

**MINUTES**  
**ABRAHAM LINCOLN PRESIDENTIAL LIBRARY AND MUSEUM**  
**BOARD OF TRUSTEES' MEETINGS**

Wednesday, June 17, 2020  
9:30 am

**DRAFT**

**PRESENT**

Trustees

Ray LaHood, Chair  
Steve Beckett  
Joan Brodsky  
Jessica Harris (absent)  
Kathryn Harris  
Gary Johnson  
Melinda Spitzer Johnston  
Jason Lesniewicz  
Dan Monroe  
Martin Sandoval  
Eunice Santos (absent)

Guests

Satch Pecori, Chairman, ALPLF  
Rene Brethorst, Chief Operating Officer, ALPLF  
Andrew Lee, Isaacson Miller  
Jeff Kessner, Isaacson Miller

Staff

Melissa Coultas, Acting Executive Direct, Chief of Staff, Interim Human Resource Director  
Toby Trimmer, Chief Operating Officer  
Dave Kelm, General Counsel, Ethics Officer, FOIA Officer  
Hannah Ross, Executive Assistant  
Brett Cox, Chief Financial Officer

Minutes from May 20, 2020, Public Meeting.

*Trustee Gary Johnson made a motion to approve the minutes of the May 20, 2020, public meeting. Trustee Steve Beckett seconded the motion. The Minutes were unanimously approved.*

### **Chairman Report**

Chairman LaHood reported that he has been in discussion with Melissa, Toby, and Dave regarding this Board Meeting and the contract with the Isaacson Miller search firm.

Trustee Beckett informed board members that the Provenance Committee scheduled their first meeting on July 7<sup>th</sup> at 3:00pm.

### **Acting Executive Director Report**

Acting Executive Director, Melissa Coultas, started her report on reopening plans. The tentative date for reopening the ALPLM is July 1, 2020. The reopening date is contingent on the state of Illinois moving to phase four and some items that need approval from the Governor's office and IDPH.

Executive Staff has been working closely with The Department of Commerce and Economic Opportunity to advise them on guidelines for reopening museums. After seeing some of those guidelines, the ALPLM is adjusting plans to align with IDPH and IDCEO plans that will be shared with the public.

To keep staff and patrons safe, ALPLM staff have installed sneeze guards, purchased and received cloth masks, procured a large amount of PPE and cleaning supplies, and are updating cleaning protocols. The ALPLM updated ticketing system to timed ticketing, this way we can control how many people are in the building at a given time. ALPLM Volunteers will not be returning the first month of reopening. Advertisement to announce reopening will include press releases, a short video that will be shared on our social media pages and working closely with Springfield Convention and Visitors Bureau

The board members were updated on grants the ALPLM has received and applied for. The ALPLM received \$150,000 from the Governor's Office to support our education initiative. With the money received from Governor's Office, the ALPLM will be upgrading our education technology. Upgrading this technology will help us shift to online education and help educate teachers on online teaching. The ALPLM will also use the money to digitize more of our collection to put online. Library Services Director, Lisa Horsley, applied for a federal grant with the goal to digitize the papers of Mary, Robert, Tad, and William Lincoln. Next board meeting we will know if our application was chosen and will report back.

### **Chief Operating Officer Report**

Chief Operating Officer, Toby Trimmer, started report by explaining that the number one priority of the ALPLM is the health and safety of our staff and patrons. Our second priority is providing programs and services in a meaningful way to the public. The education department has done a great job creating around 25 virtual programs. The research department has also been creating a lot of online content and outreach. The Conference of Illinois History, that is held at the ALPLM annually, will be moved online this year.

When the ALPLM reopens, there will be a new exhibit in the Illinois Gallery, titled *Spies, Traders, and Saboteurs: Fear and Freedom in America*. This exhibit had a lot of interactive components that have been taken out and replaced with content on Spies during the Civil War. There is sensitive subject matter and artifacts in this exhibit, so it was critical that a lot of training was developed for staff and volunteers. There are still internal discussions on how to proceed with community education on this exhibit.

Chairman LaHood suggested that executive staff check with historians on how they should use or display these sensitive artifacts. Checking with the historians can protect staff and give them many opinions when questioned about these certain artifacts.

### **Chief Legal Officer Report**

Chief Legal Officer, Dave Kelm, reported that HB 101-0636 was passed and signed by Governor last week. Thank you to our legislative Liaison, Kayla Sorensen, for getting our language passed in a very short session period. Now that HB 101-0636 has passed, we have access to our Hostick Trust Fund.

Harassment and Discrimination training for 2020 will be coming up at the end of summer/early fall to coincide with our annual Ethics training. These trainings will be for staff and board members and will all be electronic.

### **Chief Financial Officer Report**

Chief Financial Officer, Brett Cox, reported that Public Act 101-637 was passed and signed into law which contains the ALPLM budget for the upcoming FY. The ALPLM received flat funding and \$150,000 of CARES grant money. Cox has been having individual meetings with each department to get an understanding of what they would need financially to achieve our organizational objectives.

There is significant concern for our budget going forward due to our lack of donations and revenue, but we have some balance saved to weather the storm for the next year. Trustee Lesnevich suggested incentives to get people through the doors. If you can get people to come in, they will see all the safety protocols that have been put in place and will feel safe, comfortable, and tell people about their positive experience. Trustee Johnson shared that The Chicago History Museum is making their first month free.

## **New Business**

*\*Trustee Gary Johnson left the meeting\**

### **Event Network contract revision approval**

Event Networks, that runs our gift shop, has proposed an Amendment to the current contract that is held by our foundation. The proposed amendment is for some concession to our typical royalty agreement. Instead of 25% of gross receipt, they have asked that the calculation would be based on a differential between what they typically bring in on revenue in a given month. The ALPLM would see some reductions to our direct support funds, between \$20,000 – \$30,000. Given the current times, the staff would recommend the board accepts this amendment that will go till December 31, 2020.

*Trustee Beckett made a motion to approve the amendment to the contract. Trustee Dan Monroe seconded the motion to approve the amendment to the contract.*

Trustee Brodsky voiced her concerns that the foundation receives the money from Event Networks and would like to have more information on where the money is going exactly. Before Trustee Brodsky votes, she requested more information in writing.

*The motion to approve the amendment to the contract has been withdrawn. The second to the motion to approve the amendment to the contract has been withdrawn.*

This agenda item will be moved to next board meeting with a written report to review from Abraham Lincoln Presidential Library Foundation Chief Operating Officer Rene Brethorst.

Abraham Lincoln Presidential Library Foundation's Chief Operating Officer, Rene Brethorst explained that the Foundation is the go between for the contract. The Foundation doesn't accept anything unless the ALPLM allows. The current contract between the ALPLF and Event Networks was approved by former Executive Director Alan Lowe last year. The 25% of funds that goes into the direct support account can only be spent if Melissa, Toby, Dave, or Brett signs off on it. Rene said she will provide the board with a written detailed report and the reports that were sent to the Governor's office last year.

### **Pest Control Policy approval**

ALPLM Conservator, Bonnie Parr, created this pest control policy with input from our Registrar, Library Services Director, and Facilities staff. The staff recommends the board approves the Pest Control Policy.

*Trustee Joan Brodsky made the motion to approve the pest control policy. Trustee Gary Johnson seconded the motion to approve the pest control policy. The policy was unanimously approved.*

### **Isaacson Miller Contract Approval**

Each board member received a copy of the proposed contract agreement. The contract included the fees totaling \$60,000 that are paid in 3 installments with ALPLM being responsible for the fee and some additional expenses. The contract has a termination clause, that if used, the ALPLM will not be responsible for remaining payments. Lastly, the contract required Isaacson Miller include statements regarding FOIA and OMA since we are a public body.

*Trustee Steve Beckett made the motion to approve Isaacson Miller contract. Trustee Dan Monroe seconded the motion to approve Isaacson Miller contract. The contract was unanimously approved.*

### **Old Business**

#### **White House Loan Approval**

The White House loan was discussed last board meeting, we received the official request from the White House to extend the loan.

*Trustee Kathryn Harris made the motion to extend the White House loan. Trustee Jason Lesnevich seconded the motion to extend the White House Loan. The extension of the loan was unanimously approved.*

#### **Modern Man Exhibit**

The Modern Man statue, located in front of the Museum, contract is expiring this September. Asking board to decide if the contract should expire in September and the statue removed or not.

*Trustee Dan Monroe made the motion to have The Modern Man Exhibit contract expire. Trustee Kathryn Harris seconded the motion. The contract expiration was unanimously approved.*

### **Search Committee**

#### **Presentation and Discussion with Isaacson and Miller regarding Executive Director Search**

Isaacson Miller Partner, Andrew Lee, started presentation with making clear on what the expectations are going forward with this search. The ALPLM search committee is responsible for clear, candid, and transparent point of views on what this job will entail. Another thing the committee will be responsible for is keeping this search as confidential as possible with the understanding that the ALPLM is a public body. Lastly, the committee members need to provide honest feedback and direct them to people and places they think are relevant for this search.

Isaacson Miller will have scoping meetings with all members individually or in small groups to understand what success looks like to them in this job. After speaking with all members, Isaacson Miller will write a 5-7-page position description to present the search committee for approval in early July. Once position description is approved, the firm will do independent research to find potential sources. They will be utilizing their network of past searches and using the suggested sources they received from the members to build a strong pool of candidates. Late

August the firm will schedule a 1-3-hour meeting with search committee to give an update on their progress. The firm and committee will reconvene in late September to discuss the final pool of candidates and choose who they would like to interview. Isaacson Miller will schedule structured interviews with chosen candidates and committee over a 2-day period in October. After the interviews search committee will identify 2-4 finalist. Isaacson Miller will do extensive reference checks on finalist and schedule finalist visits. After the finalist visit the committee will make their selection at the end of October/early November.

Kelm, Lee, and Chairman LaHood came up with a process to make sure the Executive Director search complies with the OMA and all board members are involved, but also keeps confidentiality of candidates. There will be 3 ALPLM board members appointed to a search committee that will be involved during the first 2 stages. After stage 2 is complete, there will be 2 additional 3 person committees selected, these committees will be the interview committee. Once the two interview committees have determined the top 3-4 candidates, the entire board will be involved during the finalist interviews and it will be a open meeting to the public.

After some discussion, the board agreed to this process for interviewing candidates. If any board member wants to be on the first committee, email Chairman LaHood and he will use his discretion to appoint the first committee. The next step going forward in the search will be scheduling meetings between Isaacson Miller and 2-3 board members at a time to gather information to write the job description.

*The meeting adjourned at 11:58pm*