

City of Naperville

*400 S. Eagle Street
Naperville, IL 60540*



Naperville

Meeting Minutes - Draft

Friday, October 25, 2019

8:00 AM

Mayor's Conference Room

Naper Settlement Museum Board

A. CALL TO ORDER:

Mayor Chirico called the meeting to order at 8:02 AM. Erin Lochtefeld, 2019-2020 student representative, and Bridget Kozlowski, applicant for the vacancy on the board, were introduced.

B. ROLL CALL:

Also Present: Macarena Tamayo- Calabrese, President & CEO; Harriet Pistorio, Chief Operating Officer; Donna Sack, Vice President & Chief Program Officer; Kimberly Grazulis, Administrative Specialist; Marcie Schatz, Deputy City Manager and staff liason for the Naper Settlement Museum Board; Bridget Kozlowski

C. PUBLIC FORUM:

No comments were made.

D. OLD BUSINESS:

1. Case Dairy Farm Milk House - *Harriet Pistorio*
2. Yuletide Festival - *Harriet Pistorio/ Rena Tamayo- Calabrese*
3. Grants - *Donna Sack*

1. Case Dairy Farm Milk House

Harriet Pistorio said that staff has been working with the City legal team and Marcie Schatz to get everything in order and get the building on the City's insurance. They have been collecting quotes from potential moving companies and anticipate that it will be moved in the next few weeks. Pistorio clarified that it will be the thirty-first structure on Naper Settlement's grounds. Dave Wentz asked why it hadn't been moved sooner, since it was approved by the Board in August. Pistorio explained that putting the building on the City's insurance and collecting bids from movers took some time. Erin Lochtefeld asked for clarification on where the building will be placed, and Donna Sack explained that it will fit nicely next to other agriculture-related structures on site.

2. Yuletide festival

Pistorio said that staff has been working closely with Star Events. Vendors are still being secured. The festival will open Friday, December 6 and will be free of charge. Staff from Naper Settlement and Star Events are working on advertising. One projected activity is story time in the Meeting House. A conversation was had about vendors and Tamayo-Calabrese explained that because it is a rental, the renter manages vendors.

3. Grants

Donna Sack gave background on the Institute of Museums and Library Services' Museums Empowered grant that was awarded in 2018. The grant's purpose is staff development and has allowed senior leadership to visit museums around the country that have transformed. The most recent visit was to the Strong Museum in Rochester, New York. The grant supports bringing thought leaders to the museum to train staff. Sack discussed upcoming visits by Cinnamon Catlin-Legutko, Director of the Illinois State Museum, and Dr. Darren Ranco (Penobscot), Professor at the University of Maine.

E. NEW BUSINESS:

Receive and approve the CY20 NS Budget and CIP and discuss the recent presentation to Council

Attachments: [CIP .pdf](#)

[NS budget for NSMB 10.2019.pdf](#)

Pistorio presented the budget, which was approved by the Naperville Heritage Society (NHS) in September. Most of the revenue lines are staying flat, though weddings have not been as profitable as they have been in the past. There will be a pledge made by the Naperville Heritage Society.

For salaries and benefits, everything is in line with the City of Naperville's budget, though it will be changed to reflect the chargebacks once they are finalized and a merit increase of 3% instead of 2.75%, which was originally projected.

A discussion ensued regarding the NHS's pledge and its place in the budget. The Mayor stated that he did not feel comfortable approving the budget as is and offered suggestions for how the NHS pledge should be utilized. Tamayo- Calabrese said that she would take these suggestions to the NHS Finance Committee. Wentz asked by when the Naper Settlement budget needed to be approved, and it was clarified that there would likely need to be another NSMB meeting for that vote before the Settlement's budget workshop with Council on 11/18. A motion to table this item was made by Paul Hinterlong, seconded by Dave Wentz.

Pistorio presented the CIP recommendation. For the next fiscal year, the request is for security cameras for increased safety. The quote provided would allow for 98% coverage of the site. The Mayor asked about the infrastructure for delivering the footage and Pistorio explained that it would function like the current security system around other city buildings. Pistorio and Tamayo- Calabrese also gave a brief background on the Innovation Gateway and how it would fit in and impact the surrounding area should it receive the necessary funding.

Paul Hinterlong made a motion, seconded by Dave Wentz, to table this agenda item.

The motion carried by the following vote:

Aye: 6 - Hinterlong, Monson, Pentecost, Waite, Wentz, Chirico

Receive updates on the following new business items:

1. Blackbaud upgrades - *Harriet Pistorio*
2. 'Twas the Night Before Christmas Holiday Exhibit - *Donna Sack*

1. Blackbaud Upgrades

Harriet Pistorio explained that Blackbaud is the software used for membership processing, rental payments, and other finances. The software is being upgraded for the first time in over ten years. The upgrade will start in the next week or two and will take 4-6 months. She highlighted the usefulness of the new software for ticket processing at large scale events.

2. 'Twas the Night Before Christmas Holiday Exhibit

Donna Sack gave background information on the new exhibit and invited the board to the exhibit reception on December 4. She talked about how this exhibit will complement other holiday events at Naper Settlement, like Yuletide and the Cup of Cheer™ house walk.

F. REPORTS:

Approve the minutes from the August 19, 2019 meeting.

Attachments: [Aug 19 19 minutes to be approved at Oct 2019 meeting.pdf](#)

Sally Pentecost made a motion, seconded by Len Monson, to approve the minutes from the August 19, 2019 NSMB meeting. The motion carried by the following vote:

AyeL 6 - Chirico, Hinterlong, Monson, Pentecost, Waite, Wentz

Receive the following reports:

1. Attendance and demographic report - *Harriet Pistorio*
2. Financials as of July 31, 2019 - *Harriet Pistorio*

Attachments: [NS Financials for Oct meeting.pdf](#)

[Aug attendance report.pdf](#)

1. Attendance and demographics report

Pistorio said attendance numbers were in line with the past year.

2. Financials as of July 31, 2019

Per Pistorio, revenue is close to where it should be. There are a few rental payments that were not in at the time of this report, and wedding revenue was down. Otherwise, financials are on target. Salary and benefits will be moving closer to budget due to recent promotions and staff members joining the team.

The Mayor asked about total operating expenses for 2019, and Pistorio anticipated that it would be about \$100,000 less than budgeted. She added that before the end of the year, some of the budgeted funds would be used for updates to the lower level of the chapel and updated storage at Fort Hill.

Kim Grazulis distributed a draft NSMB meetings schedule for 2020.

G. ADJOURNMENT:

Len Monson made a motion, seconded by Councilman Paul Hinterlong, to adjourn the Regular Naper Settlement Museum Board meeting of October 25, 2019 at 8:48 a.m. The motion carried by the following vote:

Aye: 6- Chirico, Hinterlong, Monson, Pentecost, Waite, Wentz