

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

Wednesday, July 15, 2020
9:30 am

DRAFT

PRESENT

Trustees

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

Guests

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
Lance Tawzer, Exhibits Director

Minutes from June 17, 2020, Public Meeting

Trustee Kathryn Harris made a motion to approve the minutes of the June 17, 2020, public meeting. Trustee Gary Johnson seconded the motion. The Minutes were unanimously approved.

Chairman Report

Chairman LaHood reported he was invited and attended the Foundation's initial meeting with their selected search firm. The meeting included a detailed agenda and timeline on when they expect to hire their new CEO. Chairman LaHood is grateful to be included and to help throughout the Foundation's search process. Chairman LaHood then reported that he and Trustee Kathryn Harris participated in welcoming the five millionth visitor to the ALPLM. The staff did a great job organizing the event, and it received great publicity.

Acting Executive Director Report

Acting Executive Director, Melissa Coultas, reported the ALPLM has been open for two weeks and attendance is at 18%, which is higher than expected. The staff has noticed more people from the local community visiting, and 75% of the tickets were purchased online. The wellness screenings and wearing masks have gone smoothly with patrons, and only one person was turned away for being in close contact to someone with COVID-19 symptoms.

Exhibit Director, Lance Tawzer, reported that the ALPLM decided last fall to rent the traveling exhibit, *Spies, Traders, and Saboteurs: Fear and Freedom in America*, knowing there was some provocative and powerful artifacts that are displayed. The exhibit was going to open in March and stay until the end of the calendar year but when COVID-19 hit, the opening date was postponed. At the end of June, the staff members reconvened and reviewed the exhibit with fresh eyes. Realizing with the social reckoning happening in our culture, they needed to arrange focus groups from our community to come in and give honest feedback about this exhibit. After hearing the powerful and passionate feedback, it was apparent we could not open the exhibit as it stood. After much discussion with people in the community, staff members, historians, and others, it was decided that using our resources to better engage with our community of color is much more important than fixing this exhibit to make it appropriate to show.

Trustee Kathryn Harris was one of the people chosen to participate in the focus groups. She expressed that the exhibit seemed one-sided and that she concurred not to open the exhibit to the public. Trustee Johnson stated that he was contacted by the staff and was very impressed that the team had already put together and conducted these focus groups. Trustee Johnson expressed that putting a fixed museum exhibit up during a low attendance period was minimal gain, but the downside was tremendous, "it would send out a message that we are tone-deaf and insensitive, it's more important to mend relationships with the community." Trustee Jessica Harris asked how the ALPLM plans to go forward with engaging the community? ALPLM C.O.O, Toby Trimmer, responded, stating that ALPLM will create a community advisory group and work jointly with them to make sure all voices are heard and that everyone feels the ALPLM is a

Museum for everyone. Chairman LaHood recommended that 3 ALPLM board members be a part of the advisory group and any board member interested in being in this group to email him.

Trustee Johnson made a motion to approve the ALPLM staff recommendation to suspend the Spies, Traders, and Saboteurs: Fear and Freedom in America exhibit. Trustee Steve Beckett seconded the motion. The motion was unanimously approved.

Chief Operating Officer Report

Chief Operating Officer, Toby Trimmer, reported that the ALPLM welcomed their five millionth visitor on July 9. The event was recorded live on Facebook, and that video has reached 10,000 unique views.

The education department has been very busy. Education Director, Heather Nice, has done a great job moving all programs to a virtual platform. There has been great feedback from teachers and parents on the virtual education programs.

Since reopening, there is a new process for entering the ALPLM. The patrons enter the building and walk through stanchions where two security guards will meet them. One guard will take their temperature, and the other will ask a series of questions for the wellness check. After your temperature check and wellness assessment, the online ticket is scanned, and the patron will put on their wristband. There is an abundance of signage and 3 TVs with slides explaining our cleaning procedures. The theater shows are sanitized before and after each show.

