

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
June 27, 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 Alecia Kerfoot that the minutes of the May 23, 2018 meeting be approved as prepared. The motion was unanimously approved.

PRESENT: Bill Andrews, Allan Berry, Dan Burns, Alecia Kerfoot, Norm Knapp, Chris McCabe, Karen Owen & Sue Savard,

DISCUSSION ITEMS:

- ✓ Approval of May 23, 2018 Minutes: The minutes of the May 23, 2018 meeting of the Board were approved as presented with one change that was previously noted. The motion by Chris McCabe was seconded by Alecia Kerfoot and was approved unanimously.
- ✓ Election of Officers: A motion was made by Norm Knapp and seconded by Chris McCabe to elect Pat O'Brien – Chair, Karen Owen – Vice Chair, Allan Berry – Secretary. The motion was approved unanimously.
- ✓ Electrical wiring update: Sue Savard updated the Board on electrical work provided by Chris Marks in the Museum. While Chris was initially asked to do very limited work relating to the Street of Shops display (already approved by the ELK Board) other needs were identified which he was asked to address. The additional items involved one serious safety issue as well as other matters of a more routine nature including changing lights, installing an antique light donated by Chris Marks, installing new lights donated by Pat O'Brien etc. The final bill for this work amounted to \$ 6,955.25 as noted in an e-mail from Pat O'Brien. The problems associated with this work include the fact that it was not approved by either the ELK Board or the Village Board, did not involve the DPW and did not follow bidding requirements. The ELK Board is required to pay for these expenses out of its budget and the trust fund. The Board unanimously agreed that the work needed to be done and that it will endeavor to follow appropriate procedures in the future.
- ✓ Accessioning Items: These items include an apple press and an apple crusher. There was some discussion that these items are related to the history of Brockport but also that they are large objects and take up considerable room. Based on a motion by Allan Berry and a second by Norm Knapp and a unanimous vote this item was tabled.
- ✓ Deaccessioning Items: The list of items to be deaccessioned as contained in the meeting agenda was approved unanimously following a motion by Allan Berry and a second by Norm Knapp.
- ✓ Harbor Master Reception: Dan Burns reported on the efforts to attract visitors to the Museum from the Visitors Center. This effort included a reception on Sunday, June 24, 2018 from 1:00 pm – 5:00 pm for Visitor Center volunteers which resulted in ten people touring the Museum. This reception was organized by Dan Burns and Sue Savard with assistance from Margaret Burns.

- ✓ Rack Card/Museum Flyer Update: Allan Berry indicated that he is working on this and will report on progress at the July meeting.

UNFINISHED BUSINESS:

- ✓ Middle School Visits: Someone is needed to volunteer to provide leadership in arranging for Brockport Central student visits. At this point there are no volunteers for this project.

Other:

- ✓ Meeting Time: Bill Andrews proposed that we meet at 6:00 pm as opposed to 6:30. There was no objection to this change and a motion by Norm Knapp which was seconded by Allan Berry and approved unanimously changed the meeting time.
- ✓ Helen Hastings Display: Sue Savard updated the Board on the effort to use digitized photographs of the Helen Hastings collection to create a display. Her goal is to have approximately 20 images printed on canvass to be hung in old frames as part of the exhibit. She has been able to secure a price from a vendor on the internet but the work is estimated at approximately \$2,800.00 and is available only in standard sizes. Allan Berry agreed to check to see if AddRed Copying in Brockport is able to provide an estimate for this work.
- ✓ Pat O'Brien Gift: The Board voted to accept and thank Pat O'Brien for her generous gift of two lights of an approximate value of \$400.00 for use in the Museum. A motion by Allan Berry, seconded by Alecia Kerfoot was approved unanimously.
- ✓ Chris Marks Gift: The Board voted to accept and thank Chris Marks for his generous gift of an antique light of undetermined value for use in the Museum. A motion by Norm Knapp, seconded by Chris McCabe was approved unanimously.

Adjournment: Meeting adjourned at 7:43 pm

Next Meeting: July 25, 2018

Minutes Submitted by: Allan Berry, Secretary