

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

February 10, 2021

Via Zoom

CALL TO ORDER: 6:33 PM

ATTENDANCE:

- **Present:** Karen Owen, Kirstin Gebhart, Sue Savard, Bill Andrews, Norm Knapp, Maggie La Pierre, Bruce Leslie, Shawn Halquist & Allan Berry
- **Excused:** Alicia Kerfoot
- **Guest:** Josh Stilwell & Grace Pulcini

AGENDA: No change to the agenda was proposed.

APPROVAL OF MINUTES: On a motion by Norm Knapp, seconded by Kirstin Gebhart the minutes of the regular meeting of January 13, 2021 were approved unanimously.

FINANCIAL REPORT: Sue Savard reported that framing an item for the Brockport Fair display cost approximately \$360.00 bringing our balance in the Village budget code to \$800.00.

COLLEGE INTERNSHIP: Bruce Leslie and Sue Savard 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 – This aspect of Grace’s internship is nearing completion.
- Researching the subject of hospitals in Brockport for an interpretive panel being prepared by the Brockport Community Museum – This work is ongoing.
- Conducting oral interviews for website background information related to the interpretive panel dealing with Brockport Hospitals which is in progress – This aspect of Grace’s internship is about to begin.

ANNUAL REPORT: Karen Owen, Kirstin Gebhart and Allan Berry updated the Board regarding work on the Annual Report. Based on feedback to the draft report; revisions will be made, and a second draft will be discussed by the Board at the March 2021 meeting.

BOARD RESIDENCY: The ad hoc committee on ELK Board Residency consisting of Karen Owen, Kirstin Gebhart and Allan Berry updated the Board on the work of the committee. After reviewing the draft letter to the Village Board on this subject, the Board directed that several revisions be made and that the letter be presented to the Village Board at the convenience of the ad hoc committee on residency. A motion to this effect was made by Allan Berry, seconded by Bruce Leslie and approved unanimously.

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

MORGAN BANNER CLEANING/RESTORATION: Based on the recommendation of Greg Lawrence the Board directed that the Museum explore cost estimates banner (approximately 4' x 30") be photographed and then re-printed on canvass. Josh Stilwell, a guest who plans to complete a Village of Brockport "position interest form" indicated a willingness to do research necessary to determine the cost of producing a reproduction of the banner in the original or a smaller size. Josh will report back to the Board at the March meeting.

DEACCESSIONING:

- Fire Department Ribbons: Sue reported that the deaccessioning of these ribbons is underway as approved by the Board at its January 13, 2021 meeting including the gifting of a portion of the collection to the Capen Hose Company # and Fire Museum.

FRIENDS OF THE MUSEUM: Allan Berry suggested that the Museum might want to establish a "Friends of the Museum" group as a means of recognizing those individuals or businesses who have made a contribution to the Museum by contributing to the collection, finances, volunteer work etc. Norm Knapp mentioned that other organizations such as the Seymour Library have established "Friends" groups to assist with fundraising. After a discussion it was suggested that this item be tabled.

ADJOURNMENT: Meeting adjourned at 7:43 PM on a motion by Karen Owen seconded by Norm Knapp and unanimously approved.

NEXT MEETING: March 10, 2021 @ 6:30 pm – 8:00 via Zoom

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.
 - Complete 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