

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM**

**March 27, 2019**

**Brockport Village Offices**

**127 Main Street**

**Brockport, New York 14420**

**CALL TO ORDER:** 6:30 p.m.

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

**APPROVAL OF MINUTES:** Motion made by Bill Andrews, seconded by Alicia Kerfoot that the minutes of the January 23, 2019 meeting be approved as prepared. The motion was unanimously approved.

**Museum Cleaning:** - The date for cleaning the Museum for the opening of the season has been set at April 10, 2019

**Beginning of Season:** It was agreed via general discussion that the Museum will open after the cleaning has been completed. Sue Savard will provide the specific date to Leslie Morelli when arrangements for cleaning have been made.

**Hours of Operation:** It was agreed via general discussion that the hours of operation will remain the same with the Museum to be open on Tuesdays 6:00 – 8:00 pm, Wednesdays 2:00 – 4:00 pm and 6:00 – 8:00 pm and Sunday 2:00 pm 4:00 pm. The Museum will continue to be open at other times by appointment.

**Deaccessioning:**

- **Cabinet:** The question was raised about deaccessioning the cabinet that use to hold shoes etc. Via general discussion it was decided to keep the cabinet for now and revisit the matter at a later date.
- **Spinning Wheels:** The question about deaccessioning the spinning wheels was raised. Should the spinning wheels be deaccessioned including the metal parts? One of the items is in poor repair and falls apart when used. Bill Andrews moved and Chris McCabe seconded a motion to deaccession the spinning wheel that is in poor repair and save the metal parts. The motion was carried unanimously.
- **Shell Collection from Normal School:** This item is tabled while Bill Andrews checks with Hill Elementary School teacher Chris Albrect to see if there is a use for it in the Hill School Curriculum.
- **Trunk of 1860s newspapers:** These newspapers are in good condition. Following a discussion, it was agreed that Sue Savard will explore the possibility of various options that may be available for deaccessioning such as the New York State Historic Newspapers. A motion approving this course of action was made by Norm Knapp and seconded by Chris McCabe. The motion was unanimously approved.

**Helen Hastings Exhibition:** The exhibit is scheduled to open in the fall of 2019 with a target date of Saturday, September 14 from 6:00 – 9:00 pm and Sunday, September 15 from 2:00 – 5:00 pm.

**Night at the Museum:** This important event will open the Museum's 2019 season on May 4 from 5:00 – 8:30 pm. Norm Frisch is preparing a poster/artwork for the occasion while Dough Hickerson is developing a press release. The event will require someone to be stationed in each room to welcome guests and maintain the security of the collection. Dan Burns agreed to coordinate this aspect of the event.

**Education/Tours:** Three tour groups are scheduled to visit the Museum in May and June. The school groups will do hands-on activities in one-hour segments and there is also a book club/reading group visiting the museum in May to talk about a Mary Jane Holmes novel. An Eastern Star group will also be visiting in June.

**Helen Hastings Book:** Sue Savard's work in writing a book about the discovery of the Helen Hastings "treasure in a trunk" is nearing completion and has been submitted for review.

**Rack Cards:** Allan Berry had previously submitted a draft of the rack card which was placed on hold given possible changes to Museum hours. Now that the hours for the 2019 season have been confirmed final arrangements can be made for printing the cards. It was suggested that the quantity be limited to 75.

**Air conditioning:** No air conditioner is planned for use in the Reaper Room on the advice of the Brockport DPW which has concerns regarding the size of the unit as well as the discharge of water that has the potential to damage the windowsill. Discussion took place regarding other options including a floor model however there are certain problems with the use of this type of unit.

Norm Knapp agreed to explore this issue with the DPW and he and Allan Berry agreed to also look into the potential for using other units.

**Bird Issue:** A dead black bird was found in the office. The building has some serious gaps which not only allow birds to enter but have a negative impact on the climate control of the facility. After much discussion about this topic Shawn Halquist agreed to discuss the matter with the DPW and Superintendent Harry Donahue.

**Board Members and Volunteers:** Discussion took place regarding membership on the Board including the fact that Neal Keating is no longer a non-voting representative from the College. Norm Knapp agreed to get an updated list of members and volunteers from Leslie Morelli and Dan Burns will make a contact with Jennifer Ramsay to see if they would like to recommend someone to participate as a non-voting member of the Board. Dan also agreed to check with volunteers to determine if they remain interested in working with the Museum.

**ADJOURNMENT:** The meeting was adjourned at 7:52 pm on a motion by Allan Berry that was seconded by Alicia Kerfoot and unanimously approved.

**NEXT MEETING:** April 24, 2019 @ 6:30 pm

**MINUTES SUBMITTED BY:** Allan Berry, Secretary with assistance from Alicia Kerfoot

APPROVED

