjes to set annual staff bonus amounts at approximately 5% of annual salary, specifically; \$3000 for the director, \$600 for the education and maintenance staff, and \$300 for the adjunct curator, seconded by Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

1. **Action Item #6 Expenses:** Motion made by Bontjes to approve upgrades to the server tower cost \$615.05 including new hard drive and a new inducer motor installed on the oldest furnace for \$1,174.75, seconded by Higgins. Motion was unanimously approved by the commissioners in attendance by roll call.

**Action Item #13 Adjournment:** A motion to adjourn at 7:15 p.m. was made by Commissioner Bontjes, seconded by Commissioner Higgins, and unanimously approved by the commissioners in attendance by voice vote.