

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, February 27, 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 December 19 2023, 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 Crabel to approve the December 2023 & January 2024 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.

Director's Report:

1. Year End Reports: We have the final auditor's report to approve. Sales tax for 2023 has been paid and the Annual Financial Report has been submitted to the IL Comptroller.
2. Public Fund Money Manager: Two accounts have been changed to "Public Fund Money Manager" accounts in order to raise the interest rate to 5.45%. The "Money Market" account and the "Restricted Checking". Normally, a \$25,000 minimum balance is required, the bank has waived this for our accounts after refunding a \$25 fee charged to the Restricted account in January. See Bank statements.
3. Final Bond Payment: the final bond payment was \$627.64 more than what was deposited. In order to make the payment in December, I authorized a withdrawal in that amount from the Money Market account. I recommend that we close this account.
4. Grant Reimbursement: \$116,000 was received and deposited on 2/15/24. Now that the bank balance is up, I'd like to invest in some new equipment. (see estimates)
5. Art Show: opened on Saturday, February 10 #46 people attended the artist reception, #70 pieces were entered. the museum will purchase Lucinda Winterfield's *Byron Bridge* painting for the collection (\$75).

6. Facility Repairs this winter: This winter Bert has been putting in extra hours keeping up with minor repairs and projects in addition to moving most of the museum in and out of the theater. During the coldest weather in January, we discovered that both furnaces in the theater closet were down. Bert managed to get the drain flowing again and got the SW unit to restart. He has since installed a larger drain and more insulation in the closet wall behind the drain. I called in Anderson Plumbing and Heating to troubleshoot and fix the NW unit and they found a dead bird had caused the chain of events. ☹️
7. Capital Improvements & Updates: As part of the long term planning process, I am compiling a list of specific capital improvements to be completed over the next five 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.

Action Item #4 Motion made by Commissioner Eisfeller to approve the auditor’s final report for fiscal year 2023, seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #7 Motion made by Commissioner Hess to spend up to \$5,000 on new power tools, office chairs and printer, seconded by Commissioner Storz. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #9 Adjournment: A motion to adjourn at 7:05 p.m. was made by Commissioner Hess, seconded by Commissioner Crabel, and unanimously approved by the commissioners in attendance by voice vote.