

**NAPER SETTLEMENT MUSEUM BOARD
REPORT TO THE BOARD
Monday, January 12, 2009, 8:00 AM
Corrected – March 9, 2009**

Members Present: Chris Birck, Dave Kelsch Kevin Piket, Mayor George Pradel, Kyle Todd Councilman Grant Wehrli, and Sara Fitzpatrick and Alisha Oken (student representatives)

Members Absent: Steve Adams, Kitty Murphy, and Linden Kovarik (student representative)

Staff Present: John Buckley, Joleen Dimond, Dan DiSanto, Peggy Frank, Debbie Grinnell, Harriet Pistorio, and Donna Sack

The meeting was called to order at 7:59 AM in the Mayor's Conference Room at City Hall.

The minutes from the previous meeting held on September 22, 2008 were approved.

Joleen Dimond reviewed the financial reports as of October 31, 2008. Net income was ahead of plan by \$208,000 partly due to the timing of reimbursement from the Teaching American History grant. Expenses were \$300,000 below plan partly due to the pro-active reductions undertaken to off-set current economic impacts and prepare for the continuation of such impacts into the next FY. A review of the budget as of end of September 2008 showed NS ahead by \$78,000.

An updated list of Naper Settlement Museum Board appointees was included in the board packet. The Mayor is in process of making a new appointment to fill the current vacancy.

Peggy Frank inquired if there were any questions specific to the Executive Director's report. Dave Kelsch asked how the ECHO workshop went, which offered residents a chance to offer their thoughts on the issues of preservation in Naperville. Ms. Frank responded that it went well, with over 30 people attending and enthusiastic participation. She added that the preservation working group's initial meeting held January 5, 2009 also went well with a detailed action plan drafted to guide the group's actions. Mr. Kelsch asked if any T.E.D. staff from the city is participating, and Ms. Frank confirmed that Suzanne Thorsen and Ying Liu from the planning team are working with the group.

Under Old Business, Ms. Frank reported that the museum's P.U.D. received unanimous support from City Council and that next steps include strategizing fundraising efforts.

As the stakeholder most closely tied to the history and intent of Caroline Martin Mitchell's bequest of her 212-acre estate to the City, Ms. Frank explained the museum's role in hosting future stakeholder meetings to bring together annually the entities that

own or lease land resulting from her gift. A future meeting date will be selected once the park district and school district make a decision on the garden plot/playing field issues. Councilman Wehrli asked if the cemetery board had remained silent. Ms. Frank answered that they have to that point. Mayor Pradel stated they had not met yet, but that he sent a letter requesting the board meet per questions raised by the public.

Adhoc notes from the group working on the Naper Property recommendations reflected that a SECA grant application was submitted in November 2008 requesting funds to cover the needed design and engineering, as well as temporary signage to identify the park and historical importance. Ms. Frank and Mr. Kelsch reported that they had met with Brand Bobosky in terms of a potential Century Walk public art component, or sculpture, being included in future plans. Century Walk is interested in pursuing this and would plan to apply for funds after the first phase of the passive park concept is built out.

Touching on historic preservation again, Ms. Frank reported that in addition to the information provided earlier in the meeting that we are working with other preservation agencies (Landmarks Illinois, Illinois Historic Preservation Agency, and the National Trust) in regard to technical reviews of Naperville's existing preservation ordinance and future education and training needs for commissioners and staff.

Under FY10 operating tax support, attention was called to page 21 of the packet. Due to the quick turnaround requested back by the City in October regarding needed budget reductions, Naper Settlement responded with an 8.278% reduction in FY10 requested operating support. Councilman Wehrli thanked the museum for its reductions. Ms. Frank responded that the full staff worked diligently to cut past bare bones and that in addition to FY10, we presented a flat 3 year budget plan. The Naperville Heritage Society Executive Committee reviewed many options to get to the reductions presented, and focused primarily on internal cuts to minimize impact on the public.

