

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM  
MAY 27, 2015**

**CALL TO ORDER:** 6:04

**PRESENT:** Pat O'Brien, Sarah Ceden, Sue Savard, Bill Andrews, Allan Barry, Neal Keating, Pam Ketchum, Norm Knapp

**OLD BUSINESS:** Neil distributed a copy of the Fall, 2015 Course Syllabus for the Anthropology Museum Internship program. At present, fifteen students have enrolled. Before they begin, the professor and Museum Board members will meet to finalize a list of possible projects--the projects to benefit both the museum and the students.

Volunteer applications of Debbie Cody and Alicia Kerfoot distributed and approved by the Museum Board. The applications will be forwarded to the Village Trustees for approval.

Pat O'Brien requested that the college provide the museum with an intellectual property agreement for work completed by SUNY Brockport students--said agreement to be reviewed and approved by the village attorney. This will document the museum's right of access to projects. Neil agreed to provide the document well in advance of the fall semester.

Pat distributed the newest version of the By-Laws for comment. A lively discussion followed. After amending the By-Laws to reflect the agreed upon changes, Pat will E-mail the edited version to all voting Board Members for final approval, after which she will forward the By-Laws to Leslie for submission to the Village Trustees.

Bill Andrews showed the Board Members a sample of the artificial slate roofing material to be used on the roof repair. The material has been ordered and work is due to begin in about three weeks.

**NEW BUSINESS:** Pat suggested we put in place an attendance requirement for Museum Board members. If a member has three unexcused absences, we will recommend to the Village Board that the members name be removed. It was so moved by Alan Berry and seconded by Norm Knapp.

In the near future, we should establish criteria for de-accessioning artifacts. That item was tabled for further discussion at a later meeting.

Neil hopes to have the former Registrar from the Rochester Museum and Science Center work with the fall class to begin training students on the use of Past Perfect. Before the Emily Knapp Museum can take advantage of this software, it must upgrade its computer, download the latest version of Past Perfect, and develop a "cataloging number logic."

Following a discussion regarding chartering the museum, the topic was tabled until a later date--giving the Board time to research the advantages and disadvantages.

On June 12, Neil will visit the museum with the new Provost, Mary Ellen Zuckerman. Raymond Baird, a previous museum studies student, will give the tour.

We are seeking nominations for Chairperson, Vice Chairperson, and Secretary. Anyone interested in filling these positions, please notify the Board members. Voting to occur at our June meeting.

After discussing the meeting on the Get Ready Grant, the Board felt that, in the future, members of the Board should have more input into the Grant process. What grants should we go after in terms of development? What do we need and what grants are available for small museums? Allan volunteered to look into the next two steps in the Get Ready part of the current grant.

The Village Board plans to recognize Jackie Morris for her service. Our Board Members will plan a luncheon to honor the service to the museum of Jackie, Doug, and Rayleen. Sarah volunteered to check out possible dates and sites.

Sarah Cedeno submitted an application for the historian's position. Selection to be made by the Mayor on July 1.

Regarding items leaving the museum: A graduating college senior returned 25 items, including many one-of-a-kind pictures and programs from the files of the Monroe County Fair, which she used for her internship project. These items have been in her possession for over a year. To our knowledge, they were never signed out. Thankfully, she was conscientious and returned them. We have no way of knowing if other similar property belonging to our collection has been removed and not returned. For this reason, we have instituted a new policy to prevent similar incidents.

Sue asked for approval to research the possibility of finding a sponsor to refurbish our two Golden Eagles. They are in storage and their condition is deteriorating due to lack of proper climate control. A national authority (Stephen C. Quinn - Senior Project Manager for Exhibitions at American Museum of Natural History) visited our museum on May 21. He informed us that we are not legally allowed to sell the Eagles. If we find a sponsor to pay for their restoration, they could display the eagles at a suitable site (on loan). Pat made the Motion that Sue pursue this avenue and Allan seconded.

It has come to the Board's attention, that individuals with previous affiliation with the museum still have keys in their possession. Given the board's responsibility to ensure the integrity of the collection, a motion was made and seconded that the locks be changed on the front door entrance to the Museum. Sarah agreed to accept the action item to contact the village regarding this matter.

Meeting adjourned at 8:35.

Submitted June 1, 2015 by Sarah Cedeno, Secretary