

Sibley County Historical Society Board Meeting Minutes
700 Main Street
Henderson, MN 56044
On Line "Zoom" Meeting
December 10, 2020 5:00 PM

President Jeff DuCharme called the meeting to order at 5:02 pm as an online Zoom Meeting. Board Members present were Jeff DuCharme, Eldrene Ebert, Vicki Stock, Tom Frauendienst, Mike Reinhardt, Joy Cohrs, Wendy Evenson and Shirley Black. Absent Board Members: Holly Harjes.

Visitors: Diane Frauendienst

Motion made by Vicki, second by Tom to approve the November/December agenda. Passed.

Motion made by Vicki, second by Mike to accept the October Minutes. Passed.

Motion made by Vicki, second by Eldrene to accept the October Treasurer's Report. Passed. Tom noted that the treasurer report was as of the 4th Thursday in November of 2020.

Treasurer Update: Give to the Max Day results: We received 3 donations totaling \$175.00. Tom sent an email to Mighty Cause, the organization where the money goes into. They distribute the funds. We will receive a check in 5-7 days. The check will be for \$170, as they take a \$5.00 fee for issuing the check.

Tom paid the dues for the MN Historical Society. Membership is good through next November. If we order anything from the library or publication department, there is a membership number: #160885 to use.

A bill was received from the Midwest Art Conversion Center. It was addressed to Amy Newsom. It was an annual membership fee of \$50. Discussion was held on the use of this center. It was discussed that this is the same place where the map is at and it is believed we have used it one other time. The bill will be paid.

Old Business:

- Ian Sing has been contacted to repair the slate roof and he has the SCHS on his list. Jeff had contacted Ian several weeks ago and Ian indicated he would do the roof repair. Jeff indicated that he left Ian Sing a message recently as he has not heard from Ian since the last contact.
- Front steps and railing have been repaired and Anderson Brother's Construction invoiced us for less than original estimate.

- Sharon Haggemiller and Jeff went to the Joseph R. Brown (JRB) Center to look at the items that are there which are on loan from the SCHS. Most of the items that are there are paper: Maps, books, photographs. Also, there are items that are part of Mr. Allenson's collection of documenting nature. No huge items. There seems like there is nothing going on at the JRB Center. There is no immediate cause to have to remove things. We can take things as soon as we would like to.
- Director position. Claudia Nicholson's report was to hire someone who would be a fulltime position as an executive director. This person would have extemporary credentials as being the director in education, and oversee everything, including fundraising. This position would also have the benefits of health and vacation. Claudia provided an hourly rate. Jeff and Tom discussed this and calculated that this would last for a couple of years before we would have no money left. Tom indicated that the suggested salary and benefits would run approximately \$60,000 a year. Right now, we receive \$15,000 from Sibley County a year for operations. Besides membership, and with normal bills etc. we need to review the budget when considering this director position. When we do the year-end audit, we will get a clearer picture of our income and expenses. Tom is estimating about \$20,000 a year for expenses. Most of Sibley Co's \$15,000 goes to operating expenses. A known 2021 upcoming expense is the front porch floor needing to be repainted.

The Board reviewed the ad that Amy Newsom put in newspapers in the classified section. Using this ad would entail changing the position from an executive director to an administrator. *"The Sibley County Historical Society in Henderson seeks an energetic and visionary administrator. The successful candidate will have a proven record of managing volunteers, budgeting, building maintenance, fund raising, and overseeing multiple projects at the historic site or museum setting. This position is 32 hours per week. Hours will include Tuesday, Thursday, and Sunday coverage when the museum is open to the public. Additional hours will vary and will include some evening and weekend work. Range wage will be \$15-\$20/hour depending on experience. There are no benefits with this position. Email resume and letter of interest to the Sibley County Historical Society (then gives rest of info)."*

The board went into discussion on the position being an Executive Director -versus- an Administrator. Discussed were the skills needed including good organizational skills. We discussed interactions with the volunteers. Discussion on providing directions to the volunteers. We discussed the problems this position would need to address. Discussion of the committees and the leads of the committee's roles in volunteer oversight.

This discussion led us leaving the discussion of the Administrator/Director position to go into an Accession and Collection Committee discussion. Mike Reinhart, Sharon Haggemiller and Jeff Ducharme have meet twice at the museum to help Sharon clean out the storage closet. It has helped somewhat but not enough. Volunteers tend to accession everything and place it the museum. That has happened recently, when a

volunteer received something from a citizen of Henderson named Les Trimbo. No questions were asked, and the items brought into the museum. Request was received from the volunteer to accession this item (item from a drugstore), but item needs to be repaired as well. This and other items are being brought to the museum during the moratorium. It is felt that the SCHS board of directors established guidelines are not being followed. It is noted that the volunteers were made aware by President Jeff Ducharme of the moratorium and accession and collection guidelines set forth by the SCHS Board of Directors. If a new administrator/director must enforce this and receives pushback there is a fear that the new administrator/director will become frustrated. How do we address the gap of volunteers following proper guidelines/board recommendations? As well as the Museum office becoming cluttered with stuff...do we need to come in and clean up?

Jeff will talk with the volunteers and discuss the above concerns.

Motion: Jeff Ducharme will speak with volunteers on behalf of the board and let them know that any items coming into the museum must be board approved and all items previously brought in without board approval (Arlene's property and the scale) will need to have the numbers removed and items removed from the collection.

Motion by Tom, second by Mike. Passed.

Discussion: Suggestion to follow-up with a written letter to the volunteer(s). Jeff will be responsible for the letter summarizing the board's position on following the guidelines put forth by the Board.

Return to Director Discussion: Discussion on the costs of a director/administrator. After reviewing the minutes from the August 2020 meeting, where it was decided that we would table the Director/Administrator until after the first of the year, we will table the Director/Administrator position at this meeting, and it will be discussed in January/February.

New Business:

- Newsletter is ready for print by December 20th.
- Cleaning Committee. The museum needs some cleaning. WhyNot Plumbing and heating has been in to replace the furnace filters for the winter. Thoughts about a "cleaning day" were discussed. We will put a request in the newsletter asking for cleaning volunteers.
- Accession Collection Committee discussion. Is there a conflict of interest with the volunteers? Conclusion was that there is, and new committee members should be placed on the committee especially since Jeff has resigned from the Committee. Mike has volunteered to be on the Accession and Collection committee. Vicki will be on the committee as well and Wendy Evenson also volunteered to be on the committee. Jeff

will update the volunteers of the new members on the accession collection committee.

The new accession collection committee will need to review the items from Sue Boehne (Clown Suit), Photograph, wedding dress, shoes, scarf and wedding license of Ed and Ann Bertrand, Photographs of Baptist Church in Gibbon

- Exterior steps and porch painting. Expense coming in 2021

Merry Christmas and Happy New Year! With all best wishes and looking forward to a healthy 2021!!

Meeting Adjourned @ 6:05 pm

Submitted by Shirley A. Black

SCHS Secretary