Minutes of the Whitaker Museum Board meeting held Wednesday, April 6, 2016 at 6:30 p.m. in the Administrative Conference Room at City Hall, 250 North Main, Centerville, Utah.

MEMBERS PRESENT

Diane Chamberlain
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith, arrived at 6:40 p.m.
Laura Toney

STAFF PRESENT

Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Whitaker Museum Director
Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCPTANCE

Minutes of the March 2, 2016 meeting minutes were reviewed. Nancy Smith made a **motion** to accept the minutes as written. Mel Miles seconded the motion, which was passed by unanimous vote (5-0).

MUSEUM TRAINING IN FILLMORE/TRAVEL EXPENSES

Lisa Linn Sommer, Whitaker Museum Director, reported she went to Fillmore to attend the Utah Museums Training class on proper care of museum artifacts. The State House in Fillmore was once the capital of Utah, and this building has been preserved as a museum. At the training, Lisa learned that artifacts should not directly touch wood, and shelves should be three inches away from walls as a barrier from heat and water. This is especially important for clothing and fabric items. The class toured the museum, and Jennifer Ortiz from the Utah Department of Arts and Museums said she will do a walk-through of the Whitaker Museum and give an evaluation for the Board. This will help the Museum to get more grants when Ms. Ortiz visits the Whitaker Museum, and it will help determine where grants could be used. The information gained at this conference clarifies that storage and care of artifacts must be handles in a certain way to receive future grant funding. The Whitaker Museum Board determined the office and school room need to be cleaned, in preparation for this visit and the artifacts placed in better temporary storage.

At 6:40 p.m., Paul Thomas Smith arrived at the meeting.

The Board approved the purchase of metal shelves to stack boxes as required 6" off the floor and muslin fabric to cover artifacts in the museum during off hours to create a barrier between acid forming surfaces and the artifacts. There is archival tissue paper that needs to be used for wrapping artifacts, archival boxes that will need to be purchased. Weather permitting, the Board will meet on Tuesday, April 12th to begin cleaning the office and school room. Board members were reminded to track their hours they spend working at the Museum.

Chair Spencer Packer made a **motion** to approve up to $1,000 for the purchase of metal shelving, fabric and archival tissue and boxes for the storage and preservation of artifacts at the Whitaker Museum. Mel Miles seconded the motion, which was passed by unanimous vote (6-0).

CLG AWARD – OUTLINE ORDER OF COMPLETION

Lisa Linn Sommer, Whitaker Museum Director, reported the CLG grant was received in the amount of $7,100. The Museum's share of the grant will be used for refurbishing the downstairs office/carriage house, the kitchen sink, faucet, back screen door, and threshold. The state recommended the museum apply for $10,000; however it was submitted for $7,100 so the DVD was taken off of the application. The City Council will be asked to give a matching amount. The matching amount will need to be approved by the City Council at their budget meeting in June. Steve Thacker, City Manager, will be asked if the Board can move forward with assurance the matching money will be approved, so the work on these projects can begin at the Museum. Board members were asked to look for kitchen faucet styles from the early 1900's time period, and for a kitchen screen door.

BOARD MEMBER REPORTS

a. "Keeping the Stories Alive" lecture series.

Laura Toney reported next week Norma Kjar will present the story of her home that is 150 years old thru the voice of her home.
May: Ruth Whitaker's daughters will hopefully be able to speak.
June: Royce Allen's presentation on the hills of Centerville. If he has a PowerPoint presentation, it will be held at City Hall.
July: Andy Bavales will speak on the history of his farm, and how it relates to the Bavales family.
August: Thomas Whitaker 200th birthday celebration.
September: Ford family descendant to speak?
October: Eleanor Capener Jensen will be speaking.
November: Smoot family descendant to speak?

Lisa distributed potential questions to ask of presenters sharing Centerville's history and asked board members to share their input on those questions. The board discussed if the title is a good description of this event and felt that using "Centerville Stories" was a better title. Nancy Smith suggested using smaller signs such as the political campaign signs and placing them on City property throughout the community to get better visibility for the event(s). The cost is minimal but would be more inclusive than those driving down just Main Street. The board was in agreement.

b. August Storytelling/Thomas Whitaker 200th Birthday

Diane Chamberlain reported on Thomas Whitaker's birthday celebration. It has been suggested Paul Thomas Smith will be the presenter for the August 9th storytelling geared towards the descendants of Thomas Whitaker. Saturday August 13th Diane Chamberlain and Marilyn Jensen will host a celebration including donuts, pioneer games and crafts for the children. At the end, the family will hopefully bring "gifts", which would be money or artifacts that would be donated to the Museum.

c. Nancy reported she attended the Heritage Conference and felt it was beneficial, although much was for planners. She attended one work session on volunteers and will put the information in writing for future reference Nancy recommended painting the "open" sign on the Museum sign, as the current sign has poor visibility because it is small and blends into the whole of the sign. The Board agreed a red "open" sign would help to stand out and granted permission to pursue.

d. Paul Thomas Smith reported the book he wrote on Thomas Whitaker will be ready next week. Carr Printing was the lowest bid at $23.95 each wholesale. Mr. Smith would like to have a gold platted or copper medallions made with a picture of Thomas Whitaker that would have his signature, birth date, and death date that would be available for purchase. The medallion would be the size of a 50 cent piece. Paul Smith has offered to cover the cost of the coins.

e. Directors Report

Lisa Linn Sommer displayed a picture of Oakdell Farms depositing the mulch at the Community Garden behind the Museum. This picture and a small article will be in the City newsletter. Thomas & Son's made a sign at the Community Gardens recognizing Oakdell Farms for their contribution of the mulch. Oakdell Farms said they were very happy with the sign, and they said they will continue to donate the mulch for the garden.

Lisa Linn Sommer displayed pictures of the Museum that could be used for new business cards. The cards will have the address, email, phone number, and hours of operation printed on the back.

The Utah Preservation Conference was held last Friday, April 1st,in Salt Lake City. Lisa Linn Sommer read what was submitted to the state, recognizing CLG grant monies that have been awarded causing significant enhancements to a city. The Whitaker Museum was recognized at the Conference.

BUDGET

Lisa Linn Sommer, Whitaker Museum Director, reported on the budget. Chair Packer discussed the need of money for increased accessibility of programs/tours for all guests; such as a virtual video tour on DVD via laptop etc. Spencer Packer suggested that $6,000 be put in the budget for this.

Lisa distributed pictures of magnetic name tags from a company that can make name tags for the docents at the Museum. The Board directed Lisa to order the magnetic name tags for the docents.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, May 3rd,2016 at 6:30 p.m. at City Hall.

ADJOURN

At 8:55 p.m., Nancy Smith made a **motion** to adjourn the meeting. Diane Chamberlain seconded the motion, which was passed by unanimous vote (6-0).

Spencer Packer, Chair

5-4-2016
Date Approved

Connie Larson
Connie Larson, Recording Secretary