

**MINUTES OF THE MEETING - EMILY KNAPP MUSEUM**  
**November 16, 2016**

**CALL TO ORDER: 6:35**

**PRESENT:** Pat O'Brien, Allan Berry, Sue Savard, Bill Andrews, Norm Knapp, Christine McCabe, Sarah Ceden, Alicia Kerfoot, Karen Owen

**OLD BUSINESS:**

- ✓ Allan motioned to approve the October minutes. Sarah seconded. Unanimous approval.
- ✓ Allan and Norm are nearing completion of the foyer painting and refurbishing. They supplied a gift from ELK of doughnuts to the DPW for their help and a gift certificate to Keith for his excellent work in the foyer.
- ✓ Thanks to Sue, Pat, Maggie LaPierre, Roberta Heseck, and Margi Lewis the MJ Holmes room is completely renovated with fresh paint, cleaning, and reorganizing of furniture.
- ✓ Thanks to the same crew of dedicated volunteers, the two office rooms and the kitchen have also been painted, reorganized, and cleaned.

**NEW BUSINESS:**

- ✓ Sue contacted Peter Sharp at BOCES #2. He and his students, if approved by the Museum and Village Boards, will build new bookcases for the office to house our collection of newspapers. During the Christmas vacation, they will measure and draw plans. Peter will draft a cost estimate for supplies to be submitted to the Museum Board and the Village Board for approval. Once approved, the bookcases will be built at BOCES and assembled in our office. As the work progresses, Allan suggested we ask Doug Hickerson to photograph the project and asked Sarah to write a press release. Unanimous approval.
- ✓ Pat has received a General Ledger accounting from Erica. From June until November, we have spent \$7,505. Of that amount, \$6,375 was spent for the three map restorations. \$1,130 was spent for air conditioners, office supplies, cleaning, and miscellaneous expenses. Funding for the map restorations came from the Schafer Trust while supplies and miscellaneous expenses were funded through our budget line in the Village budget.
- ✓ The Museum Board is waiting for a cost estimate from Jim Glidden who is building shadowboxes to house the restored maps. As soon as the estimate is received, it will be submitted to the Village Board.
- ✓ The Liftbridge Bookstore has sent us a check for \$712 for their purchase of the duplicative Mary Jane Holmes books. The Museum Board will use the money for our Adopt a Picture program.
- ✓ Allan and Norm have offered to strip and restore the interior foyer door to its original wood. Alicia motioned to accept his offer; seconded by Pat. The door will be moved to Allan's workshop and a temporary door installed by the DPW. Unanimous approval.

- ✓ Sarah Hart, a Brockport resident and professional artist, submitted an application to volunteer at the museum. Her skill set is art history, and she will be studying our art collection and documenting it. Sarah Cedeno moved to approve her application; seconded by Allan. Unanimous approval.
- ✓ Capital Improvement: The Board Members adjourned to the third floor to assess the garret room. The group unanimously agreed that insulation is critical on the entire third floor, not only for the museum but, also, to prevent heat loss for the entire building. Sarah Cedeno offered to ask her father to do an insulation audit and recommend the best and most cost effective way to proceed. He's a retired insulation contractor. Once that is completed, the board will request the DPW to do a cost estimate of installing wallboard, electric outlets, and flooring to the garret area. Unanimous approval.

It was suggested that we, also, look into the possibility of having an architect assess the feasibility of reclaiming the three or four foot area between the garret and the reaper room. Norm Knapp will explore this possibility with an architect and report to the Board.

- ✓ Karen Owen has been in contact with professors at GCC regarding having their history students participate in an extra credit project at the museum. She will send the contact information to Pat.
- ✓ Sarah continues to make inroads with the elementary teachers in an attempt to arrange field trips to our museum.
- ✓ Alicia's composition students visited the museum last week and are doing writing assignments in conjunction with their visit.

**Adjournment: Meeting adjourned at 7:40**

**Next Meeting: January 25, 2017**

**Minutes Submitted by Allan Berry, Secretary**