



CENTERVILLE CITY

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Incorporated in 1915

Mayor

Paul A. Cutler

City Council

Tamelyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mechem

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Tuesday, August 23, 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.

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6:30 A. BUSINESS

1. **Minutes Review and Acceptance** – July 26, 2016 meeting minutes
2. Director Report
3. CLG - Functioning Sink – Lisa and Nancy
4. Budget Review
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 north door and go up the stairs to the conference room.



PRELIMINARY DRAFT

Minutes of the Centerville City Whitaker Museum Board meeting held Tuesday, July 26, 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, arr. at 7:00 p.m.

Nancy Smith

MEMBERS ABSENT

Paul Thomas Smith

Laura Toney

STAFF PRESENT

Lisa Linn Sommer, Whitaker Museum Director

Stephanie Ivie, City Council Liaison

Connie Larson, Recording Secretary

MINUTES REVIEW AND APPROVAL

Minutes of the June 21, 2016 meeting minutes were reviewed. Mel Miles made a **motion** to approve the minutes as amended. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

DIRECTOR REPORT

a. CLG

Chair, Spencer Packer and Lisa Linn Sommer, Museum Director, met with Guy Carpenter, at the Museum to take an inventory of CLG projects for the submission of a bid. The \$1,500 awarded by the State as a partial match for the Centerville Beginnings DVD at the State's request, will be applied to the Carriage House renovations. Chair Packer reported he talked with Jim Rohletter on the repair of the rain gutters. Chair Packer, discussed with Guy Carpenter the repair of the soffit fascia damaged from the tree falling on the Museum. Most of the wind damage was minimal. Mr. Rohletter will give Chair Packer a bid to repair the damage on the gutters. Chair Packer discussed repairs to the bathroom, archive room, rotating the stair case, and installation of the condensing unit. The gas meter can be rerouted in the east flower bed area, which will make it less unsightly. The ceiling is currently lath and plaster, and very low. Removal of the lath and plaster and installation of a sheetrock ceiling will allow for a few more inches of head space. The lighting should be changed to canned lighting, with the option of adding sconces.

The Board discussed the carriage house/garage. The white tile floor that was installed 20 years ago in the carriage room by an Eagle Scout will be removed, and a small piece of the floor should be preserved, as it is a part of the Museum's history. The most functional option for flooring would be carpet tile, because it is warmer and softer.

1 Carpet tile is easy to change out when there are spills and wear patterns, and it is the
2 least costly of the flooring options. Other options would be to leave the concrete and
3 stain it, wood flooring, vinyl flooring options that are available, and ceramic tiles that
4 look like wood. The upstairs sink does not drain well in the bathroom. Chair Packer
5 asked Lisa Linn Sommer to talk to the City plumber and find out if there is proper
6 venting or a possible problem with the S pipe.

7
8 The Board discussed at length where to store the filing cabinets. Nancy Smith
9 expressed concern about artifacts that were once stored in the Whitaker filing cabinets
10 and are now missing, so the cabinets should be kept in a secure place. The Board
11 discussed the storage of documents that are temperature sensitive, and having them
12 sealed in bags and stored in boxes in the basement of the Museum, during the
13 renovation of the carriage house/garage.

14
15 Chair Spencer said Guy Carpenter will give a bid for the threshold on the back door.
16 The screen door might be able to be sized to fit the back door. Chair Spencer and Mr.
17 Carpenter looked at the dry sink, and they feel a solution would be to put a soap stone
18 or a granite top similar to soap stone for the counter. Chair Spencer has access to a used
19 sink that could be used in the kitchen. The cost of the granite would be \$500, and the
20 soap stone is more expensive than granite. There is an inexpensive granite that has an
21 old look with a duller finish that is also a possibility.

