

NAPER SETTLEMENT MUSEUM BOARD

Minutes

December 11, 2015

1. Call to Order

Mayor Steve Chirico called the meeting to order at 8:05 a.m. in the Mayor's Conference Room at City Hall.

Members present: Chris Birck, Mayor Steve Chirico, Kelly Meyer Douglas, Kristin Fitzgerald, Councilman Paul Hinterlong, Mary Ann Junkroski, Ann Matthews, Len Monson, and Sally Pentecost.

Members absent: None

Staff present: Debbie Grinnell, Terri Kostal, Harriet Pistorio

Staff absent: Macarena Tamayo-Calabrese

2. Minutes

The minutes of the previous meeting of June 26, 2015, were approved by a motion from Len Monson, seconded by Kristin Fitzgerald. Motion carried.

3. Financials

Harriet Pistorio presented Naper Settlement's financial report as of October 31, 2015 detailed in the board packet. Naper Settlement results through October 31 are over plan by \$630,480. Tax support distributions were over plan \$103,308 and operating revenue is below plan approximately \$8,545. Salary and benefit expense are below plan \$369,126 due to vacancies and the city not posting a payroll accrual.

The financial report as of October 31, 2015, was approved by a motion from Chris Birck, seconded by Len Monson. Motion carried.

4. Naper Settlement Strategic Goal Achievement

The December 2, 2015 Staff Report to the Naper Settlement Museum Board was included in the board packet. The following topics were discussed:

Naper Nights – The 2015 Naper Nights Summer Concerts were successful with an increase in attendance, membership and sponsorship. The 2016 lineup selection is in progress. Bands are selected by a committee of staff, board members, and community members, and determination is made with an eye toward what will interest varying demographics while staying within the event's budget. Surveys are done with concert attendees, which is taken into consideration for the following year's band selections, and the committee also looks at what is trending. Attendance exceeded 10,000 over the six nights.

Grants – The Board was pleased that Naper Settlement staff are applying for federal and foundation grants and building relationships with these agencies and organizations.

School Programs - After a school program is booked, there is a follow up survey with teachers. Staff asks what other teams could be reached to be sure they are aware of our programs at different grade levels as well as other schools that might be interested in that district.

Naperville Plays – Naper Settlement created learning programming to complement the "Children of Hangzhou," a traveling Asian Cultural exhibit series that is launching at DuPage Children's' Museum

in January 2016. Naper Settlement's interactive off-site Old Fashioned School Days presentation will demonstrate the cultural connection between the pioneer culture and Chinese culture. We are making connections with what is happening in the world through the staff's research, development and testing of program ideas with the goal of applying this to different areas of Naper Settlement's program offerings, depending upon the visitor feedback received.

Playscape – On December 1, Naper Settlement started requesting information from Naperville's resident guests who receive free admission to the museum in order to establish communication and make them aware of other happenings taking place at Naper Settlement. After providing their data, the guest family is given a resident's pass, which is different than a membership pass. Adding to the early learning experiences, this upcoming summer season, there will be ADA access to the Naper-Height house, directly across from the playscape. In re-utilization of this area, staff are adding more opportunities for children with make-it, take-it stations and other interactive offerings. With the nearby log house that is completely hands on, a larger early education zone is being created. In that zone, signage and volunteers will communicate everything else happening that day to encourage visitors to take advantage of other opportunities happening across the museum grounds. We are tracking attendance and when enough traffic is generated, it is a goal to eventually have a food vendor come to the grounds.

5. Old Business

None.

6. New Business

A. Calendar Year 16 Planning Assumptions and Budget

Subsequent to this budget, Naper Settlement met with City Council in October for the Operating Budget and in November for the CIP. This version does not reflect those changes. Naper Settlement's tax levy will be staying flat at \$2,927,272. Last month we met with City Council about the \$69,000 CIP request, which has been removed from CIP and will be paid for through Naper Settlement's fund balance. The updated numbers could not be presented today since the Naperville Heritage Society Board will not meet to approve the revised budget until December 14. Based on assumptions provided by the City's financial planning team, the museum's salary increase is in line with City of Naperville employees. Health coverage figures shown were based on early conversations prior to the City finalizing their agreement with Blue Cross/Blue Shield and Delta Dental. Based upon the selections made by individual staff qualifying for insurance coverage, the increase was able to be absorbed, but it did go up since then. Salary increases were figured at 2.5% overall. Because the City is at 2.17%, the Mayor requested the museum's be reduced and be synced with the City's increase. Since the budget had changes not yet approved by the NHS board, staff committed to revising it, presenting it to NHS board for their approval at their December 14, 2015 meeting, and then bringing it back to the NSMB for formal approval of the updated budget showing this revision at their next scheduled meeting on March 18, 2016.

Approval of the tax levy of \$2,927,272 made by Chris Birck, seconded by Sally Pentecost. Motion carried.

B. Planning Goals

Naper Settlement is putting together strategic goals for the operations of the museum that sync to four areas:

1. Continue to be an economic engine for the City of Naperville
2. Increase learning experiences for diverse audience
3. Preserve 200 years of Naperville history working toward 2031
4. Increase our staff and efforts in the area of development for additional fundraising

A matrix over a 3-year period will be used to measure advancement with these goals.

There was an inquiry if we would bring the Antique Show on our grounds. The Antique Show has always been held off our grounds, which was done to remove any possible perception by the public or donors that museum collections were being sold (per standard museum practice). The last one was held 14 years ago, and there are no plans to hold one in the near future.

7. General Information

- A. Playscape rentals have been advertised and there have been several booked.
- B. The next meeting of the Naper Settlement Museum Board will be Friday, March 18, 2016 at 8:00 a.m. in the Mayor's Conference Room at the Municipal Center.

8. Adjournment

The regular meeting was adjourned at 8:27 a.m. by motion of Len Monson, seconded by Chris Birck. Motion carried.

Respectfully submitted,
Terri Kostal, Executive Secretary, Naper Settlement