

City of Naperville

Naper Settlement Museum Board

May 3, 2024/8:00am

Minutes

A. Call to Order:

Councilman Josh McBroom called the meeting to order at 8:01am

B. Roll Call:

Staff Attendees – *Macarena Tamayo-Calabrese, President & CEO; Alexandra A. Atkinson, Director of Finance; Jeanne Schultz-Angel, Associate Vice President; Diane M. Fornek, Administrative Specialist*

Also Present – *Marcie Schatz, Assistant to the City Manager; Ray Munch, Deputy Director of Finance; Creighton Getting, NSMB student representative*

Present – *Councilman Josh McBroom, Eric Long, Phillip Petti, Alan Tang, Julie Schremser, Lee Quillinan*

C. Public Forum

None

D. Old Business:

Receive update on Long Range Plan

Tamayo-Calabrese indicated that the 5-year Long Range Plan should be complete by the end of May. NS has hired a Chicago based company, Davidoff Strategies, to conduct qualitative and quantitative surveys and questionnaires with various leaders and stakeholders within the community. Davidoff recently hosted small group workshops to review the results and to adjust the strategic initiatives outlined in the 5-year plan. The completed documents will be presented in the next NHS and NSMB Board meetings for approval and available to the public shortly thereafter.

Receive update on Farmers Market

The Farmers Market will run June through September on Tuesday's from 3:00pm to 7:00pm. Naper Settlement has contracted with 28 vendors with a variety of offerings.

There will also be live music on the grounds and educational demonstrations in the Mary and Richard Benck Family Agricultural Center. Press releases went out May 2, 2024, and the expectations for success are high.

Receive update on CIP for \$628 K

The Capital Improvement Plan request was in the budget from last year and was in the consent agenda approved by City Council on April 2, 2024. The funds from the CIP will assist in building the infrastructure for the digitization project. Naper Settlement has begun the preliminary work with Dave Kelsch from ADT who has walked the site to identify areas of importance. The project will begin in approximately two weeks and should be complete by the end of September.

E. New Business:

Receive 150th Fireman's exhibit reception invite

Jeanne Schultz-Angel informed the board that the exhibit and reception will be held at Naper Settlement on Wednesday, May 8th from 5:30 to 7:30pm. This exhibit, the result of years of research, will present artifacts and information about the history of the Naperville Fire Department. This will be a site wide exhibit utilizing the three galleries, Murray House, Firehouse, and the lower level of the Pre-emption House, which will be devoted to the fallen heroes. This exhibit will be available for the remainder of the year, and all are welcome to attend.

Receive Innovation Gateway ribbon cutting invitation

Ribbon cutting for the Birck Family Innovation Gateway is scheduled for Sunday, May 19th from noon until 2:00 pm. Naper Settlement has worked with Cortina Productions, an award-winning digital media company, in designing the welcome film that will be unveiled at the ribbon cutting event. There are about 80 attendees to date with more expected to RSVP.

Receive an update on Federal appropriations grant for \$800 K

The \$800 K Federal appropriations grant was awarded by Senator Dick Durbin's office and will be dedicated to the first tier of the multi-year digitization project. According to Jeanne Schultz-Angel allowing the public access to the collection of artifacts through digitization is an important part of modern-day best practices which is required for accreditation. Digital preservation has many behind the scenes components to be considered such as meta data for tracking, catalog systems, and updated equipment like

the recent delivery of a planetary scanner. This will be an innovative way to tell stories to the public by utilizing an interactive digital wall and will take several years and additional funding to complete.

Receive update on DCEO Tourism Grant for \$311 K

The \$311 K in DCEO funding will be utilized to upgrade the Fall events. Howlin' at the Moon, All Hallows Eve, and Oktoberfest will receive upgrades. A free-standing Haunted House and Day of the Dead attractions will be added as part of the experience for both Halloween events with funds from this grant. Additional funding will be allocated to upgrade Naper Nights band selections.

Receive update on HOA Marketing advertisement

Naper Settlement will be running a full-page ad in various HOA subdivision newsletters from May through October. NS is working with 14 subdivisions that will reach approximately 10K homes in Naperville each month.

Receive Naper Nights Lineup

The Naper Nights lineup has been announced and will be offering a variety of tribute bands from various genres. The goal is to appeal to a range of demographics so that there is something for everyone. Early sales show 3,500 tickets have been sold to date with 1,300 of those for the Taylor Swift evening.

F. Reports

Receive and approve the minutes from February 16, 2024

Councilman Josh McBroom requested a motion to approve the minutes from the February 16, 2024 NSMB board meeting

Motion to approve by Erik Long, seconded by Lee Quillinan
Motion carries 6-0

Receive and approve the Naper Settlement financial reports as of March 2024

Alexandra Atkinson highlighted Naper Settlement's financials for the month ending March 31, 2024. Operating revenue is over budget year to date by 30% at \$45,117 which is 36% of the annual budget. This increase is largely driven by the success of school services which is over by \$3,482. This is 9% over budget and 26% of the annual

budget. There is also an additional \$49K in the pipeline through June. Public programming is over \$28,450, 31% over the year-to-date budget and is 82% of the annual budget. Weddings and Other rentals are over by \$11,635, over 74% of the year-to-date budget and is currently at 15% of the annual budget.

Expenses overall are under for the year by \$182,637, 19% below the year-to-date budget and at 18% of the annual budget. Salaries and benefits are under 12% in the amount of \$108,516 for 20% of the annual budget. B&G maintenance is also under \$39,973, under by 34% of the year-to-date budget, year to date B&G expenses are at 15% of the annual budget. This is largely due to the timing of work projects being scheduled. Other areas which include conferences & training, hardware for closed private network, master plan and holiday lights are under \$20,928 which is 52% under the year-to-date budget and is at 10% of the annual budget.

Councilman McBroom requested a motion to approve the financial reports as of March 2024.

Motion to approve by Lee Quillinan, seconded by Phillip Petti
Motion carries 6-0

Receive CY24 Attendance Demographic Tracking

The CY24 Tracking report has been included in this packet for board review with no questions at this time.

G. Adjournment

Councilman McBroom requested a motion to adjourn at 9:00am

Motion to adjourn by Councilman McBroom, seconded by Erik Long.
Motion carries 6-0

Minutes are respectfully submitted by:
Diane M. Fornek - Administrative Specialist