

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM
September 27, 2017

CALL TO ORDER: 6:31 p.m.

PRESENT: Pat O'Brien, Allan Berry, Sue Savard, Norm Knapp, Dan Burns, Alicia Kerfoot, Chris McCabe, Chris Hunt, Karen Owen

APPROVAL OF MINUTES: Chris McCabe motioned to approve the July minutes, seconded by Norm Knapp. Unanimous approval.

OLD BUSINESS:

- ✓ **Friends of Doug Wolcott Memorial:** After looking into a number of possibilities for using funds raised by the "Friends of Doug Wolcott" to honor his memory, the committee members, Sarah Cedeno, Dan Burns, and Allan Berry recommended that a 4' x 4' x 4" shadow box be constructed to hold Vietnam Conflict memorabilia to be donated by Vietnam veterans from the Brockport area. Bob Molnar has volunteered to build the shadow box for the cost of materials not to exceed \$500. All monies for the project will be paid directly by The Friends of Doug Wolcott to Mr. Molnar. The Museum will then accept the shadow box and artifacts as a gift in keeping with its accession policy. Pat O'Brien will write a letter to Bob Wolf confirming the committee's decision, and a thank-you letter to Bob Molnar for offering his time and talent to construct the shadow box. A motion to this effect was made by Chris McCabe and seconded by Norm Knapp. Unanimous approval.

- ✓ **Street of Shops Display:** As approved by the Board at the July meeting, Sue Savard has undertaken the project of researching the possibility of changing the Garret to include a Street of Shops. In order to determine the feasibility of redesigning the space, Sue has obtained a quotation for adding electric outlets to the area, which currently has no outlets. She has spoken with Harry Donohue regarding insulating the War Room and Reaper Room ceilings and the outside wall of the Garret, as well as adding wallboard to part of the Garret area. Sue has enlisted the services of Lori Skoog and Doug Bull regarding the design of the Street of Shops. Sue suggested that the expense of the electric upgrade, insulation, and wallboard be borne by the Village. The cost of constructing the Street of Shops would be assumed by the museum. At this point, no decisions have been made. This project is simply in the fact-finding stage. As part of that effort the Board asked Sue Savard to gather cost estimates for the insulation of certain areas of the War Room, Reaper Room and Garrett, and construction of the Reaper Room and Garrett area and the and the construction, in the Garrett area, of a Street of Shops. Once all information has been gathered, the museum board will approve or disapprove of going forward, and if approved, submit a proposal to the Village Board requesting to be put on the DPW's work schedule. A motion was made by Allan Berry that Sue Savard continue to investigate the cost and design of the project, including insulation, electric upgrade, and street of shop cabinets. Seconded by Pat. Unanimous approval.

- ✓ A discussion followed regarding redesigning the kitchen on the second floor of the museum. That project was tabled for future consideration given its relation to the Street of Shops Display previously discussed.

- ✓ **Book Case Status:** Sue Savard reported that the materials have been ordered for the construction of the book case in the ELK Office. The Museum is covering the cost of materials. Peter Sharp (teacher) and his students at Monroe 2 – Orleans BOCES occupational school (WEMOCO) are donating their time and labor.
- ✓ **October 13 Special Event Status:** Sue Savard reported that this event, Brockport's History Through Music will be held on October 13, 2017 at the Concordia Lutheran Church in Brockport. A flyer for the event states that Director, Darla Bair of the Amadeus Chorale Youth Singers, Julie Izzo and Bill Hullfish will represent the many eras of Brockport life in concert form. Refreshments will follow.
- ✓ **Alumni History Project:** Karen Owen updated the Board on this project and a number of other aspects related to the work at the Alumni House.
- ✓ **Neil Keating: Pat O'Brien read from an e-mail sent by Neal Keating.** As Neal is not available to attend meetings on Wednesday evenings, he requested that the Board look into changing our meeting night. At this point, Wednesday continues to be the best time for our board members to meet. A motion was made by Allan Berry and seconded by Alicia Kerfoot that we continue meeting on Wednesday and ask Neal to look into the possibility of appointing someone from the History or Anthropology Departments to attend the meetings in his place. Unanimous approval.
- ✓ **Other:**
 - **Name the Eagle Contest:** The members looked over the entries. Chris McCabe motioned to select Seymour as the eagle's name, seconded by Pat. Since four participants suggested "Seymour," the board will ask Mayor Blackman to draw the winner in a random drawing.
 - **Museum Hours:** It was announced that the Museum will be open by appointment during the month of October 2017.
- ✓ **Accessioning and Deaccessioning of Museum Collection:** After a lively discussion regarding the discarding of projects that had been completed by students from the college Allan Berry motioned that all artifacts or paperwork to be deaccessioned go before the Board for approval. Seconded by Pat O'Brien. Unanimous approval.

NEW BUSINESS:

- ✓ **Work Session to update "Strategic Plan:** No action taken.

Adjournment: Meeting adjourned at 8:00 p.m.

Next Meeting: October 25, 2017

Minutes Submitted by Allan Berry, Secretary