

Emily L Knapp Museum Board Meeting

Thursday, March 12, 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, Pam Ketchum, Norm Knapp, Jackie Morris, Sue Savard, Chris Hunt, Mark Rice, and Sarah Cedeño

Meeting Minutes from November and December were approved to be sent to Leslie Morelli, Village Clerk. Going forward, Sarah will email the meeting minutes, and if no changes are recommended within a weeks' time, she will accept that as an approval, and forward the minutes on to Leslie.

Bill Andrews, Liaison to the Village Board, reports:

Roof Repair

Bill reported that the Village Board has agreed the roof repair is a Village issue, not solely a Museum issue, and that the repair costs will be funded by the Village, coming from a Reserve Fund. The roof will be taken care of this spring, when the weather improves.

Sarah, Board Secretary, has drafted a letter to Margay thanking her and the Village Board for their acknowledgment of the roof issue, and for the forward motion of its repair.

Map Restoration, Sue Savard:

The Grant-writer for the map restoration has received all the info from the Map Restorer, and final approval is pending.

Pam Ketchum requests a copy of the grant application for reference.

Sue and Pam mention that once the maps are restored, we will need specially built display boxes. Bill mentions that Bob Molnar could build these boxes.

Plate Negatives:

Sue requests that the Museum pay to have remainder of the glass plate negatives, which are photos from the Town of Sweden, be printed and copied to CD, the total cost that will not exceed \$100. The Board approved this unanimously and Bill Andrews, Liaison to the Board, will present this for approval at Monday

evening's Village Board Meeting.

Shades, Sue Savard:

Sue will count the windows in the Museum that need shades, and has discussed with Board the potential of purchasing fabric for light-reducing/protective shades that will prevent sun-damage of the collection. Once a cost is figured, Sue will bring it to the Museum Board for approval.

Open PO:

The Museum Board supports a \$200 limit on the open PO at the Clerks' desk in the Village Hall Office. Should we need to increase the amount, the Museum Board will address it at that time.

Get Ready Grant:

Mayor Blackman has requested an update on the progress of the Get Ready Grant for strategic planning, and Secretary, Sarah Cedeño, has agreed to send a note to Bruce Mosely, the session facilitator, to plan dates. (Action completed 3/14/15)

LGRMIF Update:

The Records' Management Grant is underway, and Sue offered a summary of the progress. Sue Savard, Sarah Cedeño and Amy Pepe have been addressing all of the Knapp Museum documents to be sure they are relevant to the Museum collection, properly preserved, and in a searchable database for easy access for museum volunteers and visitors. The grant is set to wrap up at the end of May.

Capen Piano:

A Capen Piano is offered as a donation to the Museum, though we have no space for it. Pam Ketchum has requested to see the email that was sent to Board Members (in January sometime) and will inquire about the shape of the piano and the potential for it to be donated to another museum or to a private resident.

Cleaning:

Bill Andrews will present the request for a cleaning of the Museum before its opening at the start of April. The Village has sent out an RFP for a new cleaning service, so a new cleaning contract will likely be negotiated for the next fiscal year.

Cosmetic Changes:

Sue will arrange for the demolition of the temporary wall in the front hallway, to be completed by the DPW. The Board also approved the French Gray paint color for the hallway and War Room.

Civil War Donation:

Bill Andrews reports that Terry Marsham, a Village Resident, plans to donate a collection of Civil War artifacts (including a rifle, bayonet, and a photo of his great great grandfather), and Jackie Morris, Museum Chair, expresses that we need a

locked case and to check insurance matters in order to accession the items.

Downton Abbey Display:

Sue has planned to dress mannequins in the Downton Abbey style for the Low Bridge, High Water weekend, May 13, 14, 15.

Earmarked Funds: Sue will speak with Treasure Dan Hendricks to be sure that funds from items sold on behalf of the Knapp Museum are to be allocated for Museum use. (Action completed the week of March 15, 2015.)

Next Meeting: The next meeting is scheduled for Wednesday, March 25th in the Village Board Meeting Room at 6 pm.

The Board has tabled discussions of Neal Keating's vision for the Museum until the next meeting, when he can be present; and of the Anthropology class's work and Treasury Report, until Dan Burns can be present, at the next meeting.

Adjournment: The meeting was adjourned at 7:15 pm.

(Prepared & circulated by Sarah Cedeño on 03/14/15)

