



**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, August 9, 2021 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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PRESENT: Kevin Kuehn, Cassandra Erickson, Alex Renard, Kramer Rock, Tom Friberg by phone  
ALSO PRESENT: Kasha Huntowski and Beth Kowalski Lemke  
EXCUSED: Kevin Cullen, Todd Bartels, and Tom Sieber

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CALL MEETING TO ORDER

1. Chair Kuehn called the meeting to order at 4:31PM.

2. APPROVE/MODIFY AGENDA

Motion made by Alex Renard and seconded by Cassandra Erickson to approve the agenda.

3. Museum Director Report.

**Budget Status and Update:** Museum Director Kowalski Lemke informed the board that 2021 revenue is proceeding as hoped, and that according to the American Alliance of Museums and Association of Science and Technology Centers data the Museum is doing better than other comparable museums in the Mid-West. July admission revenue was strong, and the start to August was positive.

Museum Director Kowalski Lemke shared an overview of the administrative department budget review of 2021 reforecast and 2022 proposed. Specifically, she shared holding open the Research Technician position until 2022. This is a fiscally responsible choice currently since it is difficult to predict fourth quarter revenues due to the uncertain world we are experiencing. If allowed to proceed the position description has been rewritten to adjust the focus and demonstrate expectation for increased photographic and film sale revenue within the position.

Museum Director Kowalski Lemke reported a slight increase in the bill rate for the security contract. She and our Guest Services Coordinator reviewed open building days and hours. Recommendations at this time are not to schedule programming during non-business hours unless completely offset by fees. She shared the background on the notation in line 4901.110 Donations NPM Foundation. 2022 will be less due to more internally created/curated exhibitions. 2021 will be a higher amount due to traveling exhibit rental deposits for 2023 and 2024. She also shared that NPMF Capital Campaign amounts do not appear in this line.

Regarding 2022 fee increases she is recommending increasing the Archaeological, Research and/or Consultant fee and the Archaeological Storage Preparation Fee. Additionally, deemed appropriate by Education and Recreation on August 4, 2021 she is recommending changing the youth age range to 3-15 to be in alignment with other departments and cultural entities.

4. **Such other matters as authorized by law:** The next scheduled meeting of the Neville Public Museum Governing Board will be September 13, 2021 Discussion ensued: no action taken.

5. Adjournment. Chair Kuehn, called the meeting to an end at 4:43PM. Motion made by Alex Renard and seconded by Kramer Rock to approve.