

City of Naperville

*400 S. Eagle Street
Naperville, IL 60540*



Naperville

Meeting Minutes

Friday, November 6, 2020

8:00 AM

On Zoom Due to COVID-19

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.

On Tuesday, June 16, 2020, Mayor Chirico issued an executive order determining that in-person meetings of the City Council and the City's boards and commissions are not currently practical or prudent due to the Covid-19 pandemic. Accordingly, the Naper Settlement Museum Board meeting scheduled for November, 06 2020 will be conducted remotely. 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.

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

Please click this URL to join. [https://zoom.us/j/95474489049?](https://zoom.us/j/95474489049?pwd=ZGIYRGtQTzU2U21PbjZaOGVnc1NDdz09)
[pwd=ZGIYRGtQTzU2U21PbjZaOGVnc1NDdz09](https://zoom.us/j/95474489049?pwd=ZGIYRGtQTzU2U21PbjZaOGVnc1NDdz09)
Passcode: 359106

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: 954 7448 9049

Passcode: 359106

International numbers available: <https://zoom.us/j/95474489049>

A. CALL TO ORDER:

Mayor Chirico called the meeting to order at 8:03 AM.

- 1 Introduce the Naper Settlement Museum Board Student Representatives for 2020-21 - Erin Lochtefeld & Jaya Punwani

B. ROLL CALL:

Also Present:

Staff attendees - Rachel Pruneda, City Manager's Office; Kim Grazulis, Administrative Specialist; Harriet Pistorio, Chief Operating Officer; Donna K. Sack, Vice President & Chief Program Officer; Macarena Tamayo-Calabrese, President & CEO; Alex Atkinson, Director of Finance; Marcie Schatz, Deputy City Manager

Other attendees - Suzanne Baker, Naperville Sun

Student representatives - Erin Lotchfeld, Jaya Punwani

Present 8 - Steve Chirico, Paul Hinterlong, John Koranda, Len Monson, Greg Waite, David Wentz, Bridget Kozlowski, and Lee Quillinan

Absent 1 - Al Zucco

C. PUBLIC FORUM:

There were no comments in the public forum.

D. OLD BUSINESS:

1

Pistorio explained that she is still waiting on the final report from Alliant, the City's insurance carrier, after a representative was on site to assess the damage. She is expecting the report within a few days. Sack stated that many of the artifacts that are usually housed in the lower-level Pre-Emption House have been moved to the Fort Hill Collections Research Center and more will be moved as renovations are completed. Quillinan asked if staff knew how long the entire process would take; Sack said it would depend on the timing of insurance claims being finalized.

- 2 Receive an update on Naper Settlement's RFP for a distance learning program

Donna Sack summarized the RFP that was approved by the City on 10/6; Naper Settlement staff sought proposals to create three different distance learning modules-two based on existing field trip programs and one, focusing on social-emotional learning and resiliency, that will premiere digitally. They are working with Night Kitchen Interactive, a highly regarded firm that produces online exhibits and distance learning programs. Sack

then shared a three minute video clip highlighting some footage Night Kitchen had put together while they were filming onsite, including 3D renderings of artifacts and clips of museum educators and actors portraying characters in various scenes. The project will be completed by 12/31. Mayor Chirico commented that remote learning in some form is likely to stick around even after the pandemic, so he is happy that it is being developed now. Sack agreed and added that schools further away from Naper Settlement will be able to experience our programs in the digital format. Tamayo-Calabrese praised the work that staff have been doing to set up these programs quickly and expressed optimism that students around the entire state of Illinois would take advantage of them.

3 Receive an update on grants.

Macarena Tamayo-Calabrese gave an update on the grants that Naper Settlement had applied for from DCEO, IDNR, and the Hearst Foundation, as well as a Business Interruption Grant and a grant through the Chicago Community Trust for their Healing Illinois program. Staff expects to hear back from at least two of these organizations within the next month. Tamayo-Calabrese summarized what funding from each of the grants would be used for. Currently in-progress grants for Museums Empowered and Unvarnished have been extended. The Facing Change grant is still in progress. Staff are looking into funding from a few other private foundations. Quillinan asked about the affects of the extensions on the grant agreements and programming. Sack described changes that were made to the desired outcomes of grants because of the pandemic -- i.e. the National Endowment for the Arts grant in collaboration with Wing Young Huie will result in an online exhibit.

