



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, March 28, 2017, 6:30 p.m.

City Council 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** – February 28, 2017 meeting minutes
2. Whitaker Operations work session
3. Budget Review
4. Board business
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: The Whitaker Museum Board meeting is being held in the Council room this time, so you can enter in the regular double doors.



Minutes of the Whitaker Museum Board meeting held Tuesday, February 28, 2017 at the Whitaker Museum, 168 North Main Street, Centerville, Utah, 84014.

MEMBERS PRESENT

Diane Chamberlain

Mel Miles

Nancy Smith, Vice Chair

Paul Thomas Smith, arrived at 6:58 p.m.

Laura Toney

MEMBERS ABSENT

Spencer Packer, Chair

STAFF PRESENT

Stephanie Ivie, City Council Liaison

Lisa Linn Sommer, Museum Director

Connie Larson, Recording Secretary

VISITOR

Erin Redd

ERIN REDD – COMMUNITY GARDEN REPORT

Erin Redd distributed a cost analysis report for the Community Garden for the year 2016. Erin reported that last year, all of the garden plots were rented, with two plots being free. The garden made \$1,260 last year, and a total of \$116.78 was spent. Thomas & Sons charged \$60 for signage that was placed on the back side advertising Oakdell as a sponsor for compost. This charge will come out of the garden expense account. There is a need for two garden carts for this year at a cost of \$60, and \$150 for the end of season barbeque. Oakdell Farms has agreed to donate the compost again this year. There are 12 large plots and five small plots still available for rent. Erin asked that a tweet be sent out by the City advertising the plots, and the next City newsletter will have an article about the garden plots. The Davis Clipper will also have an insert advertising the plots. Nancy Smith referenced the email sent by Steve Thacker, City Manager, from the County stating the benefits and statistics of communities offering garden plots and asked Lisa Sommer, Museum Director, to forward a copy to Erin Redd. Nancy Smith asked that a letter be prepared for Spencer to sign to be sent to Oakdell on behalf of the Museum Board and the Redds expressing appreciation for their generous and continued donation. A garden Orientation meeting will be on April 18th at City Hall. Appreciation was expressed to Erin Redd for her continued work and well run event that benefits so many in the community.

Mel Miles made a **motion** to approve the budget garden request for the 2017 garden season in the amount of \$230. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

Lisa Sommer mentioned that Carrie Briscoe will be doing bees this year for the garden with a new Plexiglas. There will be two seminars on bees in March and September.

MINUTES REVIEW AND APPROVAL

Minutes of the January 31, 2017 meeting minutes were reviewed. Laura Toney made a **motion** to approve the minutes as amended. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).

At 6:58 p.m., Paul Thomas Smith arrived at the meeting.

WHITAKER POLICY WORK MEETING

Lisa Sommer, Museum Director, reported that she and Nancy Smith, Spencer Packer, Lisa Romney, City Attorney, and Steve Thacker, City Manager, met recently to discuss the Collections Management Policy. From that meeting there were a few areas that the Museum needed to further discuss and clarify. The Board discussed the collections portion with direction for Lisa Sommer, Museum Director, to highlight and notify Lisa Romney, City Attorney, of their recommendations.

Lisa Sommer, Museum Director, will review the remaining portions of the entire recommended operating procedures, and give her opinion and findings at the next meeting. It was recommended earlier by Lisa Romney, City Attorney, that we might consider adding a chapter for definitions. Mel Miles recommended to rename the entire document "Recommended Operating Procedures for the Whitaker Museum" until the time is ready to make recommendations into actual policies to avoid legal problems. Nancy Smith asked Board members to read and come prepared for a review of the Building Use Agreement, Research, Disaster Plan, and General Operations at the next meeting.

BOARD MEMBER REPORTS

Nancy Smith reported Neil Blackburn has written a book about the floods in Centerville. Mr. Blackburn is proposing if the book is sold at City Hall or the Museum, he would give \$2.00 to the Museum. This is a nonprofit venture, and he is not seeking to make money from the book. She asked the Board to give direction for the Director if this is a policy that could work and benefit the Museum, and what criteria should be followed to be fair to anyone that has a book to sell and desires it to be available at the Museum. Lisa Sommer, Museum Director, mentioned that in the past, the arrangements haven't worked out very well due to the way the money is collected at City Hall. Any money collected from the sale of the book at the Museum would have to be taken out before the remaining money is given to City Hall. The Board agreed from previous experience with books that were sold at City Hall or the Museum, that the Museum has not received any proceeds. The Board is agreeable to selling books at the Museum, if the Museum receives the proceeds from the books. It was recommended that a copy of the book be displayed at the Museum with information on where to buy the books directly.

Stephanie Ivie, City Council Liaison, reported the City Council has discussed allowing advertising through the City, but they did not specifically discuss the Museum receiving money. Mel Miles expressed concern if the Board agrees to accommodate people who want to sell items, it will take time and resources away from the true purpose of the Museum. The Board discussed Royce Allen's book that the Board agreed to sell at the Museum, but the Board has never received any proceeds. The Board discussed having a written agreement for book authors to sign if books are to be sold at the Museum.

Lisa Sommer reported on the following:

- A person is interested in making a donation box at the Museum for an Eagle Scout project, which was a result of the JustServe.org website.
- Guy Carpenter would like to begin working on the CLG projects as soon as possible.
- A couple is requesting to be married at the Museum on March 30th. There will only be 12 guests, but there are concerns that the Museum is not set up to rent at this time. Lisa also questioned what her responsibilities are when weddings are held at the Museum. The Board indicated that this falls under a contract agreement as currently written, and could not be part of the director's normal hours. If she desires to put in the time under separate agreement with the City, then she can make that decision. This availability should have been removed from the website and will be taken off.

Nancy Smith reported she has been in touch with Ruth Tingey, who is very interested in being a docent at the Museum.

Paul Smith was contacted by the LDS missionaries who would like to give service at the Museum.

Laura Toney will be sending letters to the school principals on the Whitaker Museum School Tours. A card advertising the Story Telling events, and other activities at the Museum during 2017 were given to each Board member.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, March 28, 2017 at 6:30 p.m.

ADJOURN

At 8:25 p.m., Mel Miles made a **motion** to adjourn. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

Centerville City Whitaker Museum Board
Minutes of meeting
February 28, 2017

Page 4

1
2
3
4
5
6
7
8
9
10

Nancy Smith, Vice Chair

Date Approved

Connie Larson, Recording Secretary