



CENTERVILLE CITY

250 North Main • Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Ronald G. Russell

City Council

Justin Y. Allen

Ken S. Averett

John T. Higginson

Sherri L. Lindstrom

Lawrence Wright

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Thursday, May 30, 6:30 p.m.

**Multi-Purpose Room (downstairs) at City Hall
250 North Main, Centerville, UT**

6:30 A. BUSINESS

1. Board member reports
2. Landscaping
3. City Newsletter article
4. Director
5. **Minutes Review and Acceptance** – May 1, 2013 meeting
6. Closed meeting, if necessary, as allowed by state law
7. Possible action following closed meeting, including appointments to committees and docents
8. Next meeting

B. ADJOURN

**Marsha L. Morrow, MMC
Centerville City Recorder**

PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, May 1, 2013 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Bridget Lee, was excused at 8:00 p.m.

Spencer Packer, Chair

Bruce Powell

Nancy Smith

Lisa Sommer

MEMBERS ABSENT

Paul Thomas Smith, doing a lecture series at the Museum

STAFF PRESENT

Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE

Minutes of the April 3, 2013 meeting minutes were reviewed. Nancy Smith made a motion to approve the minutes as amended. Bridget Lee seconded the motion, which was passed by unanimous vote (5-0).

DIRECTOR DUTIES AND STIPEND

Nancy Smith reported she discussed with Steve Thacker, City Manager, the responsibilities of the director duties and stipend at the Whitaker Museum. Currently, the director's position is paid a \$400 per month stipend. The Board discussed the duties and responsibilities that are required for this position. Chair Packer will arrange a meeting with Mayor Russell, Councilman Wright, and Steve Thacker to discuss the director's position and the Museum budget. The Board is recommending a \$1,200 per month stipend for the director's position. Each Board member will take turns attending City Council meetings throughout the year to report on events at the Museum.

ARCHIVE RECORDS (ACCESS, LOCATION)

Nancy Smith reported that Steve Thacker was contacted by Bryan Espenschied who has a 1915 Roadster he would like to donate to the City. The Board discussed moving the Museum records from the garage to the Gathering Room and storing them below the television. Natural looking wood file cabinets could be constructed to store the files. This would allow the car to be stored in the Carriage House. The Board will review the filing system first to determine how much storage space is required for the files before any decision is made on accepting the car. There was some concern expressed about making this area look too busy.

YARD CARE AND HOUSE CLEANING NEEDS

Nancy Smith reported the City custodian will come once a week to do vacuuming and mopping at the Museum. He will also wash the windows twice a year. The Board will be responsible for dusting and keeping items picked up. A long term plan for overall yard care and maintenance needs to be determined before talking with Bruce Cox, Parks and Recreation Director. Chair Packer will visit with Bruce Cox about the watering needs for the flower beds adjacent to the house.

BOARD MEMBER REPORTS

Bruce Powell reported a scout (Rapple) will be making shelves in the closet, and he will also finish the wood floor in the attic for his Eagle Scout project. Talon Gamble will be making flower beds and planting pioneer period flowers on the south side of the Museum. He will also weed the flower beds and trim the rose bushes.

Other possible Eagle Scout projects:

- Earning money for fruit trees and planting them on Museum grounds.
- Earning money for Museum signage.
- Installing rain gutters on the outside of the Museum.
- Leroy Peck has offered to do the exterior painting, and a scout could earn the money for the paint supplies.

Lisa Sommer reported the tour guides have been doing a great job and seem to be enjoying themselves. The Mother's Day Tea will be held on May 11th. There are 28 women who have registered to attend this event at this time, and at least 45 more people are needed to attend to break even on the expenses for this event.

At 8:00 p.m., Bridget Lee was excused from the meeting.

Chair Spencer Packer made a **motion** to move forward with the Mother's Day Tea on May 11th, regardless if there are not enough people to meet the planned budget for this event. Bridget Lee seconded the motion, which was passed by unanimous vote (5-0).

Nancy Smith reported on individuals and businesses who have given donations to the Museum during the past month, and had thank you letters to sign and go out. Bob West has an old stove valued at \$10,000 he is willing to donate to the Museum. Stana Kjar has asked the Board to have a float or entry for the July 4th Parade. The Rotary has offered a booth space in the park if the Board would like one. The wagon needs to be moved to where the sprinklers do not continue to rot the underside. There is \$460 that has been received to date for the Farmer's Market, and nine vendors have committed for the Farmer's Market that will be held prior to the Movie's in the Park this summer.

Chair Packer reported he will be able to repair the toilet at the Museum. The hardware is brass and not nickel as originally thought. Lisa Sommer will check on the original order and report back to Chair Packer as to whether the wrong hardware was sent. Chair Packer and Bruce Powell will determine the best location to put the wagon and get with Bruce Cox. Chair Packer will design the sign for the front of the Museum that will be interchangeable to advertise different events. Great progress is being made at the Museum, and many compliments have been received on the work that has been done at the Museum, and on the work the Board has completed. Chair Packer reported the bathroom door is installed, and Bruce Powell will follow up with Guy Carpenter for the invoice.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on June 6th at 7:00 p.m. at the City Hall Conference Room. The meeting in July needs to be changed to either the 10th or 17th if available at the City Hall Conference Room.

ADJOURN

At 8:15 p.m., Bruce Powell made a **motion** to adjourn the meeting. Lisa Sommer seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary