



**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, September 13, 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: Kevin Cullen, Kasha Huntowski and Beth Kowalski Lemke  
EXCUSED: 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 Kramer Rock and seconded by Cassandra Erickson to approve the agenda.
3. Museum Director Report.  
**Budget Status and Update:** Museum Director Kowalski Lemke reminded the board of the administrative department budget review of 2021 reforecast and 2022 proposed. Specifically, 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 on the 2022-2026 CIP projects that now may become ARAP projects specifically steam humidification system replacement, building controls replacement and parking lot resurfacing. She shared her full support of them proceeding forward.

**Education, Interpretation and Community Engagement:** Museum Director Kowalski Lemke provided the board details on one grant specific to the 2022 internally created “HerStory” exhibition and two pending grants that would provide monies to offset 2021 utility costs and allow for the extension of the “Germs” portion of “Spectacular Science” to travel. She promised to let the board know once the institution was alerted with a decision.

**Digital Media and Technology Update:** Museum Director Kowalski Lemke expressed the department’s frustration on an email filter that is blocking real emails of importance and is creating an issue with the new website forms. Some of the webforms are not configured correctly and this will be worked on with IT, the website vendor and Museum staff. She also mentioned that the department is feeling the challenge with international shipping as new workstations were ordered in February and have not yet arrived. Due to the complexity and number of applications to do our unique job for the community staff are anxiously awaiting the new equipment and the timeline for installation. The new equipment will greatly improve workflow, efficiencies in project management and will bolster staff morale. Discussion ensued, no action taken.

4. **Such other matters as authorized by law:** Museum Director Kowalski Lemke informed the board that she and Deputy Director Cullen selected ten pieces of art from the collection of now deceased June Kashnig for the collection. They explained June’s significance within the art community and the scope of the pieces selected. The next scheduled meeting of the Neville Public Museum Governing Board will be October 11, 2021 Discussion ensued: no action taken.
5. Adjournment. Chair Kuehn, called the meeting to an end at 4:57PM. Motion made by Cassandra Erickson and seconded by Alex Renard to approve.