

Emily L Knapp Museum Board Meeting

Wednesday, November 19, 2014, 6 pm

Village of Brockport Meeting Room

MISSION STATEMENT: The mission of the Emily L. Knapp Museum, an educational institution, is to collect, preserve, and provide access to the heritage and history of the greater Brockport community.

Call to Order: President Jackie Morris called the meeting to order at 6:05 pm.

Attendance: Bill Andrews, Allan Berry, Rayleen Bucklin, Dan Burns, Pam Ketchum, Norm Knapp, Jackie Morris, Pat O'Brien and Sue Savard.

- In the absence of Secretary, Sarah Cedeno – Allan Berry agreed to serve as temporary secretary.

Bill Andrews, Liaison to the Village Board, reports:

- Roof Repair
 - Bill reported that Harry Donahue has requested a proposal from two additional contractors as well as the one already submitted by Elmer Davis, Inc. in the amount of \$68,977 (see attached proposal).
 - Allan Berry Reported that he had checked with colleagues and that two reports are very positive regarding Elmer Davis. His contacts noted that while the proposal seems reasonable that it does not cover the cost of decking that may need to be replaced. Some discussion followed regarding the potential for a temporary patch while proposals are being solicited.
 - Pam Ketchum provided a list of contractors recommended by the Landmark Society of Rochester (see attached). Pam will work with Harry Donahue and representatives of the ELK Board to arrange for several of these contractors to inspect the roof and provide proposals.
 - Pat O'Brien distributed copies of photos taken showing evidence of the leaking roof as well as damage that appears to have been caused by the roof leak on both the 2nd and 3rd floors of the Museum. Pat's document includes two pages of photographs as well as one page of commentary (see attached)
 - Bill Andrews agreed to check to see if there may be grant funding available for repair of the roof.
 - The cost of repair to the roof was discussed and the Board (including our liaison – Bill Andrews) agreed that funding for repair of the roof should come from the Village budget and not from the Shafer Trust. Bill regards this as a non-issue.
- ELK Resolution
 - Bill discussed a revised November 17, 2014 Village Board resolution regarding the ELK (see attached). He further indicates that he has

conducted research regarding the state law that requires that the board of municipal museums be limited to voting members who are residents of the municipality. While there was formerly such a requirement it no longer exists. However Bill indicated that given the contentious nature of the issue that he will not request or support a change in the current resolution relative to residency of the ELK Board. Bill agreed to report to the Village Board that there is no residency requirement under state law. While the Board was disappointed with the residency requirement and the fact that the decision on residency with the assumption that a state law required this action it will not request a change to the resolution.

- Brockport Community Museum Display Case Inventory
 - Bill reported that the inventory is nearly completed.
- Capen Piano
 - Bill reported that the Village Code Enforcement Officer has informed him that the Capen piano that graces the entrance hall to the ELK must be moved given the fact that it blocks access. While further information may be necessary it appears that the piano may be able to remain in the entrance hall is moved away from electrical switches etc.

Docent Booklet, Sue Savard:

- Sue distributed a document (see attached file, which is an un-editable PDF format) outlining the contents of each room with the goal of creating a docent booklet or binder to assist docents in providing tours of the facility. Sue asked for input on the document.
- It was suggested that the document be labeled with a title and that a footer be added indicating that this is Rev (revision) # 1 and that the document be dated.

Photo Project, Sue Savard:

- Sue updated the Board on the status of this project that involves photographing the contents of the Museum.

ELK Brochure, Pat O'Brien:

- Pat distributed a revised draft of the ELK brochure and solicited input. A number of suggestions were made including that the font size be increased on the final version for ease of reading. Please review the draft (see attached) and contact Pat with comments.

ELK Action List, Pat O'Brien:

- Pat provided an updates spreadsheet (see attached) and requested comment. She also noted that each item on the action list needs to have a sponsor if progress is to be made in moving these items forward. She noted that this document will

serve as the basis for providing guidance to a consultant who will advise us on the Museum

- Pam Ketchum agreed to serve as the sponsor for the “climate control” item on the list and to work with Harry in understanding how and why heat was removed from the 2nd floor.
- Comments included
 - Increasing font size – Dan Burns
 - Allan Berry suggested that the Board may find value in completely removing the carpeting prior to making a decision regarding the floors.
 - Allan Berry suggested that the wall and door at the top of the stairs be removed to return the stairway to as close to its original condition as possible. While this item will be added to the spreadsheet Norm Knapp agreed to check with the Code Enforcement Officer regarding this item.

Map Restoration, Sue Savard:

- Sue reported that a map depicting property and ownership in the Town of Sweden is in poor condition and proposed that she be authorized to remove the map from the Museum for the purpose of soliciting proposals for restoring the map. This resolution passed unanimously.

ELK Office, Sue Savard:

- Sue offered a number of suggestions regarding the configuration of the office and creation of a work space where people can do research when visiting ELK.
- It was agreed to defer this item to the next meeting of the Board so that the Board members can visually inspect the area and see the proposed changes.

Light Damage, Sue Savard:

- Sue noted that sunlight is damaging items throughout the Museum especially since shutters were removed when new windows were installed. She has been advised that the shutters can't be re-installed and asked the Board for permission to purchase and install “shades” that can be drawn when the facility is not in use, thus protecting the collection
- It was agreed to defer this item to the next meeting of the Board so that the Board members can visually inspect the area and see the proposed changes.

Unfinished business:

- Temporary Secretary, Allan Berry notes that the following items on the agenda were not addressed
 - Excessive Inventory – Mark Rice
 - Benchmarking Committee – Mark Rice
 - Paid Administrative Assistant - ??
 - Strategic Plan and Interpretive Consultants - ??
 - Rotating Displays Committee - ??

- Fund Raising - ??
- Museum Web site – Mark Rice
- Best Practices – Mark Rice
- ELK Logo – Sarah Cedeno
- Review of Donations Forms - ??
- Neal Keating -11.18.14 proposal

Next Meeting: The next, brief, meeting is scheduled for Wednesday, November 26th in the ELK Museum at 6 pm. The next meeting will be held at 6 p.m. on Wednesday, January 28st, 2015, in the ELK Museum.

Adjournment: The meeting was adjourned at 8:15 pm.

(Prepared Allan Berry & circulated by Sarah Cedeño on 11/23/14)