

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

Wednesday, May 20, 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
Eunice Santos

Guests

Satch Pecori, Chairman, ALPLF
Rene Brethorst, Chief Operating Officer, ALPLF
Harold Holzer

Staff

Toby Trimmer, Chief Operating Officer
Dave Kelm, General Counsel, Ethics Officer, FOIA Officer
Hannah Ross, Executive Assistant
Brett Cox, Chief Financial Officer

Minutes from February 19, 2020, Public Meeting.

Trustee Steven Beckett made a motion to approve the minutes of the February 19, 2020, public meeting. Trustee Kathryn Harris seconded the motion. The Minutes were unanimously approved.

Chairman Report

Chairman LaHood informed the board and staff that Satch Pecori is now serving as the Foundation's Chairman. The ALPLM and ALPLF chairmen have had multiple conversations since Chairman Pecori started serving. Chairman LaHood and Chairman Pecori have been friends for over 40 years. All of us are pleased that Chairman Pecori is serving as the new Foundation Chairman.

Chairman Pecori expressed that it is a pleasure to serve as Chair of the Foundation Board. The foundation is looking forward to building a strong relationship with the Library and Museum and making the ALPLM the best it can be in the country. The foundation will be selecting a search firm to help find the new foundation CEO and a strong factor in that selection is that they will work hand and hand with the ALPLM so we can all be champions.

Chief Operating Officer Report

The Abraham Lincoln Presidential Library and Museum responded early and quickly to COVID-19. The ALPLM quickly bought hand sanitizer for offices and throughout the museum along with PPE supplies for the safety of our staff. Employees were moved to a work from home status and supervisors put together work plans for their employees. These work plans show a healthy list of projects and reports of work being done while on telecommute status.

The ALPLM submitted an application for the NEH CARES grant. This grant will help with our revenue, new website, and a lot of items for research. We will hear back in early June.

The ALPLM started four weeks ago planning for reopening. There were one-on-one meetings with each department about their reopening needs, ideas, and concerns. Also, there were phone calls with our vendors and foundation to discuss what reopening looks like to them. We have been in communication with other Springfield institutions and the Springfield Visitors and Convention Bureau to partner together and all get on the same page. Some of our reopening plans are installing multiple sneeze guards, removing all interactives that involve touching, and placing footprints 6'4" apart from each other throughout the journeys so patrons will stay a "Lincoln" away in distance.

Chief Legal Counsel Report

Chief Legal Counsel, Dave Kelm reported that the Governor's Office has a group made up of CMS, IEMA, and IDPH to assist all agencies on reopening plans. They will provide training, guidance, and updated information to agency heads. With CMS, IEMA, and IDPH help we are hoping to get employees back in the building by mid-June.

Kelm thanked the board for completing and filing their statements of economic interests and supplemental statements of economic interests.

Chief Financial Officer Report

CFO, Brett Cox reported that the Auditor General released their first ALPLM audit since becoming a standalone agency. The audit is from July 2017 through June 2019 with several findings but not uncommon for a new agency.

ALPLM budget will lose revenue from being closed for 3 months due to COVID-19. It is projected we will lose 2 million dollars in revenue over a 2-year period of time. The ALPLM is unsure what FY21 budget will look like starting in July. The ALPLM is looking into other funding options like the NEH CARES grant to help offset some of our losses. The foundation has been very helpful teaching Brett how their funding works and how it fits within our budget. Another source to offset our losses is our Hostick Trust Fund that would allow us to spend up to 100k on Library services. The ALPLM cannot access the Hostick Trust Fund until SB531 is passed.

Brett apologized to the board about not providing a standard financial summary but hopes to do so in the future. If any board member would like any specific financial information, please reach out to him.

New Business

White House Loan Extension

The Lincoln Portrait by Story was loaned to the White House in February 2019. The portrait hangs in the west wing of the Vice President's office. The ALPLM extended the loan of the portrait until May 30, 2020. The ALPLM asked for board approval to extend the loan another month till our next board meeting where a formal extension request will be presented to the board on the behalf of the White House.

Trustee Steven Beckett made the motion to approve extension on loan. Trustee Kathryn Harris seconded the motion. The extension of the loan was unanimously approved.

Agency Policies and Contractual Matters

Event Networks, the vendor that manages our gift shop through our Foundation, sent a proposal to modify the royalties the ALPLM receives from sales. There are still internal discussions happening with the foundation and our CFO about this proposal. Next board meeting in June we will have the full proposal to present to the board.

Search Firm Presentations

The Moran Company

The Moran Company is stationed in Kansas City, MO. This firm only works with nonprofits and will customize their search to fit our needs. Seven out of eleven consultants with the Moran Company have served as Executive Directors in their careers.

The consultant that will be doing the search worked 3 years in the nonprofit sector. The last 12 years he has been a consultant with a major focus in history and cultural organizations.

The consultant will be a collaborative partner and will seek to understand at a deep level what type of leader we are looking for. He is acceptable and approachable team player that will be involved in every step of the process.

Per board questions, The Moran Company is confident they are the search firm to help the ALPLM find their Executive Director with their extensive experience, knowledge of Illinois, and a wide net of networking.

