

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, January 27, 2026

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

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

Action Item #1 Approve Agenda: Motion by Commissioner Eisfeller 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 December 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.

Discussion Item #1 Expense Report: The director was unable to print the monthly report but supplied hard copy bank statements. After some discussion, it was decided that the December and January reports will both be presented at the February meeting, allowing the director to consult with an accountant about the issue with QuickBooks.

Director's Report:

1. Network to Freedom/NTF Grant: We have received four new proposals to consider. We have been encouraged to request an extension of the deadline by the grant administrator once we have decided on the contractor to work with. Under the circumstances, I am recommending that we throw out the highest and lowest bids, Sterling is over our budget and C3 submitted a product not mentioned in the new RFP. Between the two left, I am leaning toward Roberts Restoration Inc.

Proposals to RFP 2025-02 submitted 1/9/2026

Sterling Commercial Roofing	\$ 100,350.00	DaVinci
CPR Roofing Inc	\$ 64,680.00	DaVinci
Roberts Restorations Inc	\$ 63,350.00	DaVinci
C3 Construction	\$ 58,645.00	Brava Material

2. Audit: We have the final draft of the auditor's annual report to review.
3. Director Evaluation: This year many of my goals are related to capital improvement projects. Dan and Bert are determined to help me streamline and document more this year in hopes of adding to our written procedures. Dan and I are also expanding the teacher resources for classrooms.
See evaluation form...
4. Hess Donation: Jim Hess has donated \$5,000 to support Collections and Exhibits claimed that he wouldn't make further "restrictions". However, I deposited the check into the "Restricted" checking account because Jim is specifically interested in the Byron School displays and highlighting student achievements.
5. Expenses: It's been an exciting winter so far! We have had two plumbing issues that Bert was able to solve and we just replaced a second Inducer Motor in as many months.
6. Art Show: Opens Saturday February 14 1:00-3:00 PM. The Art will be dropped off next week.

Action Item #3 Roofing Proposals: Four proposals were submitted in response to our second RFP for Roofing. After some review and discussion, the highest and lowest bids were eliminated. Motion by Commissioner Eisfeller to award the roofing contract to Roberts Restoration Inc. seconded by Commissioner Storz and unanimously approved by the commissioners in attendance by roll call.

Action Item #5 Annual Audit: After reviewing the auditor's report and financials for fiscal year 2025 a Motion was made by Commissioner Eisfeller to approve the report submitted by Lucas Group CPAs & Advisors, seconded by Commissioner Storz and unanimously approved by the commissioners in attendance by roll call.

Discussion Item #2 Donation: The museum has received a \$5,000 donation from Jim Hess and discussion followed about the needs of the exhibits and collections specifically related to the Byron School displays.

Discussion Item #3 Personnel: The performance evaluation of the executive director began with the evaluation form that was distributed at the November meeting. After a discussion of past achievements and future goals, the commissioners used the form's rating system across six areas of performance and gave direct feedback.

Action Item #13 Adjournment: A motion to adjourn at 7:49 p.m. was made by Commissioner Storz, seconded by Commissioner Eisfeller, and unanimously approved by the commissioners in attendance by voice vote.