

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

April 14, 2021

Via Zoom

CALL TO ORDER: 6:38 PM

ATTENDANCE:

- **Present:** Karen Owen, Josh Stilwell, Sue Savard, Bruce Leslie, Maggie LaPierre & Allan Berry
- **Excused/Absent:** Bill Andrews, Kirstin Gebhart, Alicia Kerfoot, Norm Knapp & Shawn Halquist
- **Guest:** None

AGENDA: No change to the agenda was proposed.

APPROVAL OF MINUTES: On a motion by Bruce Leslie that was seconded by Maggie LaPierre the minutes of the March 10, 2021 meeting were approved by a unanimous vote.

MEETING DATE AND TIME: In response to a request a discussion took place about changing the meeting day/date to accommodate everyone's schedule. Given the sparse attendance the matter was tabled and the secretary was directed to poll the members and report results with sufficient time to permit a change in the May meeting day/date if agreeable.

BOARD RESIDENCY: The Village Board is scheduled to discuss the issue of ELK Board residency at their meeting on Monday, April 19, 2021. It was agreed that since their meeting is now in person that Karen Owen, Sue Savard and Allan Berry would attend the meeting and Josh Stilwell would attend via Zoom.

DEACCESSIONING: Sue Savard reported that two items be deaccessioned from the collection.

- Galvanized chicken coop: This metal chicken coop was pictured in photos provided by Sue in advance of the meeting. The item has no particular connection to Brockport by either manufacture or ownership. A motion by Allan Berry, seconded by Bruce Leslie to deaccession this item and offer it for sale was approved unanimously.
- Large reaper image measuring 50" x 50" is a duplicate of a smaller, clearer and more useful image. Given the connection between the Morgan family and the production and sale of reapers it was suggested that if deaccessioned that the item first be offered to the Morgan Manning House, then to the Sweden Farmers Museum before being sold. A motion by Allan Berry, seconded by Bruce Leslie authorize the deaccessioning of this item, gifting it

to either the Morgan Manning House or the Sweden Farmers Museum or selling it. The motion was approved unanimously.

COLLEGE INTERNSHIP: Bruce Leslie and Sue Savard updated the Board the work of Grace Pulcini who is doing her internship as part of the College at Brockport Museum Studies and Public History Program. Grace continues to provide a valuable service and has completed 80 hours of service including an excellent interview of Connie Coapman as well as other work.

BROCKPORT FAIR DISPLAY: Sue Savard provide an update on the Fair Display which is anticipated to be completed by April 24.

MUSEUM OPENING/CLEANING: Sue Savard recommended that the Museum be open by appointment only on a temporary basis beginning on May 1, 2021. The Board approved this by consent. The motion to authorize cleaning with an expenditure not to exceed \$150 was made by Allan Berry, seconded by Bruce Leslie and was approved unanimously.

VIRTUAL MUSEUM TOUR: Allan Berry proposed that the services of a volunteer be utilized to create a virtual tour of the Museum. The Board authorized the secretary to explore this option with a local videographer who is willing to donate his time to this effort.

MORGAN BANNER CLEANING AND REPRODUCTION: Josh Stilwell reported that when Sue is able to have an image of the banner cleaned up a bit that it can be taken to a printer for reproduction. The Board had previously authorized an expenditure of up to \$150 for this purpose.

FRIENDS OF THE MUSEUM: This item was tabled at the March 10 meeting and was again tabled to permit the Board to consider options for recognizing those individuals who make various contributions to the work of the Museum. It will appear on the agenda of the May meeting.

COMMUNITY FOUNDATION GRANT: Karen Owen reported on a grant available through the Community Foundation for historic preservation including physical restoration of buildings. The board directed that using the Village grant writer be explored for the purpose of securing funding to provide heating and air conditioning to the Museum. Grant applications have a May 14, 2021 deadline.

REAPER ROOM: Sue Savard and Josh Stilwell updated the Board on progress toward re-organizing the Reaper Room. The room has been painted and Josh is preparing to develop displays.

ADJOURNMENT: Meeting adjourned at 7:18 PM on a motion by Allan Berry seconded by Karen Owen and unanimously approved.

NEXT MEETING: May14, 2021 @ 6:30 pm – 8:00 (Zoom or in-person to be determined)

Minutes Submitted by: Allan Berry, Secretary

NOTE: The following goals were established by the ELK Board of Trustees at a special meeting on October 24, 2000:

- 1 Year Goals
 - Establish Village Board expectations for ELK.
 - Propose to the Village Board that non-residents be permitted to be voting members of the Board. An ad hoc committee consisting of Kirstin and Allan will prepare a recommendation for the ELK Board.
 - Complete the Strategic Planning Process by including it on the agenda for each meeting.
 - Prepare an annual report to the Village Board and submit a version for the Village newsletter
- 5 Year Goals
 - Establish a communication plan.
 - Establish and implement a timeline with the Village Board for the completion of climate control.
 - Increase annual ELK events and community engagement.
 - Expand the hours of operation for the Museum.
 - Increase Museum attendance.
 - Create an ad hoc committee to explore the hiring of a curator/historian with a job description to be developed by the Board.
 - Accession the collection.
- 10 Year Goals
 - Address the issue of handicapped accessibility in the current building or move to a location that is handicapped accessible.