

**Besser Museum for Northeast Michigan
Board of Trustees Meeting Minutes
Tuesday, January 30 @ 4:30 p.m.**

Present: Ann Diamond, Anne Belanger, Claudia Chapman, Jim Conboy, Tuffy Cross, Steve Lappan, Gregg Resnick, and Janet Young, also Executive Director Christine Witulski

Absent: Don MacMaster, Mike Ableidinger, John Caplis, Jim Johnson, Michelle Miller, Judy Suszek, Kristen Sharpe

Resignation: Ann Diamond announced Carol Witherbee's resignation. Carol served as a board member for 8 ½ years. Her term would have ended June 30, 2018.

Meeting Called to Order at 4:30 p.m.

Minutes: Janet Young moved to accept the December 19, 2017 minutes, supported by Steve Lappan. All Ayes. Motion carried.

Copies of the Museum's audit was passed out to Board members. Jim Kraenzlein will present the audit at the February 20th Board Meeting.

Director's Report:

- Executive Director Christine Witulski submitted her report in writing, which is filed with the Minutes. ED Witulski highlighted the following from the report:
 - a. Report on the elevator. The hydraulic cylinders are damaged and leaking oil. Schindler Elevator Corporation will install new packing kits to suit existing cylinder specifications. Repairs will cost \$4,375. The museum submitted a mechanical breakdown report to Citizens Insurance / Hanover Insurance company to see if this incident will be covered by insurance.

Standing Committee Reports:

Governance: President, Ann Diamond requested names of potential board members be submitted to her or to the Executive Director.

Collections: Nothing to report

Ad Hoc Committee Reports:

Great Lakes Fisheries Heritage Exhibit: The committee met with Good Design to review the conceptual drawings. The committee will meet to approve plans and have everything ready to submit to the Fisheries Trust by the April grant deadline.

Planetarium: Digital Dome Coordinator, Thaddeus LaCoursiere, is hosting a special Super Blood Blue Moon event Wednesday, January 31st. Thaddeus full report is submitted online in the Board packet.

Fine Art:

Painted Lady has the Lebadang framed and ready to return to the Museum. The exhibit opens February 13th. Volunteer, Vicki Wright help develop the interpretative labels for this exhibit.

Winter Blues Non- Juried Art Exhibit had 43 entries at \$20 per entry for a total of \$860. Real Estate One donating \$350 to sponsor the expense of the opening reception. Local blues musician, Chris Crown and Lee Kitzman will perform. The Founder –Friends of the Museum will host the February 13th reception.

DIA: Traveling Exhibit: The DIA emailed asking if we would be interested hosting a traveling exhibit in June and July. They are requesting the Besser Museum submit an AAM Facility Report. The Facility Manager and Executive Director are working on filing out this report.

Native American Exhibit: Anne Belanger and ED Witulski reported that they met with Good Design to discuss the Native American exhibit conceptual drawings. A written progress report was submitted to the Cook Family. Research and development is ongoing. An advisory committee is being formed and will meet sometime in February.

Old Business:

- **Changing of the Guard: New President, V.P. and 2nd V.P.** Steve Lappan moved to approve the slate of Officers for 2018: President, Ann Diamond (second term), Vice President, Anne Belanger (second term), Jim Conboy, 2nd V.P. Supported by Tuffy Cross. All Ayes. Motion Carried. Judy Suszek will continue as Treasurer and Michelle Miller will continue as Secretary.
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- **Employee Handbook:** The edited employee handbook is being reviewed by the insurance company. Tuffy noted some grammatical errors that need to be corrected.
- **Proposal to hire Museum Consultant, Phil Deloria:** Jim Conboy moved to hire Phil Deloria for his \$2,500 proposal. Gregg Resnick seconded. All Ayes. Motion carried.

Proposal: \$2,500** (S) 1 site visit; Coaching for:

- Crafting a better position description to remove duties currently identified as distractions to addressing the needs of the collection, especially those duties related to exhibition
 - Conducting the search process for a new candidate, including review of resumes/CVs, conference call/speakerphone participation in interviews
 - Developing a road map to get from point A to point Z to address the significant gaps in stewardship identified by your 2007 MAP Report and 2017 site visit
- (D) Improved position description; Progress report with relevant supporting documentation to the Accreditation Program staff on or before May 25th;
- (O) Better chance to retain accreditation; Better chance to secure a Collections Manager that will be capable of establishing physical, intellectual, and legal control of collections to transition from managing collections that are a liability, to managing collections that are an asset; Better chance to build a foundation on which an institution with aspirations may build with confidence.
- **Proposal to purchase Past Perfect Version 5 collection software program**
Tabled until we meet with consultant.
 - **Proposal to purchase HOBO data loggers for temperature and humidity**
Tabled until we meet with consultant.

New Business:

- Collections Manager Search is ongoing. We are waiting to conduct search until after meeting with consultant.
- **Northern Cleaning & Maintenance.** The Besser Museum received a \$10,000 donation to be used for cleaning the museum. Anne Belanger moved to hire Northern Cleaning & Maintenance at a rate of \$60 per cleaning (up to two times a week as needed) starting February 2018 per donor's request. Supported by Claudia Chapman. All Ayes. Motion carried.
- **Orkin Pest Control.** Gregg Resnick moved to utilize the services of Orkin Pest Control at the most costs effective bid for the museum needs. Supported by Tuffy Cross. All Ayes. Motion carried. Orkin will provide quarterly Pest Control services for an annual cost of \$580.
- **HVAC maintenance:** AirNEnergy audit/systems check on HVAC. It will cost roughly \$2,500 for AirNEnergy to go through and check all systems. Facility Manager, Matt Klimczak needs to asset all storage areas and provide them with pertinent information before they can tell us for certain what the audit will cost, and before they visit the museum.

Treasurer's Report:

President, Ann Diamond reviewed Treasurer, Judy Suszek's written overview of the Museum's financial statements.

Adjourn: The meeting was adjourned at 6:00 p.m.

Next Board Meeting will be Tuesday February 20, 2018, at 4:30 p.m.

Submitted by Christine Witulski, Executive Director