

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
JUNE 24, 2015**

CALL TO ORDER: 6:03

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

OLD BUSINESS:

- **By-Laws:** Pat O'Brien submitted the corrected By-Laws for approval. Bill requested one change in the section regarding de-accessioning items. The words "items must be disposed of in accordance with state laws." Pat will add those words and send the final corrected copy to Leslie for approval by the Village Board.
- **Map Restoration Grant:** Our application for a grant for the three map restorations has been reviewed and letters written to state agencies that must sign off of our request--including the Office of Budget.
- **Roof Project:** Roof project is completed and included more areas than originally planned.
- ✓ **Intellectual Property:** Neal submitted a draft copy of an Intellectual Properties Form. Sarah made a motion that Pat give the form to Leslie and the Village Board for approval. Seconded by Allan.
- ✓ **Provost Visit:** The College at Brockport Provost visit to ELK went well. Raymond Baird provided the tour. She seemed pleased with the museum and offered her support. Neal asked what the museum needs. The board members said: newer computer, Past Perfect software, a numbering system coordinated with the college, an IT person from the college coordinating with the village's IT person to develop a plan for updating our equipment.

Neal offered to drop off a laptop containing the Past Perfect software so that we could become familiar with it.

- ✓ **Golden Eagle Restoration:** At present, Sue is waiting for a preliminary estimate from Stephen Quinn for the restoration of the two golden eagles. Once it's received, Sue will contact the college regarding the possibility of their support or interest in this project.
- ✓ **Changing Locks:** The Village Board has approved our proposal to change the lock on the front entrance to the building. Bill Andrews will get in touch with Harry regarding this proposal.
- ✓ **Adopt a Picture Program:** Ideas for promoting the Adopt a Picture Program suggested: posters around town, Sarah forward an article to all museum board members who will then broadcast the information to people on their E-mail lists, post it on the Remember Brockport site and Pro Brockport site. Thus far, about \$700 has been billed for the pictures.
- ✓ **Floor restoration:** Pam has called Mr. Miller (Rich Miller of Kendall) regarding this project and he, as yet, has not given her an estimate. She will mail a copy of the room dimensions to him. Also, Pam offered to contact two other firms for estimates. Our hope

is to get the estimates, prepare a proposal for the village board's approval, and be ready to begin the floors as soon as we close in October.

It's imperative that the floor project be coordinated with the college student's research projects so they will have adequate access to our collection.

- ✓ **Annual Report:** Allan has made changes to the annual report as per board member's suggestions. He will submit the report and request a time to present a synopsis to the Village Trustees.

NEW BUSINESS:

- **Election of Officers:** By a unanimous vote, Pat O'Brien was elected Chairperson; Pam Ketchum, Vice Chair; and Allan Berry, Secretary.
- **Village Historian:** Pat made a motion and Pam seconded that we submit a statement to the Mayor: "We support Sarah Ceden's application for Village Historian. She is a highly qualified and interested applicant."
- **Landmark Society Membership:** Pam passed out a special form offering membership in the Landmark Society of Rochester for \$8 a year. Pat will scan it and send the form to all members.
- **Digitizing documents:** Allan made a motion, seconded by Pat that we ask Leslie to explore the availability of a grant for digitizing and computerizing our document collection. Voted unanimously.
- **Document culling:** Sarah passed out her list of documents for shredding, for sale, or for re-gifting to the appropriate museums. Much discussion regarding the Suburban News (from 2012 to current). Pam suggested we should cut out obituaries and ads before they're disposed of. All of those issues are on line. The Board approved of the list for de-accession except for the Suburban News. We will check further as to their availability on line, at the library, or the college.
- **Future agenda items:** Allan requested that we place a discussion of Fannie Barrier Williams on our August agenda.

Next Meeting: Wednesday, July 22, 2015

Minutes Submitted by Allan Barry, Secretary

Meeting adjourned 8:10