

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, April 23, 2024

The regular meeting of the Byron Museum of History was called to order at 6:34 p.m.

Roll Call: Commissioners Present: Randy Stukenberg, Brenda Crabel, Jim Eisfeller, Jim Hess, and Cindy Storz. Also Present: Executive Director Marian Michaelis

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 February 2024, Motion made by Commissioner Hess to approve the minutes as presented, seconded by Commissioner Crabel. Motion was unanimously approved by the commissioners in attendance by voice vote.

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

Director's Report:

1. Long Range Planning: Annual Business Review: The current draft moves all previously reached goals out of the first few pages, making it easier to focus on the current goals and next steps needed. (See draft)
2. Capital Improvements & Updates: As part of the long term planning process, we are compiling a list of specific capital improvements to be completed over the next five to ten years. The 110 building that houses the main galleries (originally build as a grocery store) is in need of some updates ASAP. Some of the "wish list" items can wait and might be eligible for grant support which will require estimates for budgeting. The more immediate needs I am already getting estimates for and hope to have some of the work done this summer such as; HVAC, lighting repairs, gutter repairs, and windows.
3. Budgeting: I've printed a balance sheet for the first three quarters of this year. Next month we can begin creating a preliminary levy budget to be approved at the July meeting.
4. Collection Files: We have begun overhauling the system used in the past for donation paperwork.

Action Item #4 Adjournment: A motion to adjourn at 7:22 p.m. was made by Commissioner Hess, seconded by Commissioner Crabel, and unanimously approved by the commissioners in attendance by voice vote.