

# MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

January 13, 2021

Via Zoom

**CALL TO ORDER:** 6:30 PM

**ATTENDANCE:**

- ✓ **Present:** Karen Owen, Sue Savard, Bill Andrews, Norm Knapp, Maggie La Pierre, Bruce Leslie, Allan Berry, Shawn Halquist
- ✓ **Excused:** Kirstin Gebhart, Alicia Kerfoot

**AGENDA:** No change to the agenda was proposed.

**APPROVAL OF MINUTES:** On a motion by Allan Berry, seconded by Maggie La Pierre the minutes of the regular meeting of December 9, 2020 were approved unanimously.

**COLLEGE INTERNSHIP:** Bruce Leslie updated the Board on his work with Grace Pulcini who is doing her internship as part of the College at Brockport Museum Studies and Public History Program. Grace will be working jointly with ELK and the Brockport Community Museum. Her internship will focus on the following areas:

- ✓ Accessioning ELK artifacts using Past Perfect
- ✓ Researching the subject of healthcare and hospitals in Brockport
- ✓ Conducting oral interviews of Harry Shifton and Nancy Plews and others as time permits

**FINANCIAL REPORT:** Sue Savard reported that a total of 71 books (Helen Hastings Art in a Trunk) have sold for a profit of \$641.00.

**ANNUAL REPORT:** Karen Owen and Allan Berry updated the Board regarding work on the Annual Report. Every member is encouraged to respond to the invitation sent by Kirstin Gebhart to comment on and/or edit the draft report using Google Docs. The Google Doc link will be sent again. The goal is to approve the final version of the report at the February meeting and discuss how best to present it to the Village Board,

**BOARD RESIDENCY:** Karen Owen and Allan Berry updated the Board on the work of the ad hoc committee on Board Residency. A draft report has been prepared and will be presented to the Board at the February meeting. The goal is to approve the final version of the report at that time.

**BROCKPORT FAIR DISPLAY:** Sue Savard updated the Board on work to create this display on the third floor of the Museum.

**NOTE:** The meeting was interrupted at 7:06 pm when the Zoom connection was interrupted. President Owen immediately sent a new invitation to the Board and the meeting resumed at 7:18 pm.

**MORGAN BANNER CLEANING/RESTORATION:** Sue Savard reported that Gary Albright is not able to restore or clean the banner. As an alternative Sue contacted Greg Lawrence who suggested that the banner be photographed and then re-printed on canvass. Sue will work with Greg to accomplish this and Allan will explore finding find a vendor to provide an estimate regarding the printing of the banner.

## **DEACCESSIONING:**

- ✓ Alfred Manning Rock Collection: Sue reported that a rock collection owned by Alfred Manning is of little use to the Museum and might better be deaccessioned. On a motion by Bill Andrews, seconded by Bruce Leslie the Board voted unanimously to deaccession the collection and gift it to the Morgan Manning House.
- ✓ Fire Department Ribbons: Sue reported that a large collection of fire department ribbons collected from other fire departments is little use to the Museum. Sue recommended that the collection be reviewed, that sample ribbons be saved for a display and that the remainder be gifted to the Capen Hose Co. #4 and Fire Museum. A motion by Allan Berry was seconded by Maggie La Pierre deaccessioning and gifting the collection as described above.

**ADJOURNMENT:** Meeting adjourned at 7:45 PM on a motion by Allan Berry seconded by Karen Owen and unanimously approved.

**NEXT MEETING:** February 10, 2021 @ 6:30 pm – 8:00 @ Village Court Conference Room

Minutes Submitted by: Allan Berry, Secretary

**NOTE:** The following goals were established by the ELK Board of Trustees at a special meeting on October 24, 2000:

- ✓ 1 Year Goals
  - Establish Village Board expectations for ELK.
  - Propose to the Village Board that non-residents be permitted to be voting members of the Board. An ad hoc committee consisting of Kirstin and Allan will prepare a recommendation for the ELK Board.
  - Compete the Strategic Planning Process by including it on the agenda for each meeting.
  - Prepare an annual report to the Village Board and submit a version for the Village newsletter
- ✓ 5 Year Goals
  - Establish a communication plan.
  - Establish and implement a timeline with the Village Board for the completion of climate control.
  - Increase annual ELK events and community engagement.
  - Expand the hours of operation for the Museum.
  - Increase Museum attendance.
  - Create an ad hoc committee to explore the hiring of a curator/historian with a job description to be developed by the Board.
  - Accession the collection.
- ✓ 10 Year Goals
  - Address the issue of handicapped accessibility in the current building or move to a location that is handicapped accessible.

December 14, 2020

APPROVED