

Byron Museum Board of Commissioners

Regular Meeting – Minutes

Tuesday, August 27, 2024

The regular meeting of the Byron Museum of History was called to order at 6:33 p.m.

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

Action Item #1 Approve Agenda: Motion by Commissioner Stukenberg to approve the agenda as presented seconded by Commissioner Storz and unanimously approved by the commissioners in attendance by voice vote.

Action Item #2 Approval of Regular Meeting Minutes of July 23, 2024, Motion made by Commissioner Stukenberg 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 Storz to approve the April 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. Levy Resolution: for the year 2024 needs to be passed tonight. See doc
2. Annual Business Review: An updated version of our long range plan is ready for review. If there are no additions or edits, I ask that you adopt this version. See doc
3. Expenses: Auditor engagement letter quotes a rate not to exceed \$6,825. this is \$325 more than last year. There is also a potential \$750 charge if GASB 96 is applicable, although it never has been. I am asking that the combined total **\$7,525** be approved in any case.

I.T. expenses from 42 Tech Solutions **\$402.90** for a new battery backup that failed the beginning of August. I have already paid this invoice to order a new battery backup that will fit our server rack and cover the tech's hours. Apparently only our desktop PC that acts as "server" is new enough to be supported online into 2025, so I am also going to need a new laptop soon. See the laptop estimate at **\$1028.73** which does not include the software it will need such as an updated version of QuickBooks, Microsoft Office, our firewall security update and some tech hours to install.

The three remaining laptops will not be supported online but may still within the museum's network for volunteers to use the Past Perfect collections database. See quotes and letter

4. NTF grant application for \$35,000, the museum will match \$35,000 from Capital budget total of \$70,000. (Matching 100% earns and extra 10 points in the application process. Scope of work includes: replacing the existing asphalt shingles (over 30 years old) on the Read house and its single story annex connecting the house to the larger museum campus.
5. Payroll: There is a closed session on the agenda to discuss employee compensation. The amount budgeted for Wages and Withholding is \$99,300. See the spreadsheet in packet.

Discussion Item #1: Truth in Taxation

After some discussion, the topic was tabled to be approved at a future meeting.

Action Item #4 Long Range Plan: A motion was made by Commissioner Storz, to approve the updated draft of the Annual Business Review document seconded by Commissioner Hess Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #5 NTF Grant: A motion was made by Commissioner Hess to approve submitting a grant application asking for \$35,000 and committing to a matching share of \$35,000 for the purpose of reroofing the Read House, seconded by Commissioner Storz. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #6 Expenses: A motion was made by Commissioner Eisfeller to approve the auditor's proposal \$7,525 and I.T. proposal for a new laptop and software up to \$2,000., seconded by Commissioner Hess. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #7 Resolution: A motion was made by Commissioner Hess to approve the Budget Resolution for fiscal year 2024/2025, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #8 Closed Session: A motion was made by Commissioner Eisfeller to not enter into a closed session, seconded by Commissioner Stukenberg. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item #9 Employee Compensation: A motion was made by Commissioner Hess to approve hourly wage increases for museum staff; director \$6, educator \$3, custodian \$3, seconded by Commissioner Eisfeller. Motion was unanimously approved by the commissioners in attendance by roll call.

Action Item # Adjournment: A motion to adjourn at 7:30 p.m. was made by Commissioner Storz, seconded by Commissioner Hess, and unanimously approved by the commissioners in attendance by voice vote.