

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

July 25, 2018

Brockport Village Offices
127 Main Street
Brockport, New York 14420

CALL TO ORDER: 6:00 p.m.

PRESENT: Bill Andrews, Allan Berry, Dan Burns, Norm Knapp, Pat O'Brien, Karen Owen & Sue Savard.

APPROVAL OF MINUTES: Motion made by Norm Knapp, seconded by Bill Andrews that the minutes of the June 27, 2018 meeting be approved as prepared. The motion was unanimously approved.

DISCUSSION ITEMS:

- ✓ Rack Card/Museum Flyer Update: Allan Berry had previously updated the Board via e-mail on July 5, 2018 that AddRed was able to design and produce these cards for the following cost:
 - Design at \$50.00 per hour estimated to take 1 hour
 - Printing
 - 100 @ \$49.00
 - 250 @ \$75.00
 - 500 @ \$120.00
 - 1000 @ \$135.00
 - 2,500 @ \$200.00

In discussion it was noted that there is no guarantee that the hours of operation of the Museum will not change thus a smaller quantity may be advisable. Also discussed was that there are approximately 6 locations where these cards will be used including two hotels, the Village Offices, the Town of Sweden Offices, The College at Brockport Welcome Center and the Canal Welcome Center. Allan Berry will make arrangements with AddRed to print these documents at a cost not to exceed \$150.00, Karen Owen agreed to take necessary photographs and Dan Burns agreed to arrange for placement and maintenance of the rack cards. A motion summarizing the discussion was made by Bill Andrews, seconded by Norm Knapp and adopted unanimously.

- ✓ Sue Edmunds Donation: Dan Burns reported that Sue Edmunds had would like to make a donation of a stairway lift chair to make the museum more accessible. While the Board is very grateful for Ms Edmunds generous offer, a number of factors make it impractical to accept this donation including the fact that accessibility by wheelchair on the second and third floor of the Museum is extremely limited, a lift to the third floor would be required and that entrance to the Museum lobby in order to access such a lift is, in itself, problematic. Given Ms. Edmunds willingness to help in other projects a motion was made that Dan Burns communicate with her that Pat O'Brien would like to meet with her to discuss other projects of interest including work to create a Helen Hastings Room to display her work. The motion by Bill Andrews, seconded by Allan Berry was passed unanimously.

Trustees were asked to come to the August 2018 meeting with ideas for other projects that should be considered.

- ✓ Helen Hastings Display: Allan Berry updated the Board on his research regarding printing the digitized Helen Hastings on canvas. These efforts were documented in a July 5, 2018 e-mail to the Board including AddRed's ability to reproduce these images on canvass for the cost of \$10.00 per square foot. Of the images provided (approximately 20) the estimated cost is \$343.50.

Sue Savard has also been in touch with AddRed and has arranged for a sample to be produced for approximately \$11.00 so that it can be compared with a sample from another vendor. It is estimated that 7 large, 6 medium and 4 small images can be framed (by another vendor) and printed (by AddRed) for an estimated cost of \$2,000.00.

- ✓ Deaccessioning: Sue Savard recommended that historic assessment bound soft cover books of photographs of various communities in the Rochester area including but not limited to Brighton, Hamlin, Rochester and Penfield be deaccessioned. A motion was made to deaccession and destroy these materials which are simply lists of photographs of the noted communities and contain no photographs. The motion further recommended destruction of these items. The motion by Pat O'Brien, seconded by Allan Berry was approved unanimously.

UNFINISHED BUSINESS:

- ✓ Brockport Central School class visits: A coordinator is needed.
- ✓ Accessioning:
 - Apple press
 - Apple crusher

OTHER:

- ✓ Meeting Time: It was decided that the meeting time will remain at 6:30 pm until further notice.

ADJOURNMENT: Meeting adjourned at 7:15 pm on a motion by Norm Knapp that was seconded by Bill Andrews and unanimously approved.

NEXT MEETING: August 22, 2018

MINUTES SUBMITTED BY: Allan Berry, Secretary