

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
May 23, 2018
Brockport Village Offices
127 Main Street
Brockport, New York 14420

CALL TO ORDER: 6:31 p.m.

APPROVAL OF MINUTES: Motion made by Chris McCabe, seconded by Karen Owen that the minutes of the April 25, 2018 meeting be approved as prepared. The motion was unanimously approved.

PRESENT: Allan Berry, Chris McCabe, Pat O'Brien, Karen Owen, Sue Savard,

OLD BUSINESS:

- ✓ Approval of April 2018 Minutes: The minutes of the April 2018 meeting of the Board were approved with one correction that changed the date of the "next meeting" from "May 30, 2018 to May 23, 2018".
- ✓ Middle School Visits: President O'Brien asked for volunteers to arrange for the visits of Brockport Middle School students to the ELK. This is the time of year that students typically visit the museum for field trips. Allan Berry offered to contact Sarah Cedeno to see if she is willing and able to continue making these arrangements.
- ✓ Electrical wiring update: Arrangements were made with an electrician to do some minor electrical work at the Museum related to the construction of the new "Street of Shops" display. During this work he discovered that many of the lights and light switches were not grounded and in fact resulted in him receiving an electrical shock from touching a light fixture. A motion was made by Allan Berry and seconded by Chris McCabe authorizing President O' Brien to send a letter to the Village Board detailing our very serious concerns with the electrical problems on the second and third floor of the Museum and urging urgent action to assess and address the electrical system. The motion was unanimously approved.
- ✓ Air Conditioning Issue: The Museum Board is continuing to use data loggers which monitor the temperature and humidity of the facility and the risk to the collection due to these factors. Window air conditioners purchased by the Museum are providing adequate relief on the second floor of the Museum, however, their use on the third floor has not produced satisfactory results. A motion was made by Allan Berry and seconded by Chris McCabe authorizing President O'Brien to communicate with either the Village Board or the Mayor regarding this issue for the purpose of seeking a more permanent solution. The motion was unanimously approved.

NEW BUSINESS:

- ✓ Village Board Liaison to the Museum: President O'Brien reported that Bill Andrews has retired from the Village Board effective June 30, 2018 and will be replaced by Shawn Halquist. A new liaison will be appointed.
- ✓ Village Historian: President O'Brien reported that Bill Andrews has been appointed to the vacant post of Village Historian.

- ✓ Museum Flyer: A discussion regarding a need for a flyer advertising the Museum took place with samples provided. Allan Berry agreed to explore the issue and prepare a draft flyer with a cost estimate.

Adjournment: Meeting adjourned at 7:14

Next Meeting: June 27, 2018

Minutes Submitted by Allan Berry, Secretary