

Emily L Knapp Museum Board Meeting

Monday, December 1, 2014, 10:00 am

Emily L Knapp Museum

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 10:05 am.

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

Note: In the absence of Secretary, Sarah Cedeno – Allan Berry and Pat O'Brien agreed to serve as temporary secretaries.

This meeting was scheduled in lieu of the December 24, 2014 regularly scheduled meeting for the limited purpose of obtaining first hand information regarding the following items discussed at the November 19, 2014 meeting.

ELK Office, Sue Savard:

- At the November 19 meeting 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 December 1 meeting of the Board so that the Board members could visually inspect the area and assess the proposed changes.
- A discussion followed with the following result:
 - A request for installing a shelf will be made to the Village for the printer so that work space on the desk can be increased. (Carried)
 - The "tower" will be moved from the desk to the floor. (Carried)
 - The desk will remain as a work station for visitors. (Carried)
 - The number of chairs in the ELK Office will be reduced to remove clutter. Some have been donated and one bench type seat will be removed and placed on the third floor for the convenience of visitors. (Carried)
 - The upholstered chair will be moved to another location to reduce clutter in the ELK Office. (Carried)
 - The refrigerator will be moved to the ELK Office until such time as the donation of a replacement can be found. (Carried)

Third Floor Front Room Display, Sue Savard:

- Sue offered a number of suggestions relative to the displays in this room. The suggestions included the following:
 - The three display cases on the south wall of the third floor front room will be removed and with the permission of the Village Board will be sold or gifted to another institution or discarded. (Carried)

- The contents of the glass display case in the center of the room containing artifacts on firefighting in Brockport will be moved to the new display case that has been moved to this room from the Mayor's office. (Carried)
- The contents of the three display cases that are to be removed will be moved to the display case in the center of the room that formerly displayed firefighting artifacts. (Contents)

Removal of the wall and door and wall at the top of the stairs: Allan Berry:

- At the November 19 meeting Allan raised the issue of removing the wall and door at the top of the stairs on the second floor entrance to the museum as a means of opening the stairwell to reflect its original appearance. A brief discussion of this took place at this meeting however, no decision was made.

Light Damage, Sue Savard:

- At the November 19 meeting 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 in January

Roof Damage, Bill Andrews:

- At the previous meeting, a report on water damage prepared by Pat O'Brien was reviewed. At that time, the Village DPW had received one bid for \$ 69K to repair the roof from Elmer Davis. Bill Andrews reported that the Village DPW has solicited additional bids from 2 other roofing vendors. They have not yet been received.

PastPerfect, Pat O'Brien:

- A request for purchase of PastPerfect V 5.0 for \$ 1.8K has been prepared and circulated to members of the ELK Museum Board. This was not discussed. It was agreed to defer this item to the January meeting.

Next Meeting: The next meeting is scheduled for Wednesday, January 28, 2015 in the ELK Museum at 6 pm.

Adjournment: The meeting was adjourned at 11:30 am.

(Prepared by Allan Berry and Pat O'Brien & circulated by Pat O'Brien)