22
23 Chair Spencer said the kitchen faucet will cost around \$400, and the counter will cost
24 around \$1,000. If the existing wood base is used, it would last three to five years. A
25 Boy Scout could do the sink and counter for his Eagle Scout project. The Board agreed
26 they do not want to do the kitchen sink in three to five years. There will need to be
27 more research done on the kitchen sink. Nancy Smith and Lisa Linn Sommer will
28 research the cost of having a functioning kitchen sink and faucet. This item will be
29 discussed at the September meeting.

30
31 b. Garden/Sign

32 Lisa Linn Sommer, Museum Director, reported Bruce Cox, Parks and Recreation
33 Director, will have the garden sign cemented in place by the end of August, and it will
34 be one foot shorter and level.

35
36 c. Marquee

37 The marquee box has been delivered. It will display the Museum activities. Chair
38 Packer will confirm location and possible installation.

39
40 d. Whitaker Budget review (moved to next month due to time sensitivity of the Collection
41 Policy)

42 This item will be discussed at the August meeting.
43

BOARD MEMBER REPORTS

Lisa Linn Sommer, Museum Director, reported Bruce Cox, Parks and Recreation Director, is in the process of getting bids on removing the maple tree. An arborist told Lisa Linn Sommer the maple tree is over 100 year old Norwegian Maple and it is solid. He also said the tree could live for another 100 years. The Board discussed historic trees, and if there are restrictions placed on removing these trees. Lisa Linn Sommer said a second opinion will be obtained on trimming the maple tree, and if it will still be able to stand after it is trimmed.

Diane Chamberlain reported she compiled information from family genealogies, histories, documents, and historical photographs stored at the Museum, and recorded this information on DVDs. She displayed the DVDs for the Board, and she is charging \$5 per DVD with the proceeds all going to the Museum. The Museum Board expressed appreciation for her work and donation.

Nancy Smith reported Andy Bavelas' story telling was exceptional. She also reported the insurance on the Museum has been increased, and Nancy has asked the insurance company to send an application to list artifacts. The Museum needs to gather pictures of artifacts and obtain appraisals before determining the next step on insurance. She asked for clarification on the August 13th event. The birthday party for Thomas Whitaker's descendants has been cancelled due to lack of interest. Paul Thomas Smith will give a presentation on Thomas Whitaker for his 200th birthday on August 9th, and cake will be served. Everyone is invited to this event.

Chair Packer reported that Ralph Turner, whose mother is a member of the Smoot family, is willing to do a storytelling event next year. Mr. Turner's cousin also has pictures of Smoot Dairy before it burned down.

REVIEW WHITAKER MUSEUM COLLECTIONS POLICY

Lisa Linn Sommer, Museum Director, has been involved in a preservation class through the State. Her participation in this class will give the Museum the possibility of receiving a \$4,000 Utah Arts & Museums Grant for small museums. Four Utah museums will be awarded this grant. Lisa will know by August 22nd if the Museum is one of the recipients. Lisa told the Committee the Whitaker Museum's top priority is preservation and display. If the grant is received, it will be for preservation of the wedding dress as top priority. However the application required a list of three collection preservation priorities. The others listed are: Thomas Whitaker's portrait, and the grand piano. The Collection Policy review was a required element of this last State training. It required Lisa Linn Sommer to review the existing policy, add any desired changes and then have the Whitaker Museum Board review and approve. The policy developed and drawn up by Vice Chair Nancy Smith, met all requirements for State approval. Only a few descriptions were recommended to be included. The Museum Board reviewed the Collections Policy and approved the changes.

Chair Spencer Packer made a **motion** to amend the Museum Collections Management Policy per the changes noted. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).

Centerville City Whitaker Museum Board
Minutes of meeting
July 26, 2016

Page 4

OTHER

Stephanie Ivie, City Council Liaison, expressed appreciation for the work the Whitaker Museum Board is doing and their willingness to serve.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, August 23, 2016 at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

At 8:15 p.m., Chair Packer made a **motion** to adjourn the meeting. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary