

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

February 19, 2020
FAIRMONT CHICAGO
200 N. Columbus Drive
Chicago, IL 60601
Cuvee Room, Lobby Level

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

Ray McCaskey, Chairman, ALPLF

Rene Brethorst, Chief Operating Officer, ALPLF

Staff

Melissa Coultas, Chief of staff, Acting Executive Director, Interim Human Resources Director

Toby Trimmer, Chief Operating Officer

Dave Kelm, General Counsel, Ethics Officer, FOIA Officer

Hannah Ross, Executive Assistant

Joe Crain, Director of Public Programs and Community Engagement

Lisa Horsley, Director of Library Services

Sam Wheeler, State Historian of Illinois, Director of Research and Collections

Chairman LaHood called meeting to order at 1:00pm. A quorum was present with 8 members in attendance.

CONSENT ITEMS

Minutes from January 15, 2020, Public Meeting.

Trustee Steven Beckett made a motion to approve the minutes of the January 15, 2020, public meeting. Trustee Kathryn Harris seconded the motion. The Minutes were unanimously approved.

Opening Remarks from the Chair

Chairman LaHood started report by saying he, Melissa Coultas, Toby Trimmer, and Dave Kelm attended the foundation board meeting earlier that day where they talked about the work that will be done to find the next Executive Director for the ALPLM and the Foundation.

Chairman LaHood and Foundation Chairman Ray McCaskey have talked and agreed that it is critical the Executive Directors work together collaboratively and that will be emphasized to the individuals. It was also agreed that the ALPLM and ALPLF will not be using the same search firms.

Chairman McCaskey explained that they have five search firms they are considering with a strong preference for two of them. They will be very explicit of what the Foundation's Executive Directors role is and that they clearly understand that the ALPLM and ALPLF are two different entities. Clarifying these points with hopes to eliminate potential misunderstandings and friction between the two Directors.

Chairman LaHood Finished his report stating he had the privilege of speaking at the Abraham Lincoln Association Dinner where he gave a report on our vision moving forward. He was delighted he got the chance to give that report and he believes it was well received.

Administrative Reports

Acting Executive Director Report

Acting Executive Director, Melissa Coultas, reported that we hired 5 new staff members. The ALPLM had some struggles in the past getting allocated headcount up but we are happy to announce that our headcount will be at 81 on March 1st, this will be the largest headcount we have had since becoming a standalone agency. This is important because the number of programs we want to run takes a whole team effort from building and grounds to the technical department and guest services with many other departments in between. There is a 12-week marketing plan for every event to help get the word out and increase attendance numbers. Stats

have shown there has been an increase in attendance for our events and our rental programs trend has significantly increased.

Melissa moved on to our Quarterly Equal Employment Opportunities report. We are at parity with all the categories except one. We are working on filling that position by utilizing additional recruiting resources the state provides.

Melissa then went into detail explaining the numbers that were announced by the Governor's Office for the FY20 budget book. Our agency budget will remain flat this year. We asked for additional headcount of 8 and they allocated 1.

Our House appropriation hearing is March 25th and Senate hearing will be April 23rd. To prepare, Melissa, our CFO Brett Cox, and our Legislative Liaison Kayla Sorensen, will meet with some members of the general assembly who sit on our respective appropriation committees. These meetings are to discuss any concerns they may have about our budget.

On March 26th our new exhibit, *Spies Traitors and Saboteurs: Fear and Freedom in America*, will be opening. The night before opening to the public the foundation will host a members preview event. We hope all the board members can attend the preview or join us for the ribbon cutting that Friday, March 27th.

In the upcoming months the ALPLM has planned many exciting events.

Our 15th anniversary is on April 19th. April 19th is a Sunday so it was decided the 15th anniversary celebration will be on Saturday, April 8th. Our education department and Public Programs Director, Joe Crain, have arranged different activities throughout the day in our Union Square Park. These activities include music, food, educational entertainment, and family friendly fun. Early evening the celebration will continue with a tethered hot air balloon, guest will be able to take a ride or get a photo-op. We will be tying in educational programs on how the hot air balloon connects with our new exhibit. There will be a cake cutting and the museum will stay open until 8:00pm.