4 Receive updates on programming and events:

- i. Reopening
- ii. Camps
- iii. Summer Slices
- iv. HerStory + *Women: Waves of Change*
- v. Cinema at the Settlement
- vi. Halloween

Pistorio gave an overview of the Cinema at the Settlement events, which sold out and were well-received by the community. Sack described the Halloween trick-or-treating event that also sold out and allowed 400 guests to be on the site in a safe, socially-distant way. Sack also gave an overview of the changes that were made to the Camp Naper programs as a result of the pandemic and described the Summer Slices afternoon programming that was offered for parents and young children. The museum's HerStory initiative has been telling stories of important women in Naperville history and will continue through the end of the year. Staff have been sharing

pieces of the *Women: Waves of Change* exhibit on Facebook through “Women Wednesdays.” Tamayo-Calabrese expressed gratitude at HerStory’s success and said that it has been a great collaborative effort across teams.

E. NEW BUSINESS:

- 1 Receive and approve the CY21 NS Budget and CIP.

Attachments: [2021 ns budget & CIP](#)

Pistorio presented the operating plan for Naper Settlement for CY2021. There are only slight changes in the budget between 2020 and 2021, including a slight reduction in the program and events line and a reduction in expected revenue from field trips. There will also be a slight decrease in expenditures. Salary and benefits are in line with what the City is recommending for other City staff. Wentz asked about a large increase in expenditures for capital outlay. Harriet Pistorio explained that those funds are for repairs on the grounds, not for new construction. Atkinson added that capital outlay projects include repairs to HVAC systems and other wear and tear on the buildings. The Buildings & Grounds team found savings in other areas to offset this increase. Discussion was had about the proposed salary increase for staff and strategies for keeping the budget flat, along with the Naper Settlement fund balance for 2020 and how funding from the CARES Act would effect it. Wentz asked for clarification about the CIP asks, and Pistorio summarized the Naper Settlement CIP request for 2021. Tamayo-Calabrese added that with grant funding and the CIP for the new buildings, construction should be able to begin in 2021. Koranda clarified that the \$2.4 million ask for the new buildings would be adjusted if the Naperville Heritage Society did not have the matching funds available to start construction on both structures this year.

A motion to approve the CY21 NS Budget and CIP was made by John Koranda, seconded by Dave Wentz.

Aye: 8 - Chirico, Hinterlong, Koranda, Monson, Waite, Wentz, Kozlowski, and Quillinan

Absent: 1 - Zucco

F. REPORTS:

- 1 Approve the minutes from the August 21, 2020 Naper Settlement Museum Board Meeting.

Attachments: [MeetingMinutes30-Oct-2020-09-49-57](#)

A motion to approve the minutes from the August 21, 2020 NSMB Meeting was made by Len Monson, seconded by John Koranda.

Aye: 8 - Chirico, Hinterlong, Koranda, Monson, Waite, Wentz, Kozlowski, and Quillinan

Absent: 1 - Zucco

2 Approve the financial report as of August 2020.

Attachments: [Aug financials](#)

Alex Atkinson presented the financials. Naper Settlement is under plan on revenue by about \$30k due to few school visits and weddings occurring on site because of the pandemic. Some extra funding for maintenance was needed due to the water main break in the Pre-Emption House. While the insurance claims haven't been finalized yet, Pistorio explained that staff had to do around \$40k in repairs before filing the insurance claim. Atkinson explained how the vacancy factor effected the financials presented.

A motion to receive and approve the Naper Settlement financial report as of August 2020 was made by Len Monson, seconded by John Koranda.

Aye: 7 - Chirico, Hinterlong, Koranda, Monson, Waite, Wentz, and Quillinan

Excused: 1 - Kozlowski

Absent: 1 - Zucco

3 Receive the Naper Settlement deferred maintenance chart.

Attachments: [Project List-Updated 10.8.20 \(002\)](#)

Pistorio presented the deferred maintenance chart and explained that it represents all of the maintenance projects that were not able to be completed over the past few years due to the building and grounds team's budget and time constraints. Tamayo-Calabrese added that she was grateful this chart was compiled so that staff have a concrete idea of what projects need to be done and which are higher priority.

4 Receive and approve the proposed Naper Settlement Museum Board meeting dates for 2021.

Attachments: [2021 NSMB proposed meeting dates](#)

A motion to receive and approve the proposed meeting dates for NSMB for 2021 was made by Len Monson, seconded by John Koranda.

Aye: 8 - Chirico, Hinterlong, Koranda, Monson, Waite, Wentz, Kozlowski, and Quillinan

Absent: 1 - Zucco

Before adjourning, Macarena Tamayo-Calabrese informed the board that Naper

Settlement was nominated by Bill Foster for a prestigious award through the Institute of Museum and Library Services. Tamayo-Calabrese had reached out to Foster's office about nominating the museum again in 2021 due to the many projects that are currently in the works.

A discussion was had about the projected timeline for returning to in-person meetings.

G. ADJOURNMENT:

A motion to adjourn the meeting at 9:09 AM was made by Dave Wentz, seconded by John Koranda.

Aye: 8 - Chirico, Hinterlong, Koranda, Monson, Waite, Wentz, Kozlowski, and Quillinan

Absent: 1 - Zucco