

STEELE COUNTY HISTORICAL SOCIETY

BOARD E-MAIL MINUTES

May 30, 2024

Members Responding to E-mail request from Jennifer: Elizabeth Anselmo, Tom Bonacci, Dave Effertz, Chris Fisk, Dan Gorman, Jerry Ganfield, Samona Grubish, Keith Holman, Patty Jessop, Judy Johnson, Deb Lustig, Alexandra McGuire, Andy McGuire, Jane Middlestadt, and Nancy Vaillancourt

Steele County Liaison: Rick Gnemi (voted, as County liaison Rick is technically not a voting member of the board)

May 24 E-mail from Jennifer Thiele, Executive Director: Due to the number of Board Members that would be unavailable for the proposed Tuesday, May 28 Board Meeting, Patty and I have opted to combine the May and June meetings. After speaking with Silvan, we will be able to have the Monday, June 17 meeting at the Owatonna Arts Center with a tour of C-11 to follow. However, we have three items on the May agenda that require Board action and approval that cannot be delayed until June. There was a fourth item, but the donor clarified the gift was allocated to purchasing two new freezers for the Beaver Lake pop stand. No board action is required.

I am requesting an online vote from our Board on the remaining three items. Please review the following descriptions and in a REPLY ALL email please vote for each item individually. As we are doing an online vote, we will need unanimous approval. Please provide your votes by Tuesday, May 28. *As we are voting on a staff salary modification, I am only including board members in this email.

1. Requesting modification to the 2024 Budget for the Orphanage Museum Assistant Manager position. I had originally budgeted this position at 20 hours a week for \$16 an hour. Upon further review, and because we are not addressing the Bookkeeper's pay compression this year, I am proposing we up the Assistant Manager position to 25 hours a week at the \$16 an hour. This item was approved by the Executive Committee and passed to the Board for full approval.
 - a. This person would work Tuesday- Saturday, spending Tuesday-Friday at the Orphanage Museum and Saturday at the History Center.
 - b. This will enable to person to learn both campuses and be better able to catalog the Orphanage Museum collections.
 - c. This will also provide Staff coverage for Saturday's when there are no SCHS events or programs. We would not require this person to work every Saturday, just the Saturday's where there isn't coverage at this time.
 - d. This person would utilize the spare office and help prevent it from being filled with craft supplies.
 - e. How this impacts the budget. Please refer to the Proposed Budget Alterations sent out in the original May board packet for complete figures.
 - i. Originally budgeted \$16,640 for the full year. If we hire by June or July, at the 25 hours a week we would be looking at \$10,400 in expenses for the remaining year and \$20,800 for a full year in 2025.
 - ii. Including modifications to the Bookkeeper salary and rebalancing we are looking at a new budget of:
 1. 2024- Approved Budget
 - a. Income: \$419,345.20, Expenses: \$419,345.20
 2. 2024- Revised Budget:
 - a. Income: \$407, 209.20, Expenses: \$407, 209.20

Vote #1: Please vote on modifying the budget to reflect the new Assistant Manager hours and the delay in addressing the Bookkeeper's pay compression.

2. Requesting approval of a contract to do necessary maintenance and mitigation on the small and large cabins. Work would be performed by Mark Johnson, DBA Artisan Restoration LLC. Work includes log face replacement, replace log crowns, chinking removal and repair, epoxy repair, borate rods, borate solution, seal log end grain on corners, and permachink stain. Total project budget is \$6,575. 24.
 - a. Funding for this project will be taken from the Tuerk Fund- Village Maintenance, line item 3110 on the April Balance Sheet. Current balance is \$111, 405.30.

Vote #2: Please vote on approval the contract with Mark Johnson, DBA Artisan Restoration LLC a Village maintenance expense of \$6,575.24.

3. Requesting approval of a project contract with Baker Tech Services. Baker Tech is suggesting we purchase two new servers, total hardware expense is \$4,599.68.
 - a. SCHS is currently running out of usable space on the existing server.
 - b. New server would allow Baker Tech to remove unnecessary permissions or restrictions from the existing files, which are inhibiting everyday operations.
 - c. One server would be stored on site at the History Center and the second would be stored at Baker Tech Services. This provides a safe off-site storage for all our digital records in case of fire or flooding.
 - d. This is not a budgeted expense and would be taken from operational income.

Vote #3: Please vote on approval of a project contract with Baker Tech Services to purchase two new servers for the Historical Society, total hardware expense is \$4,599.68.

Again, please vote for each of these items individually by replying all to this email by Tuesday, May 28.

In other news, I have two operations related action items that require a different kind of board action .

1. Part of Tom's tour of C-11 was going to include the opportunity for future training for those interested in learning how to be a C-11 volunteer. Tom and Anne are seeking additional volunteers for this summer. Please let me know if you are interested prior to the June meeting. I am trying to schedule a group training session with Tom versus having him repeat himself multiple times. We also want to ensure Tom has enough coverage for the summer months which are fast approaching.

Action Item: Are you interested in training to be a volunteer at C-11? Yes or No.

2. We are still seeking Board Members to assist with the summer weekend coverage. SCHS is hosting back-to-back rentals Friday-Sunday in June. We would greatly appreciate Board coverage over the weekends to give Staff a break. Here is the current weekend line up.
 - a. Saturday, June 1- Grad Party- **Seeking Board Coverage**
 - b. Saturday, June 8- Grad Party- **Seeking Board Coverage**
 - c. Sunday, June 9- Grad Party- Patty covering. Thank you, Patty!
 - d. Saturday, June 15- Grad Party- Nancy covering. Thank you, Nancy!
 - e. Sunday, June 16- Grad Party- **Seeking Board Coverage (Yes, I know it's Father's Day)**
 - f. Saturday, June 22- Junior Genies Day Camp and Rental- Staff is covering.
 - g. Sunday, June 23- Jazz Jam on the Patio- Staff is covering.
 - h. Saturday, June 29- **Seeking Board Coverage for History Center and/or participation in the Ellendale Parade on the same day.**

Action Item: Are you able to cover a weekend shift at the History Center. Hours vary based on rental schedule. Please provide date(s) if you can assist or are interested in attending the Ellendale parade on the Model T Truck.

Voting Results received in 5.30 email from Jennifer:

	Budget Revision	Cabin Contract	BTS Contract	Investments
Elizabeth	Y	Y	Y	Y
Tom	Y	Y	Y	Y
Dave	Y	Y	Y	Y
Chris	Y	Y	Y	Y
Jerry	Y	Y	Y	Y
Dan	Y	Y	Y	Y
Samona	Y	Y	Y	Y
Keith	Y	Y	Y	Y
Patty	Y	Y	Y	Y
Judy	Y	Y	Y	Y
Deb	Y	Y	Y	Y
Alex	Y	Y	Y	Y
Andy	Y	Y	Y	Y
Jane	Y	Y	Y	Y
Nancy	Y	Y	Y	Y
Rick	X	X	X	X

Next meeting scheduled for Monday, June 17, 2024 at 6 pm at the Owatonna Arts Center (with tour of Cottage 11 to follow the board meeting)

Respectfully Submitted
Jane Middlestadt, Secretary