

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
OCTOBER 28, 2015**

CALL TO ORDER: 6:00

PRESENT: Pat O'Brien, Chris Hunt, Sue Savard, Bill Andrews, Norm Knapp, Pam Ketchum, Karen Owen, Neal Keating, Christine Zinni, Sarah Cedeno, Alicia Kerfoot, Allan Berry

OLD BUSINESS:

- ✓ Deaccession: Pat passed out the deaccession list created by the appointed committee. Most items are on the list because they are duplicative. There was much discussion regarding a 46-star flag, which is in need of repair and found in the attic. Karen Owen will provide the board with information regarding a company in Saratoga that specializes in restoration of such objects. Also, the committee suggested using Trader Shag's services to sell items on the deaccession list. Allan Berry motioned to accept the list--seconded by Sarah. Unanimous vote. Pat will present the list to the Village Board on Monday evening, November 2.
- ✓ Accession: Bill Andrews suggested that we should consider accepting items that may not necessarily be connected to the village, but were representative of things used in the past in the greater Brockport community. No decision made.

NEW BUSINESS:

- ✓ Volunteer Recognition: The board thanked and applauded Alicia for her excellent presentation on the Moore-Shafer Shoe Company. About 40 people attended, and comments about the presentation and the follow-up event at the museum were all positive. Thankfully, Alicia plans to continue as a museum volunteer.
- ✓ MANY Update: Pat and Sue attended the regional MANY meeting at the Buffalo, Niagara, Heritage Museum in Amherst on Monday, October 26. It was an opportunity to make contacts, find out about current practices and available grant money. Both Pat and Sue joined the organization, and Pat will encourage the village to join so that our museum will be listed on the new Google map of museums. In April, the annual MANY Conference will be held in Lake Placid, NY and travel grants are available. Pat will investigate applying for grant money so that we can have a presence at that conference. [Subsequent to the meeting, it was determined that those interested in attending, need to apply individually].
- ✓ Environmental Control: On October 13, Pat met at our museum with Jeremy Linden, an environmental control consultant, to assess our museum's situation. He strongly suggested that our first step into solving our heat and air conditioning problem is to purchase three data loggers (one for the second floor, one for the third, and one outside the building) in order to collect data and generate a custom report. This will help determine how to balance the temperature and relative humidity. The purchase price of the data loggers includes analysis, which will give us the information as to what the building will sustain.

- Allan Berry made a motion to purchase three PEM data logger units, expense not to exceed \$1,600. Seconded by Norm Knapp. Unanimous vote.
- Pat will present the same report to the Village Board on November 2.
- Dr. Zinni requested that we include a few of the Museum Studies students in some of this process so they can learn about monitoring systems for museums.
- ✓ Past Perfect & Collection Numbering System: Discussion followed regarding the numbering system we will use once we begin cataloging our collection on PastPerfect. Sarah provided a suggested system, which Karen said was almost the same as the numbering system she had used at the George Eastman House. A few suggestions were made for changes to Sarah's system. She agreed to revise it for future discussion. Once we begin the process, only one or two people will be in charge of actually entering the data. That will insure continuity of our data. Information will first be entered on accession sheets and then into PastPerfect.
- ✓ Collection Item Loan: Sue presented a list of items requested by the Clarkson Historical Society to be used in their display in the new Local History room at the Seymour Library during the month of November. Allan moved to accept the list; Sarah seconded; unanimous vote. The Clarkson representatives will fill out a loan agreement form and pick up the items on Saturday, October 31.
- ✓ Expanded Attendance: Pam suggested that we sponsor events to bring more children to our museum, and that we should extend tours or events that attract other grades besides just the fourth graders. We now have an education committee and they will be designing their duties and hopefully contacting teachers in the district to find out how we can better serve their needs.

Adjournment: Meeting adjourned at 8:02

Next Meeting: Wednesday, November 18, 2015

Minutes Submitted by Allan Berry, Secretary