

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
May 25, 2016
Duryea Room, Seymour Library

CORRECTED 6.12.16

CALL TO ORDER: 6:00

PRESENT: Allan Berry, Sue Savard, Bill Andrews, Norm Knapp, Pam Ketchum, Karen Owen, Pat O'Brien, Visitor - Mike Lane

Unanimous approval of the April 27, 2016 minutes.

OLD BUSINESS:

- ✓ **Officer's Slate:** Allan presented a slate of officers for next year's board including Pat O'Brien as President, Sarah Cedeno as Vice President, and Allan Berry as Secretary. Karen Owen agreed to continue as a member of the board and the village has been so notified. Karen's name will be put forward at the next Village Board meeting. Norm Knapp made a motion to accept the slate; seconded by Allan. Unanimous agreement.
- ✓ **Mid-Year Report:** Pat showed an extensive and well-thought out PowerPoint presentation highlighting the Museum Board's activities and successes for the past six months. It included a list of completed projects, results of special events including Black History Month and Be a Historian, number of visitors (both in person and on-line), financial statement, data logger results thus far, number of volunteer hours completed, and a list of ongoing and future projects. Without question, much has been accomplished in a short time period, thanks to the willingness of so many people donating their time and talent.
- ✓ **Financial Statement:** A long discussion followed regarding the museum's request for financial information. It is our hope that in the future, we will receive quarterly reports to include the amount spent from the \$2,500 set aside in the village's annual budget; the amount raised through the Adopt a Picture Program; the status of grant reimbursements. Access to this information will give our board a better picture of our financial situation and allow us to project future expenses. Allan motioned to accept the Powerpoint and financial report. Seconded by Norm. Unanimous approval.
- ✓ **Rug Installation:** Three weeks ago, Lowe's installer came to the museum to re-measure the stairway and upstairs hall to accommodate our changes in coverage and pattern. Since that time, Sue has called Lowe's twice and twice visited the Home Decor Department requesting a new estimate and has yet to receive it. Sue will now schedule an appointment with Home Depot and go forward with their bid.
- ✓ **Estimating Our Collection:** On May 17, Karen attended the *Hidden Treasures* presentation by Robert Meringolo (an Antiques Roadshow appraiser) at the Drake Memorial Library. After discussing our museum's need for information regarding parts of our collection, he said if we send him a picture of some of our treasures, he would be glad to provide us with information and estimated value.

- ✓ **Golden Eagles:** The Board agreed that we should draft a request to the Village Board to use part of our Shafer Trust money to move forward with the preservation of one of our eagles. Pat will draft a formal request using estimates provided by George Dante.

NEW BUSINESS:

- ✓ **Change in Meeting Time:** Because the Wednesday evening meeting time makes it difficult for some of our Board members to attend, Pat polled the members in attendance and sent an E-mail to those not in attendance regarding changing our meeting time to Thursday morning at 9:30. The results indicated that most board members and some volunteers could meet on the fourth Wednesday of the month in the village courtroom. Change approved.
- ✓ **Labeling Objects:** Mike Lane, one of last semester's Museum Studies' students used the manual, *Museum Registration Methods, 5th Edition*, to research how best to label various objects in our museum once they are accessioned and the information is entered into PastPerfect. He found the technique suggested for most objects is to print labels on acid-free paper using a lazer printer. After cutting the labels out, adhere them with Jade 3 PVA emulsion, which can be obtained on line from hollanders.com for \$16.96 for 16 oz. This method allows for uniform lettering and increased legibility. If for any reason the label has to be removed at a later date, the process can be reversed using acetone.

Adjournment: Meeting adjourned at 7:15

Next Meeting: Thursday, June 23, 2016, 9:30, Village Courtroom

Minutes Submitted by Allan Berry, Secretary