

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM BOARD
MARCH 22, 2017

CALL TO ORDER: 6:27 P.M.

PRESENT: Pat O'Brien, Allan Berry, Sue Savard, Norm Knapp, Sarah Cedeno, Karen Owen, Alicia Kerfoot, Chris McCabe

APPROVAL OF MINUTES: Motion made by Allan Berry, seconded by Norm Knapp to accept the February minutes. Unanimous approval.

NEW BUSINESS:

- ✓ Front Door Security: After much discussion regarding the situation with the front entrance door which involves the door not locking properly, Allan moved to hold off our spring opening date until the front door issue is corrected; seconded by Norm; unanimous approval.
- ✓ Helen Hastings Artwork Program: Sue Savard gave an overview of the program for the evening of April 28 in the New York Room of Cooper Hall. The program will focus on more than 100 paintings by Helen Hastings that were recently discovered at the Emily L. Knapp Museum. Alicia Kerfoot volunteered to take charge of the note cards and reproduction prints, which will be offered with a donation to the museum. Donations given for these items will be set aside in our Adopt A Picture Program for the use of reframing photos or possibly for restoration on one or more of the oil paintings. Sarah offered to contact the Parking Department at the college to request Special Event signs directing attendees to Cooper Hall and to the parking lots. Thanks go to the History and Anthropology Departments for sponsoring the museum and arranging our use of the room. They will also take care of the cost of refreshments.
- ✓ Ownership/Usage Rights: Usage or rights of reproduction documents were discussed in terms of people using items from our museum for presentations outside of our facility. Pat brought a sample approval form along and Alicia offered to provide others. Discussion temporarily tabled until our April meeting.
- ✓ Lowbridge/Highwater: May 13 - the museum will be open in the afternoon as part of the Lowbridge/Highwater weekend.
- ✓ Tour of Historic Homes: June 11 - Allan motioned; Norm seconded; unanimous approval that we open the museum on June 11 as part of Morgan Manning's tour of historic homes. We will provide some light refreshments.
- ✓ Seymour Home & Family Display: Sarah Cedeno is creating a display on the Seymour home and family at the Seymour Library for the month of June.
- ✓ Insulation Report: Sarah provided feedback from her father's insulation report. He would like to have a meeting with the DPW regarding the possibility of insulating the third floor. Because of the building's construction, some walls are not conducive to insulating. However, adding more ceiling insulation would prevent our heat loss.

- ✓ Front Door Refinishing: Allan showed a picture of the progress of the front door. Bringing the door back to its original state will greatly enhance its appearance.

Adjournment: Meeting adjourned: 7:40

Next Meeting: April 26, 2017

Minutes Submitted by Allan Berry, Secretary