

City of Naperville

*400 S. Eagle Street
Naperville, IL 60540*



Naperville

Meeting Minutes - Final

Friday, June 5, 2020

8:00 AM

On Zoom

Naper Settlement Museum Board

CITY OF NAPERVILLE PUBLIC MEETINGS UPDATE:

The Naperville Museum Settlement Board scheduled for June 5, 2020 will be conducted remotely pursuant to Executive Order 2020-33 which extends Executive Order 2020-07 suspending certain requirements of the Illinois Open Meetings Act. The means by which the public may watch, listen, and/or participate in the meeting are described below.

TO JOIN A MEETING:

The Zoom Video Conferencing App will be used. You do not need to download the Zoom app to participate. Simply follow the instruction below.

To login on your computer or iPad:

Click the link to join the webinar (and password if required) provided on this agenda. Once connected, if you choose to speak, click the "Raise Hand" button at the bottom of Zoom screen and wait for the Chairman to recognize you. You will be unmuted. There will be a few second delay after you're unmuted until your mic will be live. Please identify yourself for the public record and speak clearly.

To login on your phone:

For iPhones, use the iPhone one-tap number provided on this agenda.

For telephones, dial one of the numbers provided and join the meeting by using meeting ID (and password if required) provided on this agenda.

Once connected to the meeting, press *9 to "raise your hand" and wait for the Chairman to recognize you. You will be unmuted. There will be a few second delay after you're unmuted until your mic will be live. Please identify yourself for the public record and speak clearly.

PARTICIPATION GUIDELINES:

All viewpoints are welcome, positive comments and constructive criticism are encouraged. Speakers must refrain from harassing or directing threats or personal attacks at Commission members, staff, other speakers or members of the public. Comments made to intentionally disrupt the meeting may be managed as necessary to maintain appropriate decorum and allow for city business to be accomplished.

You are invited to a Zoom webinar.

When: Jun 5, 2020 08:00 AM Central Time (US and Canada)

Topic: NMSB

Please click the link below to join the webinar:

<https://zoom.us/j/95603499971?pwd=NzZvOS9FOGJ5SG1OVUpaTDIIZCtwZz09>

Password: 456835

Or iPhone one-tap :

US: +13126266799,,95603499971#,,1#,456835# or
+19292056099,,95603499971#,,1#,456835#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1
669 900 6833 or +1 253 215 8782

Webinar ID: 956 0349 9971

Password: 456835

International numbers available: <https://zoom.us/j/95603499971>

A CALL TO ORDER:

Mayor Chirico called the meeting to order at 8:04 AM. The meeting was held using the Zoom Video Conferencing App.

B ROLL CALL:

STAFF ATTENDEES- Rachel Pruneda, Administrative Assistant, CMO; Kimberly Grazulis, Administrative Specialist, Naper Settlement; Harriet Pistorio, Chief Operating Officer, Naper Settlement; Macarena Tamayo-Calabrese, President & CEO, Naper Settlement; Donna Sack, Vice President & Chief Program Officer, Naper Settlement; Marcie Schatz, Deputy City Manager;
STUDENT BOARD MEMBERS - Erin Lochtefeld; Cecelia Curtis
COMMUNITY MEMBERS - Leanne Meyer-Smith, Wight & Company

Present 7 - Steve Chirico, Len Monson , Greg Waite, David Wentz, Bridget Kozlowski, Al Zucco, and NSMB Kelly Douglas

Absent 2 - Paul Hinterlong, and John Koranda

C PUBLIC FORUM:

Douglas thanked the mayor for his work and leadership during the ongoing pandemic and recent civil unrest.

Motion to close the public forum was made by Len Monson, seconded by Greg Waite.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

D OLD BUSINESS:**E NEW BUSINESS:****1. Receive an update on grants.**

Donna Sack gave an overview of the grant from the National Endowment for the Humanities that Naper Settlement had applied to. This grant program is funded through the CARES Act. Sack explained that Naper Settlement applied for funds that would allow the museum to pivot its school programming to distance learning.

Tamayo-Calabrese talked about two state grants that she was submitting applications for, both of which would fund brick-and-mortar pieces of the Ag Center and Innovation Gateway.

Chirico asked if there were more grants available now compared to past years due to the COVID pandemic. Tamayo-Calabrese said that there are a variety of grants as usual, though more this year focused on digital programming. She added that the development team is looking into getting money from private donors and foundations for programmatic things, like telling the story of Naperville's Asian-American community.

Motion to acknowledge receipt of the grant update was made by Len Monson, seconded by Al Zucco.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

2. Receive Naper Settlement's Return to Work plan.

Tamayo-Calabrese summarized the museum's plan to return employees and visitors to the site. Staff had planned to return earlier this week, but the plan had to change based on new information from DCEO that museums couldn't reopen until Phase 4 of the governor's plan. The primary components of the return to work plan include a staggered work force, signage throughout the site with reminders about social distancing and handwashing, check in procedures for staff, and additional training for employees who will be interacting with the public. Schatz said that Naper Settlement staff should also complete the Return to Work training being

offered over Zoom for City staff. Mayor Chirico reminded Tamayo-Calabrese and Pistorio that CARES Act funding will be available to reimburse Naper Settlement for all payments related to COVID.

Motion to acknowledge receipt of the return to work plan was made by Len Monson, seconded by Kelly Douglas.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

F REPORTS:

3. Receive remarks and updates from the President and CEO.

Tamayo-Calabrese summarized the exhibit *Manufacturing Victory: The Arsenal of Democracy* that the museum had on loan from the National WWII Museum in New Orleans. Naper Settlement staff put together a complementary exhibit on Naperville's role in supporting the home front effort. The loan on the exhibit only goes through May, and it is still uncertain if it will return to Naper Settlement post-COVID. The museum is still moving forward with its HerStory campaign. One major impact of the pandemic has been on Naper Settlement's CIP projects for site wide cameras and upgraded card readers for doors and gates, which have been postponed.

