

## **Emily L Knapp Museum Board Meeting**

Wednesday, April 29, 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, Chris Hunt, Mark Rice, Sue Savard, Pat O'Brien, Rayleen Bucklin and Sarah Cedeño

### **New Applications and Resignations:**

The Board accepts, with regret, the resignation of Doug Wolcott as a Board Member, though is glad to have him serve as a volunteer.

The Board accepts, with regret, the resignation of Rayleen Bucklin as a Volunteer.

Jackie Morris, Village Historian and Museum Board Chair, is unsure if she is going to proceed with Museum duties.

Dan Burns will continue to volunteer and work with SUNY Brockport Internship Students.

Pat O'Brien moves to accept all volunteer applications, Norm Knapp seconds, all in favor. And the Board forwards applications to the Village Board Liaison, Bill Andrews, for Village Board Approval. The names of the volunteers are:

Marilyn Brown  
Doug Bull  
Leslie Bull  
Ann Butler  
Henry Dilger  
Marion Dilger  
Marie Drennan  
Scott Galliford  
Roberta Hesek  
Harley (Skip) Perry  
Andrea Perry  
Shirley Schuff  
Rosemary Smith  
Anita Wicks

**Regarding the expiring terms** of Pat O'Brien and Vice Chair, Allan Berry, both members have decided to extend their Board Membership.

This leaves the Knapp Museum Board with one vacancy, which is not necessary to fill immediately, though the names of David Hale and Carol Hannon have been mentioned as potential Board Members.

Regarding the upcoming Museum responsibilities:

**The Annual Report of the Chair of the Museum Board to the Village Board**, to be completed by Jackie Morris with help from Allan Berry, and others who might be willing, is to be prepared by the Wednesday, June 24<sup>th</sup> meeting.

**The Nominating Committee** (which Pam Ketchum has volunteered to be a part of) is to prepare a ballot for Museum Board Officers by the Wednesday, July 22<sup>nd</sup> meeting. The voting will also be held on this day. The Board requests as many members as possible to be present for this meeting to be sure member's express their choices for board officers.

### **Museum Hours**

The Museum Hours will stay as is, Tuesday evenings from 6-8 and Wednesdays afternoons and evenings from 2-4 and 6-8. As of June 1<sup>st</sup>, these hours will extend to include the first Friday of every month from 6-8 pm, as well as the first Sunday of every month from 1:30-4 pm.

Museum meetings are held the 4<sup>th</sup> Wednesday of every month.

Discussion of internship hours tabled until later in the summer.

**Pat O'Brien to share a copy of the SWOT session** results with Bruce Mosley, Facilitator of the Get Ready Grant Session, to be held Saturday, May 9<sup>th</sup>, from 9-12 am. Pat requests we all select the top two in each of the SWOT (strengths, weaknesses, opportunities, threats) categories and will tabulate the results for the Get Ready Session.

### **Report from Bill Andrews, Village Board Liaison:**

The Department of Public Works has signed a contract for \$32, 000 to repair the roof of the Village Hall. To be completed in the near future, though Bill is unsure of a specific timeframe.

The Village Board has approved a cleaning contract including the two upcoming cleanings for the Museum.

The Museum Board wishes to request a quarterly report of Museum's portion of the Shafer Trust Funds.

### **Update on Records' Management Grant**

Sue Savard and Secretary, Sarah Cedeño, report that the records' management work is near completion. The clerks that were hired (Sue Savard, Sarah Cedeño and Amy Pepe) were trained by New York State Archives' personnel and Deputy Clerk, Erica Linden's husband, Jeremy Linden. The Grant Clerks will present to the board a list of records deemed irrelevant to the collection for Board approval as well as a formal

Accession/Deaccession Policy, along with the suggested accession of all the Museum contents into the Knapp Museum's collection at the completion of the work, tentatively the end of May.

**Report on Meeting with SUNY Brockport Professors Neal Keating and Christine Zinni attached here, and if you cannot access it here, it will be also attached to this email. Museum Internship Meeting.docx**

### **Meeting with Local Museums Report**

Sue Savard briefs about the April 18<sup>th</sup> meeting with area local history museums, where the Historians shared many ideas and contact information and plan to meet in the fall, with Spencerport Historians organizing. Discussions for potential marketing/contact include a Museum Trail, a Museum Open House Day, and the flyer that Sue and Pat have created, which lists all of the area museums' contact information.

**Sue Savard requests the Museum Board approve a \$350 maximum expenditure** for museum shades and blinds, or some combination thereof. Pat O'Brien moves to accept, Mark Rice seconds, and all are in favor. Bill Andrews will bring this to the next Village Board Meeting for approval.

**Pat and Sue Savard brief the Museum Board on the Adopt a Picture Program.** Pictures are to be offered up as adoptable by a community member who wishes to donate the cost of providing archival glass for one of our 96 pictures in the Museum hallway. The adopter will have a little plaque to their credit beneath their adopted picture. Pat O'Brien has taken three photographs to pay for as estimates, and Sue Savard has taken one. Christine Hunt and Sarah Cedeño will also adopt pictures.

As of now, the only form of payment accepted by the Village for such services is check or cash, and a follow-up conversation between Sue Savard and Sarah Cedeño with Deputy Clerk Erica Linden confirms this to be the only form of payment for these donations.

Mark Rice has offered to take pictures of the fronts and backs of the photos once they are removed from the frames in order to capture any information on the back and a digital copy of the photo.

Pat O'Brien will discuss with the framer to find a best practice for this process.

The meeting was adjourned at 7:45 pm.

**The next meeting of the Emily Knapp Museum is to be held Wednesday, May 27<sup>th</sup>, at 6 pm in the Village Hall Meeting Room.**

