

## **Emily L Knapp Museum Board Meeting – Approved Minutes**

Wednesday, August 27<sup>th</sup>, 2014, 6 pm

In attendance: Jackie Morris, Dan Burns, Bill Andrews, Christine Hunt, and Allan Berry,  
Mayor Margay Blackman, Norm Frisch,

Guest: Jennifer Ramsay,

Excused: Sarah Cedeño and Rayleen Bucklin

Wednesday, July 30<sup>th</sup> Meeting Minutes approved unanimously, without amendment.

Bill Andrews, Liaison to the Village Board, report from Village Board:

Only the *interest* on the Shaffer trust can be distributed to the beneficiaries.

Financial Report:

Dan Burns consulted with Dan Hendricks, Village Treasurer, who will provide a monthly finance report. With regard to the numerous questions posed to him (detailed in 7/30 Minutes), Mr. Hendricks replied that he will provide answers at a future date.

Cleaning Proposal:

The Village Board voted to table the decision re: two cleanings at \$325.00, twice per year for a recommendation from the ELK Board. The ELK Board unanimously decided NOT to enter into this contract at this time and explore other options.

Continuation of Projects:

A report from Sarah Cedeño is pending on the completion of a project begun by Sue Savard involving the creation of binder describing the content of each room. *UPDATE:* Sarah Cedeño emailed Sue Savard, inquiring on a Docents' Manual, which Sue had not begun at the time of leaving the museum. All of the materials Sue had compiled during her term at the museum are in possession of the museum.

**Board & Volunteer Staffing:**

**Mark Rice, Resident, unanimously supported as a ELK Board Member.**

**Linda Mackernan, non-Resident, unanimously supported as an ELK Volunteer.**

**Christine Maxfield, non-Resident, unanimously supported as an ELK Volunteer.**

**Pam Ketchum, Resident, unanimously supported as an ELK Board Member.**

**Patricia O'Brien, Resident, unanimously supported as an ELK Board Member.**

**\*All applications have been forwarded to the Village Board for approval.**

**The ELK Board accepts with regret the resignation of Mary Lynne Turner.**

**Bill Andrews will continue to serve as Village Board Liaison.**

New Purchases:

Dan Burns purchased two chairs for the ELK Board as previously agreed.

Dan Burn is pursuing the repair and/or purchase of a vacuum cleaner(s) as previously agreed.

Village Clerk, Leslie Morelli and husband, John, have donated 3 folding chairs.

Pam Ketchum suggested soliciting donations of vacuum cleaners through the village newsletter.

Brockport Community Museum Displays:

Bill Andrews reported on the work of the Brockport Community Museum to inventory its 9 display cases, which have all been compiled.

Report from Mayor Blackman regarding Grants:

The Village of Brockport received a grant for \$3,500 for an evaluation of the ELK Museum collection.

Another grant of \$15000 for records' management, the LGRMIF Grant, has been received to assist the ELK in the preservation of its collection.

An application for a grant for \$3,500 has been submitted for technical assistance (heating, etc).

SUNY/ELK Relationship

Dan Burns presented an email (inserted below) from Neal Keating, Anthropology Department, College at Brockport, requesting that ELK cooperate with his course in Museology by providing an opportunity for community service as well as research-based projects that would satisfy course requirements and benefit the mission of the ELK Museum.

Hi Dan,

I am attaching the syllabus for my Museology course, which currently has 12 undergrads and 2 grad students. As you can see from the syllabus, I have several different ways in which I aim to engage students at the ELK this Fall.

1. I would like to hold class at the ELK on two different Wednesday evenings, 3 Sept and 24 Sept. For 3 Sept especially it would be great if someone from the ELK could be there to talk to the students. My first choice would be Jackie, but if that isn't possible, perhaps you or Doug? Or all of you, including Raylene?

2. Also on the syllabus I am requiring each student to provide 10 documented hours of community service, to either the ELK or the VSW in Roc. For those who choose the ELK, they will be instructed to do whatever the Museum needs done - and not necessarily tasks of their choosing. Will it be possible for you and others staffing the Museum to supervise their community service, and sign their log books as they go?

3. Also on the syllabus, students are required to complete an object-based research project. Here I am giving them 3 collections to choose from, one of them being the ELK. For those that choose objects in the ELK collection, they will also require some guidance.

So these are my access requests for the semester. I would also like to participate in whatever way I can to help move the ELK mission forward. Many thanks.

Best,

Neal

## Hours:

**Wednesday hours have been changed from 7-9 pm to 6-8 pm and will continue to be open from 2-4pm.**

**Sarah is opening the museum Thursday evenings from 6-8 pm.**

## Roof:

Pam Ketchum and Norm Knapp proposed that we communicate to the Village Board the urgency to repair the roof of the village building. The ELK Board has unanimously agreed to request that the village make repairs to the roof a high priority, and to repair it no later than December 14<sup>th</sup>, 2014.

**The next meeting is scheduled for Wednesday, September 24<sup>th</sup> in the ELK Museum at 6 pm.**

(noted by Allan Barry, and prepared/circulated by Sarah Cedeño)