

## **Emily L Knapp Museum Board Meeting**

Wednesday, September 24<sup>th</sup>, 2014, 6 pm

MISSION STATEMENT: The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

In attendance: Dan Burns, Sarah Cedeño, Pam Ketchum, Jackie Morris, Bill Andrews, Mark Rice, Pat O'Brien, Allan Berry, Norm Knapp, Doug Wolcott, Ann Frey, Sue Savard, Rayleen Bucklin, Christine Hunt

Allan Berry, ELK Vice Chairperson, has requested a monthly inclusion of our mission statement at the start of each meeting.

Wednesday, August 27<sup>th</sup> meeting minutes approved unanimously, without amendment.

Bill Andrews, Liaison to the Village Board, reports:

The Village Board has approved the following members of the ELK Museum, and the ELK Museum welcomes these members aboard:

Mark Rice, Resident, ELK Board Member  
Linda Mackernan, non-Resident, ELK Volunteer  
Christine Maxfield, non-Resident, ELK Volunteer  
Pam Ketchum, Resident, ELK Board Member  
Patricia O'Brien, Resident, ELK Board Member

Half of the Brockport Community Museum cases have been photographed and inventoried, and are expected to be completed next week.

The Village Board is at work on the budget and will discuss the repair of the roof and other list of projects (heating/cooling, painting rooms, carpeting, evaluation of electricity).

### Roof discussion

Harry Donahue, Superintendent of Public Works, has looked at the roof in the past (but not in the last 2 years) and is rumored to have tiles (the type, we are unsure of). Norm Knapp mentions that Harry has spoken to his vendor contacts, who recommend Elmer Davis to handle the roof. Pam Ketchum suggests contacting the Landmark Society, though the Village Board might need to be involved in such a decision. Allan suggests that Bill or Margay should stress the importance of roof repair to Harry. Bill will follow-up.

Since the meeting, Allan has sent an email to Bill Andrews mentioning the issue of liability that was noted by Pat O'Brien.

Since the meeting, Bill has put a call in to Harry Donahue regarding the roof being of utmost importance.

**The board unanimously supports the following amendment to the ELK Museum Mission Statement:**

**The non-voting college faculty member, as described on our mission statement should include the words “or more” to accommodate as many SUNY faculty members as necessary, and read as:**

**The Museum Studies/Public History Program of the College of Brockport may propose to the Mayor one or more of its faculty members for nonvoting membership on the Board to be nominated by the Mayor and appointed by the Board of Trustees.**

Dan will give Neil Keating, Museum Studies Professor at SUNY-Brockport, a Position of Interest form.

Museum Projects (not maintenance related)

Pam is working with a non-denominational Community Service Person (Community Service Person, or CSP, defined literally as a person doing community service, whether as a part of SUNY partnership or otherwise) on a project. But states interest in a project of Brockport buildings when her project is complete.

Dan and Jackie are working with CSP from GCC and SUNY to sort the storage area and label each item.

The board unanimously backs Sue Savard's project to compile a Docents' Manual, which will take the form of a self-guided tour, and move room by room through museum items of note and pertinent local history, including Seymour family history, as appropriate.

**Sue will fill out a Position of Interest form, and as Allan has moved, the ELK Board unanimously supports Sue Savard in becoming a volunteer, and would like to move her application forward as soon as she provides a copy to Leslie Morelli, Village Clerk. Jackie will sign.**

Pat suggests we generate a list to have ready for CSP projects. Mark inquires as to who should give input regarding potential projects, and the board will look to Sue if she finds any projects during her compilation of the Docents' Manual.

Sue Savard mentions updating museum pamphlets in the foyer.

Sue Savard suggests inquiring about extraneous inventory in the museum, noting an excess of spinning wheels, bibles, etc. The board discusses compiling a list of excessive inventory for Bill to approach the Village Board with in terms of donating/selling/etc.

Christine suggests a student could complete genealogy of the Seymour Family as a CSP project, in the form of a family tree.

Pam suggests CSP projects might be included in Docents' Manual.

Sarah will inquire if we are allowed to have a guest profile on the ELK Village computer, if we can be issued a copy of Microsoft Office, and will check on the status of the ELK webpage. The board discusses the benefits of a blog platform for the ELK Museum in terms of generating public interest, education, preserving and sharing ELK collection with a worldwide audience who can then interact with the museum staff. Mark Rice explains that the purpose of a blog platform is not exhaustive and would include highlights from our collection.

As soon as the ELK Museum acquires a copy of Microsoft Office on the computer, Sarah will update a Claim Deed form, which will include details of acquisition and de-accession.

Financial Report:

Dan Burns reports that Dan Hendricks has provided a monthly finance report. The balance of the ELK Museum portion of the Shafer Trust: \$65,407.75. The ELK Board awaits Mr. Hendricks' report on financial questions from the summer.

Cleaning:

Dan Burns reports The ELK Museum Staff and CSPs have cleaned the museum.

**The next meeting is scheduled for Wednesday, October 22<sup>th</sup> in the ELK Museum at 6 pm.**

(prepared/circulated by Sarah Cedeño)