

City of Naperville

*400 S. Eagle Street
Naperville, IL 60540*



Naperville

Meeting Minutes - Draft

Friday, May 14, 2021

8:00 AM

On Zoom

Naper Settlement Museum Board

CITY OF NAPERVILLE PUBLIC MEETINGS UPDATE:

On Friday, June 12, 2020, an amendment to the Open Meetings Act was signed into law. This new law replaces the gubernatorial executive order concerning the Open Meetings Act and allows public bodies to temporarily conduct meetings remotely during a state of emergency, subject to certain requirements, including a determination by the head of the public body that an in-person meeting is not practical or prudent.

Pursuant to Section 120/7(e) of the Illinois Open Meetings Act, the continuation of the Governor's disaster proclamation, and Mayor Chirico's executive order determining that in-person public meetings are not currently practical or prudent because of the Covid-19 pandemic, we are holding the May 14, 2021 Naper Settlement Museum Board meeting remotely.

TO JOIN A MEETING: The meeting will be conducted using the Zoom Video Conferencing. You do not need to download any software or create an account to participate.

To login on your computer or iPad:

Click the link to join the webinar, the password is 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. When it is your turn to speak, you will be unmuted. There will be a few second delay after you are 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 provided on this agenda.

Once connected to the meeting, press *9 to "raise your hand" and wait for the Chairman to recognize you. When it is your turn to speak, you will be unmuted. There will be a few second delay after you are 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 Commissioners, 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.

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. [https://zoom.us/j/96079409877?](https://zoom.us/j/96079409877?pwd=c05pZHd1RFc3VFJBSHFWTFRMMDZDdz09)
[pwd=c05pZHd1RFc3VFJBSHFWTFRMMDZDdz09](https://zoom.us/j/96079409877?pwd=c05pZHd1RFc3VFJBSHFWTFRMMDZDdz09)
Passcode: 504266

Or One tap mobile:

+13126266799,,96079409877#,,,,*504266# US (Chicago)
+19292056099,,96079409877#,,,,*504266# US (New York)

Or join by phone:

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 +1 253 215 8782 or +1
346 248 7799 or +1 669 900 6833

Webinar ID: 960 7940 9877

Passcode: 504266

International numbers available: <https://zoom.us/j/96079409877>

A. CALL TO ORDER:

Mayor Chirico called the meeting to order at 8:02 AM.

B. ROLL CALL:

Also Present: Kimberly Grazulis, Administrative Specialist; Macarena Tamayo-Calabrese, President and CEO; Rachel Pruneda, Administrative Assistant; Donna K. Sack, Vice President & Chief Program Officer; Harriet Pistorio, Chief Operating Officer; Doug Krieger, City Manager; Erin Lotchefeld; Jaya Punwani; Lauren Rohr, Daily Herald; Philip Buchanan

Present 7 - Steve Chirico, Paul Hinterlong, John Koranda, Bridget Kozlowski, Lee Quillinan, Greg Waite, and Al Zucco

Absent 1 - NSMB Len Monson

C. PUBLIC FORUM:

There were no comments in the public forum.

D. OLD BUSINESS:

Receive an update on grants.

Rena Tamayo-Calabrese summarized that staff have been seeking grants for programmatic needs and capital projects. An application is in the works for additional capital funding from the Illinois Department of Natural Resources that would go towards Innovation Gateway; Tamayo-Calabrese is hoping to submit this application by June 1 and would hear back in the fall. Naper Settlement has received funding from the DuPage Foundation in support of its Distance Learning field trips and has applied for additional capital funding through the Community Foundation of the Fox River Valley. Staff are working on a few ongoing grants including Unvarnished and Facing Change. Tamayo-Calabrese is waiting to hear from the Department of Commerce and Economic Opportunity about an application that was submitted last year for funding for Innovation Gateway.

While staff are still working with a few foundations to secure funding for the Agricultural Interpretive Center, Naper Settlement is prepared to break ground on this building on 9/19. There will be a formal invitation for this event sent out soon. Pistorio added that the development team is working on a challenge grant from a donor that will complete the fundraising necessary to start construction on the Ag Center. The groundbreaking on Innovation Gateway may occur this year depending on grant funding. As the final designs for these buildings are developed, staff are working with the architects to help keep costs down considering the rising costs of lumber and steel. A discussion was had about how construction projects would impact planned events.