At the end of April, the Library will have a new permanent exhibit/ meeting space. The Stevenson room is dedicated to the legacy of the Stevenson Family and Illinois politics. It will focus on 4 Stevenson's, Adlai Stevenson I, former Vice President, Lewis Stevenson, Illinois's former Secretary of State, Adlai Steven II, former Governor and presidential candidate, and Adlai Stevenson III, Senator. We will plan ribbon cutting or some sort of opening event where we will invite the Stevenson Family. The Stevenson family donated their family collection to the ALPLM, and a grant from the Secretary of state's office provided the funding for this exhibit.

In the beginning of June, Capitol Development Board is funding our new security cameras. This project will take 3 months to complete. CDB is also funding our roof repairs, partial replacement of tiles, and the Art and Architectural project. We recently had our first kickoff meeting with the artist. There were articles about this project that got picked up by the AP. It will be a statue

located on the back of the museum on 7th and Jefferson St. titled “*The Beacon of Endurance*” the statue will have inspirational words as they relate to Lincoln and his legacy. We are creating an advisory board and inviting different members of the community, Foundation staff, and ALPLM staff to sit on this committee. The advisory board will choose the words that will be displayed to best encompass the message we want to relay. This project will take around 1 year to complete.

Chief Operating Officer Report

Chief Operating Officer, Toby Trimmer, started by advising board members to look at the division reports located in the binder. These reports tell you about the work that has been completed in the last month. These reports show how incredible our team is at chugging along and accomplishing many projects in a short amount of time.

There has been concerns amongst ALPLM staff and management about losing some of our Library services we provide to our patrons. We are losing these services because we cannot access our Hostick Trust Fund. When the ALPLM split off from IHPA, the ALPLM was inadvertently cut out of the Public Use Trust Fund Act. Last year our legislation (SB531) would put us back into the Public Trust Fund Act, unanimously passed in the senate but stalled in the House. This week our legislation was moved out of rules into Executive Committee. Once we are back in the Public Trust Fund Act, we can utilize our King Hostick Trust Fund to provide the Library services that are being halted.

Legal Report

General Counsel, Ethics Officer, and FOIA Officer, Dave Kelm, expressed that the Governors General Counsel, The Office of the Inspector General, ALPLM’s legal contact for the Governor’s Office, and himself want to make sure everyone fully understands the Revolving Door Provisions.

As a Board Member everyone falls into the Revolving Door Provisions after you are no longer serving on the board. There are two lists of state employees that are involved in Revolving Door. The first list is the state employee that comes in contact with state procurement. The state employee that is personally in contact or substantially involved in contracts totaling \$25,000 or more in accumulative fashion, in the year prior of termination, dismissal, retirement, etc. The next list is called the H list. The H list is a specific list of state employees that fall into the Revolving Door provisions even if they aren’t personally or substantially involved with contract negotiations of a vendor that has contracts totaling 25,000 or more. This will only happen to a board member at the end of their term, if you aren’t reupped and you take another job or position with one of ALPLM’s vendor that had a contract of 25,000 or more.

Lastly, Dave reported the ALPLM has had 5 FOIA requests. 2 from the media, 1 on the **Callar** appraisal from the Taper Collection, and 1 in political nature.

Action Items

Policy Considerations:

Hostick Estate Proceeds Policy

Trustee Beckett asked if this policy is approved by the board today and we get added back into the Public Trust Fund, will this policy eliminate the problem with the halted Library services? Melissa Coultas confirmed that yes, this policy will help eliminate the problem.

Trustee Sandoval asked for clarification of point 3 in the policy and what is the investment return historically? Dave Kelm responded that they just met with Benjamin Edwards, our financial Advisor for this fund, and was shown that we are 18% up from last year. Dave said he can provide the last 2-3 years of the financial reports to the board via email. This policy is never to invade the principal unless by board approval.

