

NAPER SETTLEMENT MUSEUM BOARD

Minutes

September 16, 2016

Members present: Mayor Steve Chirico, Councilman Paul Hinterlong, Chris Birck, Bill Jeffries, Mary Ann Junkroski, Len Monson, Sally Pentecost and Greg Waite.

Member absent: Kelly Meyer Douglas

Staff present: Macarena Tamayo-Calabrese, Terri Kostal, Harriet Pistorio and Marcie Schatz

Staff absent: Debbie Grinnell and Donna Sack

1. Call to Order

Mayor Steve Chirico called the meeting to order at 8:10 a.m. in the Mayor's Conference Room at City Hall. New board member Bill Jeffries was unable to attend the June meeting, so the board took this opportunity to welcome him.

2. Minutes

The minutes of the previous meeting of June 17, 2016, were approved by a motion from Len Monson, seconded by Sally Pentecost. Motion carried.

3. Financials

Financials as of July 31, 2016 – Harriet Pistorio presented Naper Settlement's July 31, 2016 financial report as detailed in the Board packet. Revenue is low due to timing; expenses show a savings in salary and benefits. An offer has been made for the position of the Director of Learning Experiences. A Museum Educator and a Public Relations & Social Media Coordinator have been hired, but are not yet reflected in the salary line. Two other positions are being recruited. The allocated funds will be spent by the end of the year.

The financial report as of July 31, 2016 was approved by a motion from Chris Birck, second by Len Monson. Motion carried.

4. Old Business

a. Operation Updates

Rena Tamayo-Calabrese reported that the newly hired Director of Learning Experiences has been hired and will start on October 10.

Naper Settlement is participating in the *Museums for All* program that encourages families of all backgrounds to visit museums regularly, charging minimum admission to people who could not otherwise afford to visit. In addition, we are a *Blue Star Museum* and offer active duty military families free admission from Memorial Day through Labor Day.

An application to become a Smithsonian Affiliate has been submitted.

Naper Settlement is currently showcasing **Alexander Hamilton: The Man Who Made Modern America Exhibit**, which will run until October 12.

All six Naper Nights concerts took place with record attendance and an increase in sponsorships and gross revenue. Board commented on the food lines and limited choices. Each year, many options are reviewed; however, there are not many

quality vendors that want to do off-premise catering. Vendors from different sides of town are used in order to expose visitors to the variety and help Naperville's economy. The vendors provide all of the meals for the sponsorship area and underwrite some meals for staff. For 2017, there will be research into adding more stations from the same vendor while keeping in mind the traffic flow. Board suggested a ticket price increase to protect the experience and maximize revenue and availability to the public. Naper Settlement does not plan to increase prices for this event so soon after raising their membership rates.

Rena thanked Naper Settlement Museum Board members who attended the dedication for John & Kay Stephens. Their family is now aware that John and Kay's legacy lives on at Naper Settlement.

b. American Association of State and Local History Conference

Debbie Grinnell and Donna Sack are presenting at this conference. Although we are not a large museum Naper Settlement is a national leader in terms of museum experience, education, management and training.

c. Christkindlmarket

During Christkindlmarket (CKM), the Rotary will be showcasing Naper Lights, and Naper Settlement will be doing some programs of their own. During this event, all 42 Naper Settlement staff will be working seven additional days to ensure coverage without additional people and cost.

Marcie Schatz reported that this year, there is the advantage of parking at Hotel Indigo, and having Water Street available with the restaurants or shops not yet open. North Central College will allow parking in the lot currently in use by the contractors. The Naperville Park District is offering over 400 spots at Centennial Beach. Marcie suggested the short walk from there to Naper Settlement could be capitalized with a holiday-themed walking route maybe posting areas in the downtown area that can be patronized after visiting the market. In addition, the Park District is allowing use of the garden plot lots for remote parking. Rena has a meeting with Superintendent Dan Bridges to request use of school lots. Christkindlmarket staff are working with PACE to have a shuttle between the train station and the market. Vendors will be using their hotel shuttle service and will not require parking. Once parking has been finalized, a map will be on our website as well as the websites of the City of Naperville, the Rotary, and Christkindlmarket.

Board suggested having way-finding signage to and from downtown and Naper Settlement. Stressed having a positive impact the first year with the event, as well as with the community and businesses. Rena welcomed the mayor's support in conversations.

When Christkindlmarket was in Oakbrook, their surveys indicated that 70% of their visitors came from Naperville. Katie Wood of the Downtown Naperville Alliance, Nicki Anderson, Naperville Area Chamber of Commerce, and Christine Jeffries,

Naperville Development Partnership, are working on ways to direct the direct the crowds toward the downtown area after their CKM shopping.

There will be two entrances for visitors to Naper Settlement grounds: through the Pre-Emption House and the gate to the west of the chapel. Merchandise will be restocked during off hours.

5. New Business

a. Budget Information

i. Calendar Year 16-19 High Level Planning Assumptions

The Tax levy is to remain flat in CY17 at \$2,927,272. The detail on page 8 aligns with City assumptions. We are working with Erik Hallgren, Financial Services Supervisor at the City. Chargebacks will align with City assumptions. This will be presented at the upcoming budget workshop. The mayor asked if there was a decrease in expenses with the change to LED lights in the gallery. This will be researched and the results shared with the mayor.

Motion to approve the Calendar Year 16-19 High Level Planning Assumptions made by a motion of Chris Birck, seconded by Len Monson. Motion carried.

ii. Proposed CIP Proposals

The CIP proposals listed on page 9 will be presented to council at the budget workshop in October. In CY17, there is a new CIP for the Martin Mitchell Mansion roof preservation.

Approval for the Martin Mitchell Mansion HVAC is not being requested at this time, however, the HVAC will be at the end of its life span in 2022. Board was concerned about the replacement cost. Debbie Grinnell will provide more information about this item at the December meeting.

The CIP proposals, except for the placeholder for the Martin Mitchell Mansion HVAC, were approved by a motion of Chris Birck, seconded by Len Monson. Motion carried.

6. General Information

a. Museums for America Grant

Naper Settlement received the Museums for America grant, out of almost 550 applications. Along with the museum's match, the grant will allow the museum to engage the services of professional conservators to clean, stabilize and conserve a 1912 threshing machine once used by area farmers. The thresher is a significant artifact representing the area's farming heritage and will serve as the centerpiece of a new exhibition about this region's agricultural past to be developed within the museum's planned Agricultural Interpretive Center. In addition, the grant award will allow the museum to hold a two-day field study workshop for emerging museum professionals in collections care and conservation of macro-artifacts. Louise Howard,

Chief Curator, will serve as the project director for the grant project, which is scheduled to occur over a 22 month period beginning in October.

b. Upcoming 2017 NSMB Meetings

March 17, June 9, September 15, December 8 at 8:00 a.m. in the Mayor's Conference Room.

7. Adjournment

The next meeting will be December 9.

The regular meeting was adjourned at 8:50 a.m. by motion of Len Monson, seconded by Paul Hinterlong. Motion carried.

Respectfully submitted,
Terri Kostal, Executive Secretary, Naper Settlement