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**MUSEUMS & HISTORICAL PRESERVATION COMMITTEE**

Glenview Park District Administration Building

1930 Prairie Street

Regular Meeting Minutes

Tuesday, August 6, 2019, 8:30 AM

**1. Roll Call**

Committee Chair Dave Tosh called the meeting to order at 8:30 AM

**Commissioners Present:** Committee Chair: Dave Tosh; Committee Member: Dave Dillon

**Official Staff Present:** Executive Director Mike McCarty, Superintendent of Leisure Services Todd Price, Director of Recreation Amy Watson, Director of Wagner Farm Jon Kuester, Director of The Grove Lorin Ottlinger, Environmental Education Coordinator Judy Picicco, Customer Service and Rentals Supervisor Aaron Glickson, Recording Secretary Laney Hauptert

**2. Agenda Topics**

**a. Wagner Farm Annual Recommendation**

Director of Wagner Farm Jon Kuester presented the Committee with the annual recommendations for Wagner Farm in 2020. He explained that the major changes included updating the dates for the year, changing the fee structure to round to the nearest whole dollar, and removing the meeting room from rental availability since it had never been rented.

Commissioner Dave Dillon asked if staff was communicating to regular annual visitors who come on field trips that the fee structure would be changing, to which Director of Wagner Farm Jon Kuester explained that Wagner Farm staff would be communicating with regular annual visitors so that they could budget accordingly. He added that the fees would only increase slightly, so it should not affect regular annual visitors greatly.

Commissioner Dave Tosh asked about the language used in regard to parents, teachers, and aides. Director of Wagner Farm Jon Kuester confirmed that the language would be changed to match that used in The Grove's annual recommendation.

The Committee moved for the annual recommendation for Wagner Farm to be put on the consent agenda for the August 22, 2019 Board Meeting.

**b. The Grove Annual Recommendation**

Director of The Grove Lorin Ottlinger presented the Committee with the annual recommendations for The Grove. She told the Committee that the only changes made to the annual recommendations were that the dates were updated and some of the wording was changed in relation to the History Tours.

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She included that school fees would be raised \$0.25 and the fees for children to attend The Grove Folk Fest would be raised from \$1.00 to \$2.00 due to internal compression issues, as well as the increase of minimum wage.

Commissioner Dave Tosh asked about the difference in fees for the Summer History Tours and the 2-Hour Summer Program. Director of The Grove Lorin Ottlinger explained that the 2-hour program is a choice of 4 different programs with a few staff, while the Summer History Tour has staff at all of the sites and allows guests to walk around at their leisure all day.

The Committee moved for the annual recommendation for The Grove to be put on the consent agenda for the August 22, 2019 Board Meeting.

**c. Air Station Prairie Annual Recommendation**

Director of The Grove Lorin Ottlinger presented the Committee with the annual recommendation for Air Station Prairie. She told the Committee that the only changes to the annual recommendation were the dates.

Commissioner Dave Dillon asked if there was a way to package field trips to The Grove with Air Station Prairie in order to help boost visitation numbers at Air Station Prairie. Superintendent of Leisure Services Todd Price explained that it is hard to package field trips because teacher have a very limited budget and time frame for field trips. Director of The Grove Lorin Ottlinger added that the Park District facilities also compete with each other for field trips.

The Committee moved for the annual recommendation for Air Station Prairie to be put on the consent agenda for the August 22, 2019 Board Meeting.

**d. Schram Memorial Chapel Annual Recommendation**

Customer Service and Rental Supervisor Aaron Glickson presented the Committee with the annual recommendations for Schram Memorial Chapel. He highlighted the major changes that included a 3% increase of fees, adding a complementary hour rehearsal before events, and adjustments to the cancellation fee.

Commissioner Dave Dillon asked why the complementary rehearsal was only available Monday-Thursday. Customer Service and Rentals Supervisor Aaron Glickson explained that by leaving Friday-Sunday open, it would allow for more events to be booked and held at Schram Memorial Chapel. He also clarified that if the space was not booked and a patron wanted to have a rehearsal on a weekend date, they would be able to.

The Committee moved for the annual recommendation for Schram Memorial Chapel to be put on the consent agenda for the August 22, 2019 Board Meeting.

**e. Other**

None

**3. Matters from the Public**

None

**4. Adjourn**

Commissioner Dave Tosh adjourned the Open Session at 8:50 AM

ATTEST:

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Jennifer G. Roberts  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 22nd day of August 2019.