Receive an update on Naper Settlement's Long Range Plan

Donna Sack introduced the Long-Range Planning document, also known as the "Purple Document." Naper Settlement staff use this document to look ahead at the next five years to plan and budget for site-wide initiatives. Specifically, Sack focused on the steps outlined in the Long-Range Plan regarding digitization.

Mayor Chirico asked about how the virtual field trips had been received. Sack summarized that 1,800 students have participated so far and the feedback from teachers has been good, but staff were overconfident in their estimates of how many classes would take advantage of these programs this year with the pandemic still in full swing and schools and teacher continuing to pivot throughout the school year. In the future, staff will be looking to offer hybrid programming and will be creating a robust marketing plan ahead of the 2021-22 school year.

E. NEW BUSINESS:

F. REPORTS:

Receive updates on 2021 programming, including exhibits and summer events and camps.

Harriet Pistorio explained that marketing for the summer events is up and running. Naper Nights concerts will be held in July, August, and September instead of June, July and August due to the ongoing COVID pandemic. So far early ticket sales look very promising. Most of the rental events that come back to Naper Settlement annually are coming back. She also explained how staff were planning for potential capacity limits and added that wedding rentals are also returning to pre-pandemic levels.

Donna Sack explained that Camp Naper bookings are well ahead of previous years. Tickets went on sale in March and some programs are already sold out. She also summarized the new *Answering the Call* exhibit and explained how items from the Arnold Massier collection were used in it. She gave an overview of the upcoming Homefront 1940s weekend in September that will tie into the exhibit theme.

Receive and approve the minutes from the February 5, 2021 Naper Settlement Museum Board meeting

Attachments: [for May agenda Feb meeting minutes draft](#)

The minutes were approved with a motion by Al Zucco, seconded by John Koranda. Motion carried 7-0.

A motion was made approved. The motion carried by the following vote:

Aye: 7 - Chirico, Hinterlong, Koranda, Kozlowski, Quillinan, Waite, and Zucco

Absent: 1 - NSMB Monson

Receive and approve the financial report as of March 31, 2021.

Attachments: [NS march financials 2021](#)

Pistorio presented the financial report and explained that revenue is increasing as a result of virtual field trips and camp bookings. Gate admissions were low at the beginning of the year but are increasing. Wedding bookings are also solid - many weddings have been rescheduled from 2020 to 2021. Other revenue has come in from rental events like Food Truck fest.

Expenses are currently under projections due to savings in salary and benefits. Janitorial services have not cost as much as expected - because many staff have been working from home, less clean-up has been needed. Dollars will be spent on building maintenance and advertising as the weather improves.

The financials were approved with a motion from Al Zucco, seconded by Lee Quillinan. Motion carried 7-0.

A motion was made approved. The motion carried by the following vote:

Aye: 7 - Chirico, Hinterlong, Koranda, Kozlowski, Quillinan, Waite, and Zucco

Absent: 1 - NSMB Monson

Receive the attendance and demographics report through April 2021.

Attachments: [april 2021 attendance report](#)

Pistorio shared that there was not much to report on attendance and demographics due to the pandemic, but staff are hopeful to see large crowds at the events in the spring and fall. A discussion was had about the school districts that have been using the virtual field trips up to this point and what expected trends are for the fall. Quillinan asked about the typical breakdown of Naperville vs. non-Naperville residents who visit Naper Settlement. Pistorio explained that it is usually close to half and half, but that the new ticketing software implemented in 2020 will allow staff to get better data on the demographics of visitors. The marketing team will be able to use this data to better target their efforts. Tamayo-Calabrese and Pistorio briefly summarized Cision, a software being used by the marketing team to track

social media highlights and media coverage and said that the marketing team could attend the next NSMB meeting to present on it.

G. ADJOURNMENT:

The meeting was adjourned at 8:39 AM with a motion by Al Zucco, seconded by Lee Quillinan. Motion carried 7-0.

A motion was made to adjourn the Meeting of. The motion carried by the following vote:

Aye: 7 - Chirico, Hinterlong, Koranda, Kozlowski, Quillinan, Waite, and Zucco

Absent: 1 - NSMB Monson