

Emily L Knapp Museum Board Meeting

Wednesday, March 25, 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, Neal Keating, Allan Berry, Pat O'Brien, Rayleen Bucklin and Sarah Cedeño

Dan Burns (unable to attend), Student Work and Treasury Report in written letter (reported by Sarah Cedeño)

Museum Committee

1. Student Projects

Received final project papers from Dr. Torre's spring class of 2014 (11 in total) and one from Dr. Keating's fall 2014. Dr. Keating stated he would bring the rest of the papers from fall 2014 at the next meeting he attends. Dr. Torre's present class, spring 2015, is planning on handing in their written project work as soon as their class ends. There is work due the museum from previous classes (Keating, Ramsey, Zinni) which may or may not be on the PastPerfect program held in the SUNY Anthro lab. Perhaps Sarah would address this component as it is beyond my capabilities.

As of this date, I have not been specifically told re: future museum classes or intern possibilities other than SUNY expects to do more in conjunction with Emily L. Knapp Museum.

2. Treasury Report

There is no report as, after repeated requests for both an overall and monthly statement dating back some time, I have received nothing since September 2014. Perhaps Bill, as a trustee, might have better results.

3. FYI, I do not plan to serve on the Get Ready Grant Committee. I will continue to devote my time to staffing the museum and working with students and/or researchers as they show interest.

P.S. Projects, papers that I have received have been turned over to Erica for filing and safe keeping.

Thank you for your attention,
D.

Attached to this email is a file containing Dr. Jose Torre's letter re: plans to work with the Museum.

Bill Andrews, Liaison to the Village Board, reports:

The Village Board approved crediting \$100 to the Museum account for the cabinets. Each time we sell a Museum item, such as the cabinets, we should request that the funds be allocated to the Museum.

Roof Repair

Bill reported that the Village Board has allocated \$30,000 in the next fiscal year's budget for the building's roof repair, and that any cost above that will come from the reserve fund. Harry Donahue, DPW, has put out an RFP. Since slate can become frail over time, and he suggests a composite material that looks just like slate.

Bill has asked Harry to find an estimate to heat the 2nd floor of the Village Hall building.

The Village will undertake a master plan for the Village, and will need a representative from the Emily Knapp Museum Board.

The Civil War collection that Terry Marsham will donate has been appraised at \$3500.

Bill will follow up with Dan Hendricks about a Knapp Museum Treasury Report.

Map Restoration, Sue Savard:

The Map grant is still pending.

Dr. Neal Keating:

Neal has served as the Director of Museum Studies at the College at Brockport since 2011. The Museum Studies Program is an interdisciplinary minor, and is currently housed in the History Department at Brockport. Bruce Leslie is slated to be the next Director of the program, and it will switch Directors regularly.

Dr. Keating states that the hopes are for the Museum Studies program to emphasize museum studies through "high-impact practice" (HIPs), and the relationship between the Museum Studies Program and the Knapp Museum should create a strong "town/gown" relationship and be mutually beneficial. Neal's process is to have students build projects based on the needs of the museum.

Neal suggests that the Museum consider a SWOT analysis—gauging the Museum in

terms of strengths, weakness, opportunities, and threats. One such threat being the accessibility and storage of our current museum space. He also mentions it might benefit the Museum to have a kid space.

Neal hopes to mobilize resources at the College at Brockport to work in tandem with the Village to work toward what could be a “world class” collection of local history.

The Museum requests electronic copies of student projects.

Neal has PastPerfect installed on a laptop for coordinating with Knapp Museum, and Board will request if we can coordinate with the Museum Studies program to have both the museum and the students be able to access/maintain the collection via PastPerfect.

We need a consistent format for cataloging artifacts in the museum.

PastPerfect is found to be better at managing artifacts rather than documents.

The Museum Board will continue to discuss possibility of obtaining a copy of PastPerfect and joint access.

Neal turns in remainder of student projects.

Get Ready Grant

Pat to facilitate a strategic planning discussion, to be held on Wednesday, April 15th, at 6 pm in the Village Hall Conference Room. This is in preparation for the Get Ready Session with Bruce Mosely, now scheduled for Saturday, May 9th at 9 am.

The “Appendix B” of the Get Ready preparation packet, a self-analysis, has been circulated via email and should be reviewed before the April 15th session.

Logo, Sarah Cedeño:

Sarah circulated four options (some gathered by Dan Burns a while ago) for Museum logos, and the most popular logo is attached, though Pam has offered to show the logo to Susan Smith, along with our mission statement, to see if she can spruce it up before any formal adoption of a logo happens.

Shades, Sue Savard:

Sue will calculate the amount for a combination of shades and curtains to cover the Museum windows.

Cosmetic Changes:

The temporary wall has been removed and the hallway has been painted. Other cosmetic changes held off until winter, when the museum is closed.

Next Meeting:

A strategic planning discussion, to be held on Wednesday, April 15th, at 6 pm in the Village Board Meeting Room

The next traditional meeting is scheduled for Wednesday, April 29th in the Village Board Meeting Room at 6 pm.

Adjournment: The meeting was adjourned at 7:45 pm.

(Prepared & circulated by Sarah Cedeño on 03/29/15)