CENTERVILLE CITY

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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, November 15, 2016, 5:00 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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5:00 **A. BUSINESS**

1. **Minutes Review and Acceptance** – August 23, 2016 meeting minutes
2. RAP tax overview
3. CLG updates
4. 2017 calendar review and revision
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 note the meeting starts are 5:00 p.m. Please enter building through north door and go up the stairs to the conference room.

MAKING Life BETTER
Centerville City

Minutes of the Whitaker Museum Board meeting held Tuesday, August 23, 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
Laura Toney

STAFF PRESENT

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

MNUTES REVIEW AND APPROVAL

Minutes of the July 26, 2016 meeting minutes were reviewed. Mel Miles made a **motion** to approve the minutes as written. Diane Chamberlain seconded the motion, which was passed by unanimous vote (6-0).

DIRECTOR REPORT

Lisa Linn Sommer, Whitaker Museum Director, reported she has been attending training classes, and has not heard if the Board has received the $4,000 CLG Grant. At the last training class, the Museum policies and procedures for care of artifacts looks very good. The training is now focusing on working with volunteers. Lisa has been attending the training classes at BYU.

The barbeque for the gardeners was held weeks ago, and only 16 people attended. This is probably due to the fact that it was held later in the season and not on a Monday evening. The families seem to prefer a hamburger BBQ and this year they were offered sliced ham. The cost of the barbeque was $60, and next year it will be held on Monday so more people can attend. The people who had garden plots this year said they were happy with the garden.

Clara Goudy's daughter delivered a check for $400 to the Museum. This money was from an account that Clara and the historic committee had in an account at Zion's Bank. The account held $700 that the State of Utah had presented to the Historical Society. It was decided that the Landmarks Commission will receive the remaining $300. Clara's daughter also brought a box of journals and photos that belonged to Clara that will be kept at the Museum. Lisa praised Paul Thomas Smith for the recent Story Telling Event he did at City Hall.

Laura Toney reported the historical marker on the Museum is incorrect. The Museum was built ten years earlier than what the plaque says. Laura will contact Brandon Toponce, Assistant Planner, to inform him of this error. This might not be able to be corrected at the National Historic Register.

Paul Thomas Smith said he will try to do the Cemetery Tour this year. If he is unable to do the tour, Royce Allen will be asked to do the Cemetery Tour. The Museum has had a large number of guests this past month.

CLG – FUNCTIONAL SINK

Lisa Linn Sommer, Museum Director, contacted Jim Rohletter to take measurements for the interior sink and to wrap the counter. He will give a bid for copper and stainless steel on Thursday. Nancy Smith ~~has~~ contacted several steel fabricators, but they don't prefer to do single items. She received a bid from Design Specialties, and he quoted $350 without installation. She discussed the possibility of constructing a ledge and putting a wall mounted faucet hidden behind a small cabinet at a cost of $139 to $300. The Museum needs functional water upstairs in the sink, but it is equally important to be able to preserve the integrity of the stories that are told in the Museum about running vs non-running water, which a water faucet showing might take away. Paul Thomas Smith said he would prefer the hand pump on the side of the sink, or a faucet hidden in a cabinet. Mel Miles favored the hidden faucet idea. Lisa displayed a faucet with a lever that will only dispense cold water as well as a sink from 1890 with the hand pump from a farm in Vermont. Chair Packer said the base for the sink at the Museum is too wide and wondered if it we should put a lot of money into trying to retrofit it with a faucet and sink. It would cost around $1,500 to do a counter top, sink and installation for the counter top. To build a cabinet for the new kitchen sink would cost around $600 to $800.

Nancy Smith displayed several floor plans for the downstairs office to help make decisions on the placement of a bathroom and with a sink outside the bathroom. A drawing of a toilet with an outside sink was displayed for the basement of the Museum. A picture of a rustic metal table with a wood top from Sam's Club was shown that could be a guest table for the basement at a cost of under $300. Chair Packer said to construct the downstairs bathroom will cost around $10,000. He recommended that only Bids on the mechanical system for the archive room will be pursued at this time, as that is all the money that there is have to work with.

Mel Miles made a **motion** to approve floor plan number two for the basement at the Whitaker Museum. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

Lisa Linn Sommer, Museum Director, reported there is around $3,000 in the Museum budget at this time. There are no plans for a Heritage Market this year, and the money for this event and the book sale could be used for the documentary match for Paul Thomas Smith's DVD. The grant for the sink is $1,000 along with the $1,000 match from the City for sink. It was agreed to pursue the "Vermont style" sink with a stone top and granite counter top that looks like soap stone. At some point in the future, a hand pump could be installed outside.

Laura Toney made a **motion** to go with a closed cabinet that fits the space with hot and cold water faucet in the "Vermont style", and the budget is $5,000 maximum for this project. The money for this project will come from the garden fund and the Eagle Scout donation, along with

the CLG Grant and the City match. Diane Chamberlain seconded this project, which was passed by unanimous vote (6-0).

BUDGET REVIEW

Lisa Linn Sommer, Museum Director, distributed the Whitaker Museum Budget for FY 2016-2017. She reported $1,000 was requested for public relations, but $500 was received. The budget is $40,712, and all of the projects at the Museum are in the black.

BOARD MEMBER REPORTS

Nancy Smith thanked Paul Thomas Smith for the docent training he did. She asked Mr. Smith if he would do the training on video for docents who come in later during the year. Mr. Smith agreed to do a docent training video.

Paul Thomas Smith said he feels stories need to be told about every room of the Museum. Most people of influence, such as J. K. Rollin, and George Lucas, are story tellers. Mr. Smith made a list of stories for each room of the Museum that involved the people who lived in the Whitaker Museum and distributed the list stories to the Board members.

Mel Miles reported that Mabel DeVore said she is willing to talk at the Story Telling Event in September. Mrs. Devore will be 101 years old in October, and she has 16 children. She moved to Centerville in 1950. Ralph Turner has agreed to do a Story Telling Event on November 8th. There are concerns that this is Election Day, but if this event is well advertised, it will allow people time to plan their schedule.

Diane Chamberlain reported the Whitaker Reunion was cancelled because of lack of interest, but there were some family members who were disappointed it was cancelled. She believes there might be enough interest for a reunion next year.

Laura Toney talked to Orland and Marilyn Sheriff who live on Main Street. He is almost 90 years old, and they are receptive to speaking at a Story Telling event. Laura has not been able to contact anyone from the Ford family. Royce Allen wants to do a Story Telling event about the first five years of Centerville. Dale Kenyon works for the LDS Church and he knows of people who have stories of Centerville. Dee Rigby from the Rigby family, and Lloyd Carr were other names to contact for the Story Telling. Laura reported she and her husband have been asked to oversee the July 4th activities for 2017.

Stephanie Ivie, City Council Liaison, reported to the City Council about the Museum activities. The Council is impressed with how the Museum is being managed.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on September 27, 2016 at 6:30 p.m. in the Administrative Conference Room.

ADJOURN

At 8:30 p.m., Mel Miles made a **motion** to adjourn the meeting. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

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Spencer Packer, Chair Date Approved

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Connie Larson, Recording Secretary