4. Approve the minutes from the February 7, 2020 Naper Settlement Museum Board Meeting.

Attachments: [DRAFT MeetingMinutes25-Feb-2020-03-09-50](#)

The minutes from the Feb. 7, 2020 NSMB meeting were approved with a motion from Kelly Douglas, seconded by Len Monson.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

5. Approve the Naper Settlement Operating Financial Report ending March 31, 2020

Attachments: [March NS financials](#)

Harriet Pistorio explained that Naper Settlement has been keeping in touch with all of the schools who had reserved field trips that have been cancelled and has been issuing refunds. Most weddings that were

supposed to take place this spring have been rescheduled. The majority of the events planned for the spring and summer have also been cancelled, with nothing planned until September, when the site hopes to host a food truck fest. Pistorio added that the salary and benefits line of the budget should change to be closer to what's actually budgeted due to recent hires and promotions. A discussion was had about the vacancy factor built into the budget.

Pistorio said that she was hopeful that Naper Settlement would make a modest amount of money from school programs through the end of the year, and added that her team cut budgets for programs that aren't running or aren't running at capacity.

The financial reports were approved by a motion from Len Monson, seconded by Al Zucco.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

- 6. Approve the changes in location and the updated renderings provided for the Agricultural Center, Thresher Pavilion, and Innovation Gateway buildings and move forward with changes to the existing PUD.**

Tamayo-Calabrese summarized that all of the board members had discussed the updated plans with Meyer-Smith and other members of the Heritage Society Board at previous meetings, but that they were free to ask any additional questions now. Meyer-Smith reminded the board of the numerous benefits associated with the new locations and designs of the Innovation Gateway and Ag Center, including the opportunity to create an agricultural "pod." Tamayo-Calabrese informed the board that future renderings would make an effort to include images of a diverse audience. Mayor Chirico stated that he was happy with the proposed changes. Douglas and Mayor Chirico both commented on location of the restrooms in the floorplan for the Innovation Gateway and asked Meyer-Smith and the team to be aware of needs for all populations in these public buildings. Meyer-Smith explained that family restrooms, which are proposed for the lower level, are inclusive for all, but building code also requires separate sex restrooms. She added that her team would look into moving family restrooms onto the main level. Tamayo-Calabrese said that Naper Settlement was hoping to submit the PUD amendment to the City by September.

A motion was made by Len Monson to approve the changes in location and the updated renderings provided for the Agricultural Center, Thresher Pavilion, and Innovation Gateway and move forward with changes to the existing PUD. The

motion was seconded by Al Zucco. The motion was approved by all board members present; Douglas stated that she approved so long as the Innovation Gateway plans were updated to include more inclusive restrooms.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

7. Receive the 2020 Financial Projections.

Attachments: [0218_001 \(002\)](#)

Pistorio had covered these projections as part of her summary of Naper Settlement financials through March 2020.

A motion to receive the 2020 Financial Projections was made by Len Monson, seconded by Al Zucco.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda

8. Receive updates on the events schedule and the exhibit and program schedules.

Pistorio reiterated that the only rental event that hasn't cancelled for the spring/summer is Food Truck fest, which has been moved from May to September. Per the State's reopening plan, the region must be in Phase 5 at that point to host a large-scale event. Event planners who couldn't host their events this year are being encouraged to reapply for spots on the 2021 calendar. Mayor Chirico asked if any layoffs have occurred as a result of Naper Settlement not hosting events. Pistorio and Tamayo-Calabrese explained that there have been no layoffs and that the events team members have been working closely with our event partners to reschedule and reissue contracts. Tamayo-Calabrese shared that the Naperville Heritage Society board directed staff to implement a hiring freeze.

Donna Sack said that Naper Settlement will produce and host a home-front exhibit again in 2021 since the museum was mostly closed for the period that *Manufacturing Victory* was on site. An exhibit that ties into the HerStory campaign called *Women: Waves of Change* is projected to open August 1. As they develop and stage this exhibit, the team will keep social distancing in mind and work to minimize touchpoints.

9. Receive a report on Naper Settlement's pivot to digital resources and Rapid Collecting

Initiative.

Attachments: [LE Programming-Curatorial Collecting 5-28](#)

Sack explained that because school groups stopped coming to Naper Settlement in mid March, the learning experiences team shifted to providing digital experiences, including lesson plans for teachers and parents. They have also adapted the monthly History Speaks lecture series to an online format; these programs have been well attended, including by people from outside Illinois.

Sack said that her team has been actively collecting artifacts related to the pandemic and encouraging members of the public to journal about their experience. The team also launched a partnership with the Chamber of Commerce to encourage local businesses to donate images or objects they have relating to being closed during this time. Around 1,500 items have been collected relating to the pandemic, mostly digital, as very strict precautions are in place for collecting physical objects. The curatorial staff has also been documenting and collecting related to the civil unrest and protests in Naperville.

A discussion was had about social media platforms and the possibility of bringing art that reflects Naperville's diversity to the museum.

10. Receive the attendance and demographic tracking report through April 2020.

Attachments: [attendance for NSMB thru april 2020](#)

Pistorio presented the attendance report through April 2020.

G. ADJOURNMENT:

Kozlowski made a motion to adjourn the meeting at 8:55 AM, seconded by Waite.

The motion carried by the following vote:

Aye: 7 - Chirico, Monson, Waite, Wentz, Kozlowski, Zucco, and NSMB Douglas

Absent: 2 - Hinterlong, and Koranda