



PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, March 14, 2022 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kramer Rock, Tom Sieber, Todd Bartels, Alex Renard & Tom Friberg
ALSO PRESENT: Kasha Huntowski & Beth Kowalski
EXCUSED: Kevin Kuehn & Cassandra Erickson

CALL MEETING TO ORDER

1. Vice Chair Sieber called the meeting to order at 4:30PM.

2. **APPROVE/MODIFY AGENDA**

Motion made by Alex Renard and seconded by Kramer Rock to approve the agenda.

3. **Museum Director Report.**

Budget Status and Update: Museum Director Kowalski provided the board updates on January/February admission revenue and the first two weeks of March. Admission revenue currently is meeting expectations per the budget process. She provided comparison between 2021 and 2022 January 1st-March 14th for member visits, prepaid tickets, prepaid tickets for youth 3-15, and net revenue for youth 3-15. She reported cautious optimism to returning to attendance trends pre pandemic.

Museum Director Kowalski informed the board that the Digitization Technician will start on April 4th, 2022. She expressed staff enthusiasm on having the position filled. She also reported that the Exhibition Manager recruitment was underway and that she was hopeful that interviews would take place mid-April.

Education, Interpretation and Community Engagement: Museum Director Kowalski reminded the Board about a 2015 loan of artifacts to the Green Bay Diocese Museum at St. Francis Xavier Cathedral. She informed the Board that the Green Bay Diocese Museum requested another loan of five artifacts not currently on display for a 2022-2023 exhibition at their site. In addition to the five artifacts, she informed the Board of the request from Bishop David Ricken, to transfer the Perrot Ostensorium for the duration of the exhibit. Museum Director Kowalski informed the Board that Collections Manager Pfothenauer was working with the Green Bay Diocese Museum Board Chair and would ensure that a certificate of insurance would be provided prior to the artifacts leaving the Neville Public Museum.

Digital Media and Technology Update: Museum Director Kowalski shared with the Board that 2021 was to be the year for all County computers located within the Museum Department to be replaced. Due to supply chain issues at this time only four of the twenty machines are onsite and configured. Once all the machines are in place and configured Museum Director Kowalski with staff will

determine the appropriate number of Adobe Creative subscriptions needed to continue to be progressive in exhibition thought and design. This will be a fiscal impact this year with two new staff starting and an adjustment for FY 2023.

4. **Such other matters as authorized by law:** Kramer Rock wished to recognize and thank Vice Chair Tom Sieber for his ten years of public service and of support for the Museum. The whole board thanked Supervisor Sieber for his thoughtfulness and dedication.

Kramer Rock asked for a project update on the north parking lot. Museum Director Kowalski shared that the Highway Department was working on the elevation plan and that work was scheduled to take place in the third quarter of 2022. She also shared that the other two 2022 ARPA requests were with Facilities Management and she was waiting on a timeline update for Steam Humidification and Building Control. As a follow up Facilities Management did report back and hoped that the Steam Humidification could be done when offline for the 2022 season i.e., summer 2022.

Museum Director Kowalski provided a list of the project estimates she was collecting for submission to be considered for potential 2023 ARPA funding.

The next scheduled meeting of the Neville Public Museum Governing Board will be 4/11/22. Discussion ensued: no action taken.

5. Adjournment. Vice Chair Sieber, called the meeting to an end at 5:12PM. Motion made by Tom Friberg seconded by Alex Renard to approve.