Trustee Beckett wanted to know if this policy is verbatim of the existing IHPA policy? Also were there any difficulties under the IHPA policy with the use of the funds?

Melissa stated that the only change to the policy from the old HPA policy was 7.7 and 8, any single expenditure and excess of disbursement from and up to, the limit was \$10,000 and it was boosted up to \$20,000. Melissa has no knowledge of any difficulties.

Trustee Steven Beckett made a motion to approve Hostick Estate Proceeds Policy. Trustee Martin Sandoval seconded the motion. The Hostick Estate Proceeds Policy was unanimously approved.

Tracking Direct Support Policy

Melissa stated similar to Hostick, we will provide the board a expenditure spending plan in the upcoming board meetings. This policy is a copy and paste of the HPA policy the only change was switching the name to ALPLM from HPA throughout the policy.

Trustee Beckett recollects the foundation operates the giftshop and Subway in the museum and the ultimate beneficiaries of that is supposed to be the ALPLM. This policy would be implementing the results of those operations. Melissa responded by agreeing stating the main income into this account is the royalties we receive from the bookstore, giftshop, catering, and subway. Those contracts are held by the foundation governed by the M.O.U we have with the foundation.

Foundation Chairman McCaskey questioned if provision 8 of the policy was newly added. Melissa clarified the provision was in the HPA policy, but it was her understanding that it never was called upon.

Chairman McCaskey stated that they talked to their auditors and on the behalf of the foundation there were precautionary concerns that left them not being able to answer all the appropriate questions that were being asked as a 501C3 and their responsibility to report to donors about the use of funds. Trustee Beckett asked Chairman McCaskey if it was possible there would be recommended language change to this policy from his prospective? ALPLF Chief Operating Officer, Rene Brethorst, responded to Trustee Beckett's question by explaining that the new law states the foundation must give the General assembly a detailed expenditure report and that is where the caution comes from.

Melissa then stated that internally our auditors have expressed concerns about the money that is supposed to benefit the state not being under state control. This question was brought up several times throughout our last audit cycle, we have not received final audit report yet to see where they landed. The current administration is aware that the Auditor General's office has concerns these funds being held by an outside entity but that are meant in statute to benefit a state agency and not having control over these funds.

Trustee Sandoval clarified provision 8, if the money is not spent on its intended purposes then it will roll over to the next fiscal year so it can be spent on its intended purposes.

Trustee Martin Sandoval made a motion to approve the tracking direct support policy. Trustee Steven Beckett seconded the motion. The tracking direct support policy was unanimously approved.

Subcommittee Appointments:

Subcommittee on bylaws

Chairman LaHood appoints Trustee Jessica Harris, Trustee Gary Johnson, and Trustee Jason Lesnevich to the subcommittee on bylaws.

Trustee Jessica Harris made a motion to approve appointees. Trustee Kathryn Harris seconded the motion. The bylaws subcommittee appointments were unanimously approved.

Subcommittee on Provenance

Chairman LaHood appoints Trustee Kathryn Harris, Trustee Dan Monroe, and Trustee Steven Beckett to the subcommittee on provenance.

Trustee Mindy Spitzer-Johnston made a motion to approve appointees. Trustee Eunice Santos seconded the motion. The provenance subcommittee appointments were unanimously approved.

Dave Kelm reminds everyone that the subcommittee meetings are subject to the Open Meetings Act and Freedom of Information Act. When these subcommittees meet it will have to be noticed 48hrs. in advance onsite. If the meeting location is offsite there will need to be a notice at the offsite location and at headquarters 48hrs. in advance. The Subcommittee meetings will also need to be recorded properly.

Consideration for Executive Director Search firms

Chairman LaHood stated that the board will discuss these 2 firms and choose the one they believe is the best fit. After choosing a firm the board will have a special meeting where the selected firm will make their pitch. After hearing their pitch, the board will make the final decision.

