

BOARD OF DIRECTORS

MEETING MINUTES

Date: 10/21/2021

Time: 5:01 PM

I. Call to Order

President Corbett called the meeting to order at 5:01 p.m.

Members Present:

President, Mike Corbett, VP, Steve Gibson, Secretary, Pat Pretz, Treasurer, Helen Jiang. Members: Tom Anderson, Kathy Brens, Joyce Cregier, Brian Henry, Ed Klosowski, Vanessa Bell-LaSota, Bob Matson, and Darlene Riebe, Sue Villanova. Absent: City Liaison, David Pietryla.

Others Present: Lindsay Judd, Executive Director.

II. Approval of Minutes

The minutes from October 21st were approved with corrections. Diane Riebe was corrected to Darlene Riebe; Kathy Brens was corrected to be present; and Sue Villanova was corrected to be absent.

Sue Villanova made a motion to amend and approve the minutes. Steve Gibson seconded. Motion carried.

III. Financial Report

Helen Jiang presented the financial report for October 2021. There was review and discussion. **A motion to approve was made by Steve Gibson and seconded by Vanessa Bell-LaSota. Motion carried.**

Mike Corbett presented a draft of the 2022 budget for the Board to review and it will be voted on at the November meeting. Priorities for the 2022 budget will include collections, children's and educational programming, staff, and new grants. If the 2022 budget is approved, there will not be a December meeting.

IV. Director's Report

- Lindsay Judd and Kathryn Bail Hill, Executive Director of the St. Charles Arts Council, met and agreed to commit to a joint promotion for 2022. A liaison from the Museum Board will be needed. Tom Anderson volunteered to consider the position.
- Scarecrow Fest was very successful with many people stopping at the museum, although the Business Alliance did not promote the Museum's efforts. The Curious Fox Gift Shop sales and raffle ticket sales were successful during the event.

V. Old Business - None.

VI. Committee Reports

Education Committee:

Vanessa Bell-LaSota announced that the Museum would serve as a *Holiday Hot Spot* this year during the Thanksgiving weekend (Holiday Homecoming). Activities will include face painting and a craft, with cider and cookies offered to visitors. No restrooms will be available to the public.

Facilities Committee:

Ed Klosowski reported that parts are on order for the security camera so there has been a delay with installation. The City reported that there are weaknesses with the Museum roof and the roof drain is not draining properly. The city also presented an \$800 quote for the electrical work needed to install an external mount for a TV monitor in the gift shop. No action was taken to proceed with the work due to the high cost. No work by the City has been done to address the tree root problem on the Museum patio. Ed Klosowski has generously donated all the new roping and lighting to enhance the museum for Halloween.

Fundraising Committee:

Steve Gibson reported that the grant to cover half of the cost for our gala's musical entertainment has been denied due to foundation guidelines that exclude funding for nonprofit fundraisers. After meeting with Maureen Christine and Monica Corbett, a compromise has been reached to still provide music at the event for \$1,000.

Additional raffle tickets were ordered from West Valley Graphics, and they have agreed to charge us half price for the tickets.

Gift Shop Committee:

Sue Villanova reported that new items have been added to the gift shop recently.

Membership Committee:

Pat Pretz reported that the VIP bookshelf will need to have additional shelves made because we are running out of room for new books.

November and December membership renewals will now be only sent to people who are not attending the gala. People who are attending the gala will not receive a renewal letter until January or February.

No renewal phone calls will be placed until January 2022.

City Liaison:

No report.

VII. President's Report

Mike Corbett reported that Helen Jiang will be leaving the Board at the end of the year due to a change in her employment.

A meeting with Art Lemke, former St. Charles City Council member, with a financial background, included discussions about accounting processes to consider for the Museum. Additional discussions with him will take place in the future.

With two Board vacancies, current Board members are asked to consider potential candidates who would be an asset to our Board

VIII. New Business

Mike Corbett announced a change from two new Museum exhibits each year to one exhibit. The other half of the year will allow visitors in the same, special exhibit space, to view how the museum collection is handled by a staff person or volunteer. Visitors will also be able to ask questions. There will be a focus on analyzing and organizing the museum collection next year. Additional storage and cleaning will be required to understand what we have in our collection and determine artifacts that could be deaccessioned.

A collection committee will be formed with volunteers, staff, and board members to accession and deaccession artifacts. A working calendar has been distributed for 2022 showing programs, events, fundraisers, and board meetings. Additions or changes should be emailed or communicated to Executive Director, Lindsay Judd.

IX. Adjournment

A motion was made to adjourn the meeting by Joyce Creiger and seconded by Ed Klosowski. Motion carried. Meeting was adjourned at 6:20 PM

Adjournment until: Thursday, November 18, 2021, at 5:00 P.M.
St. Charles History Museum
215 E. Main St.
St. Charles, IL 60174

Respectfully Submitted,

Patricia Pretz
Board Secretary