Under new business, Ms. Frank reported out on the museum's approach to the internal roadways replacement project and stormwater management needs. In seeking regional and state funding to match city capitol dollars, a project scope embracing green and environmental philosophies and materials is required. Staff is meeting with DuPage County stormwater management engineers to gain more insight into future "green credits". The Naperville Heritage Society approved funds to work with Wight Company to pursue an Illinois EPA 319 grant as well as Dupage County funding. The city's support through the CIP would be our partner match if we are awarded funds through these programs. Kyle Todd asked if the state funds don't come through, would we pursue private funding. John Buckley responded this type of project is not particularly interesting to private donors. Councilman Wehrli asked if we do not get the state funds, then what? Staff responded we can reapply the following year, look elsewhere for funding or redo the roadways with asphalt. Mr. Kelsch inquired if the fire department code can be met with the green approach. Staff responded that during discussions related to the P.U.D. change the Fire Department indicated there are materials that meet their specifications and codes yet are also considered green. A motion to approve the roadway

expanded scope was made by Kyle Todd and seconded by Kevin Piket. The motion passed.

Joleen Dimond presented the FY10 Operating and Capital Improvement Project Budgets. In FY09, the net result is a reduction in \$76,000, which includes \$35,000 of deferred maintenances. Maintaining safety standards was priority one in evaluating cuts. In the 3 year operating plan, FY10 net planned expenditures are \$96,125 below FY09 levels. The plan for merit increases of \$73,000 is offset by reductions in many areas, including \$55,000 of capital projects. In FY11 and FY12 the only changes allowed occur in HR costs associated with salary and benefit increases.

Ms. Frank explained a change in philosophy of how we budget to account for insurance coverage selected by employees has changed. For example, if an employee who has chosen individual coverage over family coverage switches, we will no longer have a budget cushion proactively planned to cover the museum's increased costs due to this change. In terms of new hires, the museum thus far is following the City's lead on a self-imposed hiring freeze. However, should we need to replace an employee who has left museum's employment, the Naperville Heritage Society's Executive Committee would approve that hiring need. Our plan calls for 53 total employees, 24 full-time and 38 part-time positions. Mr. Piket inquired about hiring freeze impacts on operations. Ms. Frank responded that it does impact us. As we are in Winter Hours currently, we're able to manage it in the short-term. However, we will not be able to sustain this long-term when increased visitors and tours pick-up in our summer hour's season, which begin May 1st.

Mr. Piket inquired about a reduction in budgeted dollars to make changes to the web site and stated his company may be able to assist with web needs on an in-kind donation of services depending on our needs.

Continuing the financial discussion, Ms. Dimond directed attention to the worksheet in the packet highlighting expenditures greater than \$5,000.

In regard to capital projects, the museum requested support for two projects in FY10 - \$201,000 for the final phase of the HVAC project at the Pre-Emption House, and \$713,800 to address the museum's storm water needs in a joint infrastructure project coordinated to the timing needs of renovations at Naperville Central High School. Councilman Wehrli asked what percentage of the museum need is addressed through the \$700,000 request. Ms. Frank responded it addresses approximately 60% calculated under the county's ordinance as of today's standards.

Mr. Kelsch made a motion to approve the Operating budget, listed expenditures of \$5,000 and over, and the Capital Improvement Project budget. Mr. Todd seconded. The motion passed.

Key performance indicators were included in the packet. An outgrowth of information requested by the Naperville Heritage Society board, these indicators were identified as being important in monitoring and proactively assessing where we stand on a quarterly

basis. It was suggested that future museum board meeting conversations might focus on the yellow and red lights.

Ms. Frank and NHS board members attended an emergency management succession planning seminar. As a result, a chart was developed that outlines the key areas of responsibilities and knowledge of the individual director positions, should the executive director be unable to respond or act. This has been added to the museum's emergency handbook and provided to our city staff liaison, Dan DiSanto.

Under calendars, it was noted that on January 15th a presentation would be made on the findings of the American Association of State and Local History's Performance Measure Survey. This was a comprehensive process, in which visitors over a period of several months responded to surveys about their experience at Naper Settlement.

In addition, Ms. Frank shared that the museum contracted with Corporate Strategies and Solutions to assess resource allocations as part of the overall repositioning commitment made at the start of the fiscal year.

2009 future meetings were slated taking into account holidays as well as timing required for necessary board approvals – the proposed dates include March 9, June 22, September 28 and December 14. Ms. Frank mentioned that the Naperville Heritage Society board has moved from 10 meetings a year to 6. The Mayor confirmed the availability of his conference room for future Settlement board meetings. An 8 AM meeting start time was confirmed as being preferable to 7:30 AM.

Chris Birck made a motion to adjourn the meeting, seconded by Kevin Pickett. The motion passed. The meeting adjourned at 9:05 AM.

Respectfully submitted,

Debbie Grinnell
Director of Preservation Services
Naper Settlement