Trustee Beckett voiced his concerns about it being difficult to choose a firm solely on paper and that he doesn't see a quantitative difference because both firms are in the ballpark figure of \$30,000 for their services.

Dave explained that they reached out to 7 firms, 3 responded but 1 had a conflict of interest. GovHR does more governmental hires and Pauley does more academic hires. Apart of the Special meeting will be discussing the final price.

Chairman LaHood expressed that if there isn't a level of comfort choosing a firm without meeting them first, then lets setup a meeting and invite them to come and make their pitch. After we hear both pitches then the board can decide. If we decide to do it this way, would this special meeting need to follow the OMA? Dave answered yes, the pitch part of the meeting will follow the OMA but when discussing a final candidate and terms of employment that is exempt from OMA.

Trustee Mindy Spitzer-Johnston asked if there could be an interim period where they can ask for more information from each firm? She explained that the Pauley firm listed everyone they have worked for and they were all universities or colleges but no mention of working with cultural institutions.

Trustee Jessica Harris mentioned that GovHR includes the board in phase 1 but then isn't included again until phase 4, where Pauley seem like the board will be involved every step of the way.

Chairman LaHood requested that ALPLM staff invites GovHR, Pauley, and other firms they find to come to the Museum and pitch their firm with a time limit of 30-45 minutes. These interviews will happen in the morning then in the afternoon there will be a board meeting.

Trustee Santos asked why we chose these two firms? Melissa Explained the reasons were that they had library and museum experience, have worked with government entities, and had an Illinois presence to help sell the community as well as the position.

Stories of Survival, Exhibit

Toby Trimmer, explained that the Exhibits Director, Lance Tawzer, and his exhibits team created a 5year rotating exhibits plan. Meaning in our Illinois Gallery, we will host a traveling exhibit one year then create a inhouse exhibit the following year. The *Spies, Traders and Saboteurs* exhibit is a traveling exhibit we are hosting for 2020. In 2021, Our inhouse Exhibit will be, *The State of Sound*. The Exhibit we are presenting today for board approval is a traveling exhibit from The Illinois Holocaust Museum titled, *Stories of Survival*, for 2022.

The ALPLM requested board approval to spend \$85,000 out of direct support to sign contract to host this traveling exhibit in 2022. for the contractual obligation and time purposes with the boards approval we can get on the Illinois Holocaust Museum's exhibit schedule and secure our spot in the rotation.

Trustee Jason Lesnevich called on Lance Tawzer to explain why he was drawn to this particular exhibit? Lance responded by saying 96% of the stories told in this show are people from Illinois. Another draw to this exhibit is the partnership with the Illinois Holocaust Museum because they provide a lot of additional services like training our volunteers on how to give a proper tour of this exhibit. Lance also stated that the packet they provided was well developed and it showed opportunities for some of the survivors to come to our museum for some public programs. Dave mentioned that Lance also negotiated a price reduction of \$50,000.

Trustee Mindy Spitzer-Johnston made a motion to approve contract. Trustee Kathryn Harris seconded the motion. The approval of Stories of Survival exhibit contract was unanimously approved.

Return Visit Statue

The ALPLM was gifted the return visit statue from the Springfield Convention and Visitors Bureau. SCVB covered the rental cost and erecting of the statue. Under the current contract the statue will be leaving Springfield in September. SCVB said they would pay the \$10,000 to keep the state here for another year. It is the boards decision if the statue leaves in September or stays another year. There are many mixed emotions amongst staff and the community since the statue arrived in Springfield. The city of Springfield loves it because it has juiced up their social media while others call it a roadside attraction.

Trustee Jessica Harris expressed that her first thought when seeing the statue that it wasn't a inclusive structure and what is the message that is being said to various audiences.

If the statue leaves in September, there are no plans to have something in its place. That brought up concerns that the space will look empty. Trustee Santos had the idea of that space going through phases of having something there and sometimes not.

Chairman LaHood decided that this action item will be moved to the March board meeting's agenda. This is to give the board members some time to think about the pros and cons.

Meeting adjourned at 3:00pm