

**Besser Museum for Northeast Michigan
Board of Trustees Meeting Minutes
Tuesday, February 20, 2018 @ 4:30 p.m.**

Present: Mike Ableidinger, Anne Belanger (via Skype), John Caplis, Claudia Chapman, Tuffy Cross, Ann Diamond, Jim Johnson, Steve Lappan, Michelle Miller, Gregg Resnick, Judy Suszek and Janet Young also Executive Director Christine Witulski

Guest: Jim Kraenzlein of Straley, Lamp & Kraenzlein Accounting Firm

Absent: Jim Conboy, Don MacMaster, Kristen Sharpe

Meeting Called to Order at 4:32 p.m.

Minutes: Janet Young moved to accept the January Minutes, supported by Tuffy Cross. All Ayes. Motion carried.

Treasurer's Report:

Jim Kraenzlein gave an overview of the 2016-2017 audit, which is filed with the Minutes. There were no questions posed. He concluded that the audit process is getting better each year.

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. Phil Deloria, consultant, will be at the Museum on February 21.
 - b. A Collections Manager from CMU visited the museum on February 16 and noted the following concern: the current storage area is not acceptable and solutions include an offsite storage area; partnering with others in the area, i.e., NOAA to purchase a storage area; and/or redesigning current areas for storage usage--animal exhibit room, wood carvers' room or upgrade current space to meet standards. It may take capital grants to cover the cost of bringing the storage area to an acceptable standard. Current unacceptable storage areas can be utilized for storing seasonal materials such as Christmas trees.
 - c. CMU will take the Museum as a case study.
 - d. The Education Director position is currently posted and the Collections Manager position is on hold waiting direction from Phil Deloria.
 - e. Due to the current vacancies (Collections Manager and Education Director) there is a need to hire a part-time front desk person. Gregg Resnick made a motion to hire someone through September on a part-time basis (15 hours per week), Jim Johnson supported. All Ayes. Motion carried. The position will be revisited again during budget preparation time. ED Witulski will come to the Board with a staffing chart that will work best within the monetary constraints.

Standing Committee Reports:

Governance: nothing to report

Collections: nothing to report

Ad Hoc Committee Reports:

Katherine V: Tuffy and Jim reported together

Chinook: Jim Johnson reported the conceptual plan is moving along. Tuffy and Jim attended a Great Lakes Heritage Committee meeting to prioritize what was important in the final project. A final plan should be back by March.

Planetarium: nothing to report

Fine Art: ED Witulski reported that 130 people attended the Lebadang Exhibit grand opening. The "Winter Blues" Exhibit is currently running also. Paul Campbell and Vicki Wright would like to check out our art collection.

Native American Exhibit: Good Design will be here February 26 to meet with the advisory council. They will also give a proposal on how best to redesign the museum as a whole.

Old Business:

- **Employee Handbook:** Steve Lappan reported the handbook is in the hands of the insurance company and he is waiting for an approval.
- **Past Perfect Version 5 Collection Software Program:** Gregg Resnick made a motion to purchase this software at the cost of \$2,800 plus \$432 annually to maintain collections, Claudia Chapman supported. All Ayes. Motion carried.
- **HOB0 Data Loggers for temperature and humidity:** tabled, waiting for direction from Phil Deloria
- **Collection Manager Position:** Posting this position is on hold until ED Witulski can confer with Phil Deloria and CMU.
- **AirNEnergy Audit:** tabled for now

New Business:

- **Elevator Repairs:** Steve Lappan reported he is currently waiting for word from the insurance adjuster--Steve feels this is a part failure and thus covered under our insurance policy. Mike Ableidinger reported that the \$4,000+ repair did not work and the new price is in excess of \$27,000.
- **Reprinting the "Town That Wouldn't Die":** ED Witulski reported that the current inventory is around 100. She will check into the turnaround time to print the books. We will need additional by July 1. Cost is \$10,000 for 500; \$10,890 for 1,000 and \$12,000 for 1,500. Model Printing has the digital copy for reproducing.

Adjourn: The meeting was adjourned at 5:50 p.m.

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

Submitted by Michelle Miller, Secretary