

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
NOVEMBER 18, 2015**

CALL TO ORDER: 6:02

PRESENT: Allan Berry, Dan Burns, Mark Rice, Sue Savard, Bill Andrews, Norm Knapp, Pam Ketchum, Karen Owen, Sarah Cedeno, Alicia Kerfoot

Unanimous approval of the October 28, 2015 minutes.

OLD BUSINESS:

- ✓ **Golden Eagles:** There is no news with regard to the adoption of our two golden eagles. Karen suggested we contact the Golden Eagle Athletic Hall of Fame organization. Sue volunteered to contact them. Bill suggested Ward's Scientific Company might give us suggestions for handling the eagles. If we choose to ask the Rotary for assistance, Pat Baker would be the best contact. Allan suggested we table until more information can be gathered. Unanimous agreement.
- ✓ **Deaccessioning:** Sue has contacted Bontrager's Auction House to get an appointment after the first of the year, at which time we can deliver our items for auction. They will contact us soon to give us the scheduled date and time. Much discussion followed regarding other outlets. Bill suggested we should check with Leslie as to whether or not we need Village Board approval again for other outlets, since they only approved using Bontrager's. There was much discussion regarding getting rid of second and third copies of our yearbook collection. They will be put on our next deaccession list and possibly we could advertise them for purchase by local people before we put them on E-Bay.
- ✓ **Education Committee:** They have not yet met. Sarah has made inroads with the elementary school principal, and he will try to schedule a meeting with the elementary teachers to find out how we can partner with them in providing tours to our museum. Mark suggested we could also work with the college's teacher education students.
- ✓ **Cataloging Proposal:** Sarah presented a revised suggested numbering and the board agreed we should adopt it. Once we begin cataloging, Sarah recommended we approach the task room by room, design an accession form that would be filled out by hand, and one or two people would be in charge of entering the data from that form into PastPerfect. Also, one of the anthropology students who is currently working on a project would like to do an independent study and help with the cataloging. No decision was made.
- ✓ **College Collaboration:** Students are finishing their projects and will be presenting them on the final two Thursdays of the semester. On October 29, two students presented as their project a High Street Cemetery tour. Approximately fifty people attended.
- ✓ **Picture Restoration Grant:** We have not yet received the \$1,000, however it should arrive shortly. We have selected a variety of pictures to be restored and will be taking them over a few at a time to the framer.

- ✓ **Flag Restoration:** The 46-star flag has been debugged, washed, and returned to the museum. Sue recommended that the poor condition of the flag make it practically impossible to justify the expense of restoration, however, it is definitely worth keeping. It has now been placed in a trunk with similar flags and mothballs. The other flags will also be debugged and washed.

NEW BUSINESS:

- ✓ **After Hours:** Pat and Sue set up an Adopt a Picture program display during the After Hours event at the library. We received \$90 in donations.
- ✓ **Christmas Display:** One of the museum studies students is researching our games collection and preparing a PowerPoint display to be run during the month of December at the library. We have been packing up toys, pictures, clothing, and books to be used in the display cabinet. Several of Sue's volunteers will be helping with the setup.
- ✓ **The Bread Man and Mrs. Claus:** On December 12 at 10 a.m., Chet Fery will be in the local history room at the library, teaching children, ages 9-16, how to make a holiday bread. At 1 p.m. Mrs. Claus will read holiday stories to younger children. Attendees will be counted as our visitors. Leslie has sent an ad to the Suburban News and the library will be posting it in their events calendar and having flyers available at the library.
- ✓ **Bookcase:** Jim Bolthouse measured, designed, and drew plans for a large bookcase for the museum's third floor. The Village Board approved a \$500 materials expense. George Sedeno has agreed to donate his time and talent to build the case. He will order the materials at Lowes, the DPW will pay for them, and the materials will be shipped to George's home where he will build the case in sections and later assemble it at the museum. As much as possible, materials from our attic will be repurposed in the bookcase.
- ✓ **Black History Month:** Sue and Sarah are working on developing a program for Black History Month that will include the William Page family as well as Fannie Barrier Williams. More information to follow as they finalize plans.
- ✓ **BCM Displays:** Bill Andrews has been adding additional items from his own collection to the various history displays placed around the community. Once he places them in the display cabinets, his intention is that the items become the property of the Emily Knapp Museum. Sue suggested that Bill give us a list of any new article so we can keep an updated list of loaned materials and so that they can be accessioned.
- ✓ **Holiday Get Together:** Members of the board will meet at Sue Savard's home on December 9 at 7 p.m. for a holiday gathering. No meeting and no official business will transpire.

Adjournment: Meeting adjourned at 7:17

Next Meeting: Wednesday, January 27, 2016

Minutes Submitted by Allan Berry, Secretary