Chief Financial Officer Report

Abraham Lincoln Presidential Library Foundation Chief Operating Officer, Rene Brethorst, created a presentation for the ALPLM Board on the Direct Support Fund. She started her presentation explaining that ALPLF does not keep any portion of the Direct Support funds to operate the Foundation. The ALPLM leadership authorizes any spending for Direct Support, and the ALPLF approves and cuts the check. There is an end of the year spending report that is given to the Governor's Office, Senate President, and the House of representatives, that Rene would be happy to distribute to the ALPLM board members. Direct support is earned income through Event Networks, Secret recipes, Subway, and other sources like ticket sales. There is an M.O.U between the Foundation and ALPLM that allows the Foundation to hold the contracts and what type of reports are provided monthly, quarterly, and annually to the Executive Director, Chief of Staff, Chief Operating Officer, and Chief Financial Officer.

ALPLM Chief Financial Officer, Brett Cox, explained the process on the ALPLM side of requesting money to be spent from Direct Support funds. When an invoice comes to fiscal and falls into the budgeted Direct Support category, they will complete a request for the Foundation's expenditure form. Once the form is filled out and signed off on, it is sent to the Foundation. When the Foundation receives the request, they will only pay the invoice if either the Executive Director, Chief of Staff, Chief Operating Officer, or Chief Financial Officer has signed the request form. If a request is over \$5,000, it needs two signatures from the foundation side, one being the ALPF treasurer. The Foundation writes checks on the 15th and 30th of each month.

If the Direct Support funds have not been spent at the end of the year, it will go into a rollover account that is separate from the Direct Support fund.

Trustee Joan Brodsky had a variety of concerns and questions about Direct Support. Trustee Brodsky asked if the Foundation can reject expenditures or put off paying them? Rene responded by saying they will sometimes ask questions on a request to better understand before paying. Trustee Brodsky asked if the Foundation doesn't use direct support to run the Foundation, then where does the money come from? Rene answered by stating that the Foundation runs on donations and fundraising; no state funds or earned income from direct support is used to run the Foundation. Lastly, Trustee Brodsky asked who decides who runs the bookstore and café? The Foundation can make recommendations to the ALPLM, and they will be the lead on contracts with the guidance from the ALPLM. CFO, Brett Cox, added to the answer, saying that further discussions will happen as those contracts get closer to their expiration date as far as a new process on selecting those contracts.

Chairman LaHood informed the board that Foundation Chairman Pecori would be giving a report at our board meeting in August. The report will be on the results of the Foundation fundraiser that happened at the beginning of the year.

Old Business

Trustee Gary Johnson left the meeting

Update from Isaacson Miller

Andrew Lee from Isaacson Miller updated the board stating that they have been in the scoping phase and getting a better understanding of the job and its opportunities and challenges through phone calls with each board member and stakeholders. They have started writing the position description and are hoping to get it submitted and approved next week to go live on the marketplace. Chairman LaHood requested that the position description be sent to Dave Kelm, and then Dave sends it to all board members. Once board members have reviewed the position description, communicate with Chairman LaHood if there are any changes they would like to see. After Chairman LaHood has heard all input from board members, he will approve the final position description.

Based on the various phone conversations during the scoping phase, there was a slight difference in opinion if the next ALPLM Executive Director needs to be a known Lincoln Scholar or if it's more important to have someone that is a great leader and has experience running a cultural institution. The unanimous agreement was the recognition of the moment we are living in and the roll the ALPLM could play at this moment in society. Another common emphasis was a great manager, leader, who can run a place with a budget, knows how to run a state agency, will work with ALPLF effectively, and will be the public and inner face of the institution. Jeff Kessiner has started his research and prioritizes people who have experience in Lincoln studies, Civil War scholarship, and experience running Libraries and Museums or cultural institutions. He is looking for candidates but also potential sources.

Once the position description is approved and live on the marketplace for 4-6 weeks, the firm will schedule the first presentation meeting. During this meeting, members will be presented 12-18 people who have expressed interest in the job and know a little about them and their backgrounds. This meeting should give everyone a sense of the type of individuals that are attracted to this position. Then the firm will begin calibrating the process with board members. Chief Legal Counsel, Dave Kelm, informed the board that after more discussion with the Attorney General's office, it had been clarified that all members could be a part of the first presentation meeting because specific individuals will be discussed; therefore, it can go into closed session.

New Business

Trustee Gary Johnson rejoined the meeting

Hostick Trust Fund FY21 Spending Plan

Chief Financial Officer, Brett Cox, explained that the King Hostick Trust fund was bequeath to the IL State Historical Library which is now the ALPLM. The Hostick fund is only used on Library related proposes. The ALPLM will only be spending the income out of the fund that is expected to be \$100,000 this FY. The money is split up between acquisitions, books, nitrate AV collection that needs to be digitized, scholarships, and a variety of subscriptions. Brett asked the board to approve the FY21 spending plan for the King Hostick Fund.

Trustee Beckett asked how we got the number for the projected income of \$100,000? Cox answered that our investment firm, BF Edwards, explained that if the value of our investment goes up because the market has gone up, that is not considered income its apart of the principal, and we don't spend the portions of it. However, the stocks that are a part of the portfolio as they issue dividends or if there is some interest based on the cash we have in our money market account that's when the income comes in.

Trustee Steve Beckett made the motion to approve the FY21 spending plan for the King Hostick Trust Fund. Trustee Mindy Spitzer-Johnston seconded the motion. The motion was unanimously approved.

Trustee Kathryn Harris left the meeting

Direct Support FY21 Spending Plan

Cox reported that most of the money that goes into the Direct Support fund comes from Event Network that runs our gift shop. The approach for the FY21 spending plan for the Direct Support fund is to take 60% decreases in income from a typical year because we aren't sure what is going to happen in the future.

Trustee Dan Monroe made the motion to approve the FY21 spending plan for the Direct Support fund and to approve the 8th amendment to the agreement. Trustee Gary Johnson seconded the motion. Trustee Joan Brodsky abstained from the vote. The motion was carried.

Provenance Sub-committee update

Trustee Dan Monroe reported the Provenance Subcommittee met on July 7. The first order of business was selecting Co-chairs, for the ALPLF Nick Kalm was selected, and for the ALPLM, Dan Monroe was selected. Next, State Historian, Sam Wheeler, gave a presentation on the Stove Pipe Hat and summarized his research. After his presentation, Dr. Wheeler recommended that three experts on antebellum materials be brought to the museum to authenticate the hat. The subcommittee agreed on the recommendation and that Dr. Wheeler will go and recruit these experts then will submit their resumes to the subcommittee to review. The estimated cost to bring the three experts to the museum was around \$2,000 a person. Trustee Beckett added that it was agreed that the ALPLF and ALPLM would split the cost 50/50 to bring the experts to the museum. The idea to bring the experts in is not for them to say "This is Lincoln's hat" but to confirm if the hat was manufactured during Lincoln's time or not. Knowing when the hat was manufactured would determine the next steps going forward.

Chairman LaHood asked if they felt like bringing in the three experts would give them a definitive answer about the hat and whether it would be an issue to pay for these experts to come here and examine the hat. Trustee Beckett answered by stating that bringing the experts in will give a definitive answer that it is logically worthwhile to take the next research steps or not. Trustee Monroe added that we might never get a definitive answer, and that's fine, but the important thing is the experts weigh in, come to a verdict, the ALPLM goes with their judgment, and then we have done our due diligence and then move on. As far as the cost for bringing in the three experts, the committee will have oversight on the price and discuss before having them travel.

Trustee Monroe and Trustee Beckett agreed that it was an excellent meeting, and everyone is anxious to work together and set the tone of cooperation between the ALPLM and ALPLF. The meeting ended on a positive note with an emphasis on working together positively.

Chairman LaHood Ended the meeting, stating that Dave's announcement from the AG office is significant because it allows all the board members to see the full pool of candidates. Chairman LaHood encourages every board member to make every effort to be in attendance for the first presentation meeting with Isaacson Miller. The first presentation meeting will be one of the most critical meetings because members will give their opinion on people they believe should be seriously considered and interview for the Executive Director position.

Meeting adjourned at 11:56pm