

MINUTES OF THE MEETING - EMILY KNAPP MUSEUM

March 10, 2021

Via Zoom

CALL TO ORDER: 6:33 PM

ATTENDANCE:

- **Present:** Karen Owen, Kirstin Gebhart, Josh Stilwell, Sue Savard, Norm Knapp, Bruce Leslie, Shawn Halquist & Allan Berry
- **Excused:** Bill Andrews, Alicia Kerfoot, Maggie LaPierre
- **Guest:** None

AGENDA: No change to the agenda was proposed.

APPROVAL OF MINUTES: On a motion by Bruce Leslie that was seconded by Josh Stilwell the minutes of the February 10, 2021 meeting were approved by a unanimous vote.

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's research at the Museum has provided useful information to the Brockport Community Museum for use in developing an interpretive panel highlighting Brockport hospitals and for information on its website. In addition, she has worked with Sue Savard on accessioning the Museum collection using the Past Perfect Program. Her continued efforts will involve transcribing handwritten letters for the Museum and the Morgan Manning House. Her work on oral histories is yet to begin.

ANNUAL REPORT: Kirstin Gebhart reported on the work of the ad hoc committee consisting of herself, Karen Owen and Allan Berry. The committee has developed a template to facilitate the task of preparing future reports and will provide a draft of the 2020-2021 Annual Report in late May or early June of 2021.

BOARD RESIDENCY: The ad hoc committee on ELK Board Residency consisting of Karen Owen, Kirstin Gebhart and Allan Berry reported that the letter to the Village Board was submitted to the Village Clerk on February 10, 2021.

BROCKPORT FAIR DISPLAY: Sue Savard reported that the display on the Brockport Fair is moving forward with an antique fireplace mantle being positioned above the display area, the wall has been painted, various images are being photographed and will be framed when ready. Her estimated completion date is by April 1, 2021.

MORGAN BANNER CLEANING/RESTORATION: Josh Stilwell is waiting for a photo of the banner to be completed which will permit a printer to reproduce a replica of the banner in the

desired size for approximately \$100. On a motion by Allan Berry, seconded by Norm Knapp the Board voted unanimously to authorize an expenditure of up to \$150 for this purpose.

DEACCESSIONING: Sue Savard reported that two bird displays in fairly large shadow boxes were given to the Museum by the Seymour Library collection. Allan Berry showed a photograph of each with approximate dimensions of 19” x 11” x 6”. The displays contain birds prepared by naturalist and artist George Guelph. Considering the close association of Guelph to the Morgan family as well as the limited space in the Museum Sue suggested that one of the displays be deaccessioned and gifted to the Morgan Manning House. On a motion by Allan Berry, seconded by Bruce Leslie the Board voted unanimously to deaccession and gift one of the displays to the Morgan Manning House.

VIRTUAL MUSEUM TOUR: Allan Berry proposed that the services of a volunteer be utilized to create a virtual tour of the Museum. This item will be discussed at the April meeting.

FRIENDS OF THE MUSEUM: This item was tabled at the March 10 meeting and was again tabled to permit the Board to consider options for recognizing those individuals who make various contributions to the work of the Museum. It will appear on the agenda of the April meeting.

TREASURER: Allan Berry made a motion that the Board establish the office of Treasurer and that the Treasurer be responsible for maintaining a record of all expenditures and revenue and present a financial report at each meeting. A motion to create the position was made by Allan Berry, seconded by Josh Stilwell and approved unanimously.

A motion by Bruce Leslie was seconded by Karen Owen nominating Josh Stilwell as Treasurer and was approved unanimously.

REAPER ROOM: Sue Savard updated the Board on progress toward re-organizing the Reaper Room. She has arranged for a donor to pay for painting the display areas of the room and Josh Stilwell has agreed to arrange the contents of the room to tell various stories of Brockport’s past.

OTHER:

- Karen Own reported that a recent article in the City Newspaper discussed a reference to the Rochester Historical Society Institute for Local History. Karen will report on this at the April meeting.
- Karen Owen reported that an article in Fifty-Five Plus magazine discussed a Norwegian man who sailed around the world and passed through Brockport. The article mentioned his connection to Bill Andrews and Lori and Gary Skoog.

ADJOURNMENT: Meeting adjourned at 7:41 PM on a motion by Norm Knapp seconded by Josh Stilwell and unanimously approved.

NEXT MEETING: April 14, 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.