



CENTERVILLE CITY

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

Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Tuesday, June 21, 2016, 6:30 p.m.

**Administrative Conference Room at City Hall
250 North Main, Centerville, UT 84014**

Meetings of the Whitaker Museum Board of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. § 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Blaine Lutz, Centerville Finance Director, at 295-3477, giving at least 24 hours-notice prior to the meeting.

6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – May 4, 2016 meeting minutes
2. CLG Projects
 - a. Prioritize and Outline
 - b. Backdoor / threshold
 - c. kitchen faucet and sink
 - d. Carriage house / garage / office
3. Director Report
 - a. Tea party
 - b. Whitaker end of fiscal year budget review
 - c. Maple tree removal
 - d. Roof repair (shingles, fascia, soffit, rain gutter)
 - e. Approval of Director Job description
 - f. Schedule help with the marquee installation
4. Board Member Reports
5. Closed meeting if necessary, as allowed by state law
6. Possible action following closed meeting, including appointments to committees and docents
7. Next Meeting

B. ADJOURN

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

**NOTE: Please enter building through door on
north side of and go up the stairs to the
conference room.**



PRELIMINARY DRAFT

Minutes of the Whitaker Museum Board meeting held Wednesday, May 4, 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

Nancy Smith, Acting Chair

Paul Thomas Smith

Laura Toney

MEMBERS ABSENT

Spencer Packer, Chair

STAFF PRESENT

Stephanie Ivie, City Council Liaison, arrived at 6:50 p.m.

Lisa Linn Sommer, Whitaker Museum Director

Connie Larson, Recording Secretary

MINUTES REVIEW AND ACCEPTANCE

Minutes of the April 6, 2016 meeting minutes were reviewed. Mel Miles made a **motion** to accept the minutes as written. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

BOARD MEMBER REPORTS

Laura Toney said she will contact the Ford family during the coming month, and ask for a member of the family to speak at the September "Centerville Stories" lecture series.

Paul Thomas Smith distributed the proof for the book he has written on Thomas Whitaker. It was anticipated the book would cost \$23.95 each to print, but it will actually cost around \$35.00 to print each book. It is hoped the books will be ready by May 16th. Mr. Smith will be meeting with the Whitaker descendants about the book that will be forthcoming.

"Centerville Stories" lecture series is on May 10th, and the presenter will be the Landmark's Commission conducting a walking tour of historical homes at 7:00 p.m. starting at the Museum. In addition to this event on May 10th, Mr. Smith will stay at the Museum to meet with family members as many have indicated they will be there to meet with Paul. He will discuss the book, and a medallion coin of raised antique medal made for Thomas Whitaker for his 200th birthday. The cost per medal will be \$7.00 each. Also, there will be an informal birthday party in honor of Thomas Whitaker's 200th Birthday at the Museum on May 16th, from 1:00 p.m. to 6:00 p.m. for the descendants of Thomas Whitaker. Both Laura Toney and Lisa Sommer have indicated they will take turns assisting Paul during this time, and cake will be served. The actual celebration will take place in August, but emails will go out advertising all three nights, so that different interested parties can have a choice in participating on a night that works best for them, as some will be coming from out of town.

1 At 6:50 p.m., Councilwoman Stephanie Ivie arrived at the meeting.

2
3 Lisa Linn Sommer, Museum Director, thanked the Board for cleaning the school
4 house/summer kitchen. A bid to have the windows cleaned inside and out is \$150.00. The marquee
5 has been ordered with an eight-foot long pole made of powder coated aluminum. This marquee
6 will allow for events to be advertised by slipping paper in and out of the glass, which will be more
7 visible. The Board discussed and agreed they would like several campaign type signs made that
8 will be displayed in various locations advertising the monthly Story Telling events. The preferred
9 choice was a subtle sepia picture of the Museum in the background. Name tags for the Museum
10 docents have been ordered. Andrea Richman, Burnadel Nelson, and Mikki Whitehead are new
11 docents at the Museum.

12
13 Lisa also reported that Mike Smith has downloaded the recordings from the story telling
14 events onto a DVD. Larry Wright has volunteered to edit the DVD's. The archival tissue paper
15 and muslin have been ordered, and the metal shelves have been received. Jennifer Ortiz from the
16 Utah Department of Arts and Museums will be coming in June to do a walk-through of the
17 Museum. Nancy Smith did the locks and keys for the cabinets. Steve Thacker, City Manager, asked
18 Chair Packer to check the corner of the Museum where the tree hit during the recent wind storm.
19 The soffit was knocked off, and there is a small bulge in the bathroom wall. The Parks and
20 Recreation Department removed the tree. The Mother's Day Tea is on May 21st, and the Parks
21 Department will be coming to weed and get the yard ready. J&L Garden Center will be donating
22 shrubs for the Mother's Day Tea. All of the garden plots are full, and the irrigation water line has
23 been repaired.

24
25 **FY 2017 PROPOSED BUDGET**

26
27 Lisa Linn Sommer, Museum Director, reported on the Whitaker Museum Budget for FY
28 2017. Steve Thacker, City Manager, gave permission for the virtual Museum video tour on DVD
29 to be made before the money is received, with the understanding the City Council has not officially
30 approved the \$3,000 for this project.

31
32 Nancy Smith commended Lisa Linn Sommer on the care she has given the Museum.
33 Although she has sympathy and understands the reason, around 15 hours have been used to clean
34 and weed flower beds, etc., she feels strongly that her hours should not be used for weeding. In
35 light of that, and respecting the pressures that Bruce Cox has in early spring with limited employees
36 until the summer crew is available. Nancy reported she contacted Seasons Four Lawn Care
37 Business on what they would charge to take care of the Museum grounds during the summer
38 months. They would charge \$45 per week to mow, edge, and take away the lawn clippings. The
39 biggest concern is the condition of the flower beds, and the reflection this has on those that are
40 volunteering as docents and Lisa as the Director. If the flower beds were to be included they could
41 do this service on a monthly, weekly or bi-monthly fee for an additional \$15 per time. The Board
42 was unanimous in their concerns that an earlier exterior maintenance was needed before May, and
43 felt the option should be discussed with Bruce Cox. This items will be discussed with Chair Packer
44 and Steve Thacker before being presented to the City Council.

CLG PROJECTS

Lisa Linn Sommer, Museum Director, reported the CLG Grant was approved, and Steve Thacker is supportive of presenting to the Council to match the grant. The proposed projects cannot begin until July. The Board discussed the kitchen sink for the Museum, and where the water should come from. Paul Thomas Smith suggested the hand pump for the sink, as it is a teaching tool for the tours. Lisa will continue to research sinks for the Museum. There is the possibility that the screen door in the basement can be shaved down and made to fit the Gathering Room door.

NEXT MEETING

The next Whitaker Museum Board meeting will be on Tuesday, June 28th at 6:30 p.m. in the Business Office Conference Room at City Hall.

ADJOURN

At 7:45 p.m., Mel Miles made a **motion** to adjourn. Laura Toney seconded the motion, which was passed by unanimous vote (5-0).

Nancy Smith, Acting Chair

Date Approved

Connie Larson, Recording Secretary