Gov HR

Gov HR is a state of IL certified women's business with 13 full-time staff members, 6 part-time, and 20 consultants. Gov HR's focus is in the public and nonprofit sector that is committed to diversity and inclusion. Since 2009 the firm has done 700 recruitments.

the first stage of Gov HR's search process is listening and learning from the senior staff, board, and stakeholders. During this stage, they will learn about the facility, organization, challenges, opportunities, experiences, and personal attributes the ALPLM is looking for in an Executive Director.

The next stage is taking the information and creating a position profile. The position profile will be presented to the board and with board approval, they will make a position announcement. The position announcement/job posting will be distributed throughout the country through social media, professional associations, direct emails, and firms contacts.

The firm will make a lot of calls to experts in the field and look for leads. This stage will take 30 days. After 30 days Gov HR will go to the evaluation stage where they will look at the applicants and identify the strongest candidates. They will do background checks and 1-hour interviews with selected candidates to see if they would be the right fit for the position. They will split candidates into 2 groups, tier 1 group, and tier 2 group. Tier 1 group checks most boxes of position profile. Tier 2 group will check most boxes with a few discrepancies. The firm will compile a recruitment report to present to the board. They will give detailed information on each candidate and then the board will cull the list down to a small group to interview for the position.

In the final stage of this process, Gov HR will help the board design the selection process and coordinate the interviews. If the board wishes, Gov HR will also help with negotiating terms and conditions of employment.

Per board questions, Gov HR explained they are the best fit to find the ALPLM Executive Director because they bring local and regional knowledge, merge personal approach with technology, and diversity is extremely important to them.

Isaacson, Miller

Isaacson, Miller has been in business for 40 years with a focus in the civic sector. The firm does 350 searches a year at executive levels with offices in Boston, New York, Philadelphia, Chicago, Portland, and San Francisco.

The lead consultant has worked in the private sector, nonprofit sector, and government serving as an appointee during the Obama administration. As the lead, he will attend every meeting and be a part of every discussion during this search. He will also be working with an associate that will do outreach, a coordinator that will manage the confidential materials and scheduling, and a research team. Later in the process, the lead will work with reference specialists that consist of

30 people who will do background checks and other research to make sure there are no surprises at the end of this search.

Isaacson Miller starts a search with the board will defining the role of the position. They will focus on understanding the job description and the top five challenges and opportunities this person will face in the job. Next is candidate discovery where they will begin to build a pool of candidates by advertising, using their proprietary database that consists of 450k people that they have worked with, and a lot of time calling people. The last stage is the selection process where the firm will present a diverse and deep pool of candidates to the board. The search will take 4-6 months to complete.

Per board questions, Isaacson Miller explained why they are the best search firm to find the next ALPLM Executive Director. They prioritize diversity, believe in regular communication with the client, and will always be accommodating to board member's schedule and assessable

Pauly Group

The Pauly Group was founded in Springfield, IL in 1990. The firm's focus is on community colleges and technical colleges. Locally the group has worked with Lincoln Land Community College and Illinois Community College Trustees Association.

The search will start by making a position description with the characteristics and attributes the ALPLM is looking for in the Executive Director. The firm then will start recruiting by sending emails, researching organizations with a similar mission as the ALPLM, and answering any questions that come in about the job. Next, the Pauly Group puts applicants in 3 tiers, from top tier applicants to applicants that do not qualify. The firm would schedule a 2-3hour meeting with the board to present candidates and the board will choose who they want to interview. The Pauly Group will facilitate interviews and do reference checks. The board will narrow the pool to 3 final candidates. Lastly, the board and senior staff will have a face to face meeting with final candidates.

Per board questions, The Pauly group expressed they would be the right search firm to find the ALPLM, next Executive Director, because they are local and can promote Springfield, can be flexible with meeting prices, and accessible.

Campbell & Company

The Campbell & Company headquarters is in Chicago, IL. The firm has been in business for 45 years and their search practice is a little over 20 years old. Their focus is Executive Director and nonprofit searches.

Campbell & Company search process starts with the discovery, where they gather budgetary, personal, and programmatic data. The firm will take 2-3 days talking with senior staff, board, and key stakeholders to construct an ideal candidate profile. Next, the firm will take 6-7 weeks to do research, outreach, and screening with bi-weekly calls with the client. At 8 weeks the firm will meet with the board to share the types of resumes they are receiving to make sure these are the right type of candidates the ALPLM is looking for. The following phase will take 4-5 weeks where the firm will conduct in-depth face 2 face interviews with candidates to confirm employment and education credentials. The firm will present the best candidates to the board and

the board will then choose who they would like to interview for the position. The firm will be involved as much or as little as the board would like in negotiations and the plans starting the role.

Per board questions, Campbell & Company explained why they are the best firm for the job to find the Executive Director. They have experience with promoting organizations in both Illinois and nationally, they have worked with organizations that have the same structure as the ALPLM in regard to a foundation controlling some of the finances, and they have worked with high profile organizations.

Discussion & Approval of search firm

Chief Legal Counsel, Dave Kelm, received all member's evaluation sheets and totaled the points. Isaacson, Miller scored 84.5 points, Campbell & Company scored 77.6 points, and Gov HR scored 74.8 points.

Trustee Dan Monroe made the motion to begin negotiations with Isaacson Miller. Trustee Jessica Harris 2nd the motion. The motion to begin negotiations with Isaacson, Miller was unanimously approved.

Meeting adjourned at 3:00 pm