

**JACKSONVILLE AREA MUSEUM BOARD MEETING
(HERITAGE CULTURAL CENTER)**

January 4, 2024

The January board meeting was held at the Jacksonville Area Museum (Old Post Office) with a teleconferencing option available. The meeting was called to order at 5:15 p.m. by David Blanchette, Chairman pro tem. Those present included Dave Blanchette, Chad Boehlke, John Clancy, Nick Little, Lisa Hall, Diane Hollendonner, Laura Marks, and Jo Ann Nelson, with James Pisell and Allan Worrell participating by phone. Absent were Patsy Erickson (Emeritus), Rebecca Houston, Kyla Hurt, Brittany Henry (Ex-Officio), and Judy Tighe (Ex-Officio). Also present was Manager McKenna Servis.

The minutes of the December 7, 2023, board meeting were approved as distributed.

Treasurer Laura Marks distributed the financial report for December showing income of \$7,399.75 which included \$526.23 in visitor donations, \$353.52 in memberships, and \$6,520.00 in “other income” which included \$6,000.00 from the MAC Foundation for operational support and \$520.00 in memorial gifts and other donations. Expenses totaled \$5,404.01 which included \$373.51 for operational expenses, \$30.50 for exhibit development, and \$5,000.00 payment to the design and marketing consultant. There were approximately 572 visitors in December (including 290 on December 3 for the Pilot Club Home Tour and LEGO exhibit). Donations and number of visitors remain ahead of 2022 totals. Balance was \$48,385.38 at the end of December.

COMMITTEE REPORTS:

Administrative: There were no museum use or speaker requests presented. During the manager’s report, McKenna noted that all museum spreadsheets and documents are currently stored on either her computer or Laura’s, and that the museum needs to acquire a program (Microsoft Suite 365) to support those for the museum’s computer. She will investigate further.

Several people have experienced a problem with keys getting stuck in the east entrance door. A shot of WD-40 was recommended.

It was voted to approve closing the museum March 3 – 16 (6 exhibit days) for deep cleaning, removal of the LEGO exhibit, and preparations for installation of the Jacksonville Developmental Center exhibit. Tentative plans for the JDC exhibit are for installation around March 27, with a member opening on April 5 and opening to the public on April 6. Allan will contact the Chamber of Commerce to check on those dates for any conflicts.

It was voted to request funds not to exceed \$5000 from the JAM Foundation to purchase appropriate wire shelving units from Gaylord for storage of museum artifacts. McKenna also needs to order more archival folders, boxes, etc. at a cost of approximately \$1200 from the Collection Preservation line in the budget.

Plans for a recognition banquet in January have stalled but will remain on the agenda for further consideration. Investigations on security and insurance are continuing as well.

Exhibits: Nick Little reported that promotion of the LEGO exhibit has drawn visitors from outside the immediate Jacksonville area. The Post Office exhibit is scheduled for installation after the JDC exhibit. David Blanchette plans to invite the Postmaster General to attend the opening. Dave is also going to check on the status of the Ferris wheel seat.

Fundraising: Laura Marks reported donations are still coming in to the JAM Foundation, with \$87,000 in cash received to date.

Building and Grounds: The pigeon problem received front page publicity in the Jacksonville Journal Courier on January 4. Appropriate spikes have been located and will be ordered.

Electrician Scott Jess submitted a bid for lights and electrical outlets at a cost of \$5000 – \$6000. It was voted to accept the bid for electrical work by Jess Electric not to exceed \$6000 with requests to be submitted to the JAM Foundation and the MAC Foundation for assistance with funding.

Collections: It was voted to add the following items to the museum collection: a donation from Dan Beard which included original furniture from the old post office and a braille typewriter.

Promotion: No report.

OLD BUSINESS: Blanchette reported that the bid package for the HVAC installation is not ready for review. It was voted to form a committee with David Blanchette, Jim Pisell, and Steven Varble to review the bid if it becomes available before the February board meeting and to authorize the committee to release the bid for advertisement if it meets with their approval.

NEW BUSINESS: Chad Boehlke suggested that the museum should submit a request to the Village of South Jacksonville for a Tourism Grant. David Blanchette offered to fill out the proper form and submit it.

PUBLIC COMMENTS: None.

The next meeting will be held on Thursday, February 1, 5:15 p.m., at the Jacksonville Area Museum, 301 E. State Street. A call-in option is available upon request.

With no further business or announcements to discuss, the meeting adjourned at 6:25 p.m.

Respectfully submitted,

Diane Hollendonner, Secretary

