

## MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

January 23, 2019

Brockport Village Offices

127 Main Street

Brockport, New York 14420

**CALL TO ORDER:** 6:33 p.m.

**PRESENT:** Bill Andrews, Allan Berry, Dan Burns, Shawn Halquist, Alicia Kerfoot, Karen Owen & Sue Savard.

**APPROVAL OF MINUTES:** Motion made by Alicia Kerfoot, seconded by Bill Andrews that the minutes of the October 24, 2018 meeting be approved as prepared. The motion was unanimously approved.

### UNFINISHED BUSINESS:

- ✓ **Rack cards** – Allan Berry
- ✓ **Air condition Garrett & Reaper Room**
- ✓ **Garrett Floor**
- ✓ **Street of Shops Update**

### Agenda:

- ✓ **Strategic Plan** – A summary of the key elements of the Strategic Plan was provided in advance of the meeting. Following a discussion, it was moved that the Board adopt the following goals for the coming year based on the Strategic Plan Exercise.
  - **Promotion/Public Outreach** – Further the outreach and promotion of the Museum through
    - Expanding our Board membership and/or cadre of volunteers as well as the commitment of our current Board and volunteers to identify individuals who are able to assume the task of
    - spear heading publicity through an expanded web site and Facebook presence and press releases
    - greater involvement of school students through projects and school visits
  - **Facilities** – Explore the potential for a controlled climate for the facility through improved heating and cooling that will permit the year-round operation of the Museum.

This motion was made by Alicia Kerfoot, seconded by Bill Andrews and unanimously approved.

### In related action

- Allan Berry agreed to contact a retired Brockport Central teacher (Ann Lee Walker) who may have an interest in serving on the Board and who might assume responsibility as a liaison to the school district. Allan will report to the Board at its February meeting.
- Shawn Halquist agreed to explore the potential for grant funding for a comprehensive study of the needs and potential cost of heating and cooling the Museum to permit year-round operation.

- ✓ **Museum Finances** – A summary of Museum Finances provided by Pat O’Brien indicates that the \$3,000 annual budget from the Village now stands at \$671.95. The Shafer Trust reflects donations in 2018 of \$12,449.44 resulting in the total Shafer Trust funds of \$59,994.42. Sue noted that Pat advised a very conservative approach to spending for the time being as other options may require us to maximize our financial resources.
- ✓ **Helen Hastings Show** – A proposal from Sue Savard to host a Helen Hastings Show was discussed. Sue proposed that the show feature copies of Helen Hastings paintings that have been reproduced on canvas and framed. Sue’s proposal included the following elements:
  - May 2019 show in the holding room for and entrance hall to the Village Court
  - Scheduled for a Saturday and Sunday which will require the removal of up to 20 chairs from the holding room to the courtroom for the duration of the two-day show
  - Display of 20 Helen Hastings works on easels
  - An additional 4 paintings need to be copied and framed at an estimated cost of \$300.00
  - Sue noted again that Pat suggested that we limit our spending at this time

The Board agreed to the proposal for a Helen Hastings Show however, there were questions about the location and timing. The sense of the Board is that a show in September 2019 might be more appropriate and there were questions about the lighting and size of the space that was suggested (the current holding room or former Mayor’s office as well as the entrance hall). The Board suggested that, in addition to the two-day show that, the display be available for public inspection for some extended time afterward either in the same or a different location. In addition, the Board elected not to spend additional resources (\$300.00) for copying paintings to canvas at this time but to direct Allan Berry to explore the possibility of having the work done now but holding the invoice until the beginning of the new fiscal year. Allan agreed to discuss the matter with Erica Linden of the Village and will report to the Board at its February meeting. (NOTE: In the meantime, a donor may have stepped forward to cover this cost.) A final decision on the Helen Hastings Show will be made at future meeting.
- ✓ **Accessioning** – A motion was made by Allan Berry and seconded by Bill Andrews to accession the gift of The Christmas Font by Mary Jane Holmes. This gift from St. Luke’s Episcopal Church completed the Museum’s collection of Mary Jane Holmes books.

**ADJOURNMENT:** The meeting was adjourned at 7:54 pm on a motion by Bill Andrews that was seconded by Alicia Kerfoot and unanimously approved.

**NEXT MEETING:** February 27, 2019 @ 6:30 pm

**MINUTES SUBMITTED BY:** Allan Berry, Secretary