



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

Tamelyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Steve H. Thacker

Whitaker Museum Board Meeting Agenda

Tuesday, July 11, 2017, 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.

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 Jacob Smith, Centerville Assistant to the City Manager, at 801-295-3477, giving at least 24 hours-notice prior to the meeting.

5:00 A. BUSINESS

1. **Minutes Review and Acceptance** – May 23, 2017 meeting minutes
2. Lisa Romney - City Attorney:
 - a. Review and discussion of Title 8 Ordinance Amendments for The Whitaker Museum
 - b. Review of the Whitaker Museum Policies
3. Closed meeting if necessary, as allowed by state law
4. Possible action following closed meeting, including appointments to committees and docents
5. Next Meeting _____

B. ADJOURN

Marsha L. Morrow, MMC
Centerville City Recorder

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



Minutes of the Whitaker Museum Board meeting held Tuesday, May 23, 2017 at 6:30 p.m. in the Business Office Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Diane Chamberlain
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith
Laura Toney, arrived at 6:35 p.m.

STAFF PRESENT

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

MINUTES REVIEW AND ACCEPTANCE

Minutes of the April 25, 2017 meeting minutes were reviewed. Nancy Smith made a **motion** to approve the minutes as amended. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

At 6:35 p.m., Laura Toney arrived at the meeting.

WHITAKER TITLE 8 – ORDINANCE

Lisa Linn Sommer, Museum Director, distributed the proposed addition to Title 8, Public Property, for the Board to review. This proposed addition to the Ordinance is to set forth applicable provisions and regulations for the operation and maintenance of the Whitaker Museum. Clarification will need to be obtained on who is responsible for the maintenance of the Museum grounds, and if the City Council must approve fees at the Museum. Lisa Linn Sommer will ask the City Attorney for clarification on animals that would be allowed at the Museum for educational purposes.

Nancy Smith made a **motion** to adopt Title 8 with the amendments as noted, with Lisa Linn Sommer to visit with Lisa Romney, City Attorney, for clarification on the three items discussed. Mel Miles seconded the motion, which was passed by unanimous vote (6-0).

BOARD MEMBER REPORTS

Laura Toney reported she talked with Performance Audio about the sound system for outdoor activities at the Museum. The man at Performance Audio felt one speaker would be adequate for the needs of the Museum. The sound system is \$750, and additional speakers can be added to the sound system at a cost of \$350, as it is expandable. It is not a portable speaker, as it relies on electricity. The budget for the sound system is \$1,000.

1 Mel Miles made a **motion** to approve the sound system for \$750, knowing that it is
2 expandable, and another speaker can be purchased next year if desired. Nancy Smith seconded
3 the motion, which was passed by unanimous vote (6-0).
4

5 Laura Toney reported Wanda McFall has been involved with the veteran entries for the 4th
6 of July Parade each year. She has compiled all of the names of the veterans who have lived in
7 Centerville, along with a short biography of each veteran. This list of veterans and their biographies
8 will be stored at the Whitaker Museum. Laura offered to be the liaison between the Whitaker
9 Museum and the schools for tours at the Museum.
10

11 Paul Thomas Smith reported he visited with Ron Randall and his carriage is not road
12 worthy so he will not be in the 4th of July parade this year. Mr. Smith reported Thomas Whitaker's
13 journals are now accessible on line from the University and he has found numerous errors in the
14 original biography of Thomas Whitaker. He is issuing a new version that will have corrections
15 made, and one copy will be available at the Museum at the end of the summer. Mr. Smith
16 discovered today that the rock home will be 125 years old this year, and he would like to have a
17 celebration. The Board agreed that in the fall, when other events have slowed down, a date will be
18 chosen to have a cake and a banner in front of the Museum inviting people to come in for cake.
19 Mr. Smith reported the CD he is making on the Whitaker Museum is moving forward.
20

21 Chair Packer distributed drawings of changes to be considered to the Museum in order to
22 obtain a storage closet at the Museum. He recommended roughing in the bathroom to the full
23 extent it would need to be to meet code (6') and using the space for storage for the time being. His
24 first choice was not to rough in a smaller area that might be changed at some future date if and
25 when a bathroom might be considered at some point. Lisa Linn Sommer spoke with Sabrina and
26 Jennifer from Arts and Museum about a place to store artifacts that is temperature stable for wood,
27 leather, and paper. They said it is not feasible to store artifacts in the attic, but the basement would
28 be safe as long as the artifacts are off the ground and two inches away from the wall. The best
29 scenario is to have the items stored in boxes specifically made for artifacts. She feels it is not
30 necessary for the storage closet to be built and everything will fit downstairs. She would like to
31 have a pie safe or partition wall at the door opening of the office instead of the sink and microwave
32 being in view to help keep the feel and integrity of an office. The purpose of this office is to be a
33 research room that is open to the public. The Board agreed the bathroom size requirement is
34 problematic and doesn't make sense to complete for downstairs now or in the future. Chair Packer
35 also reported that the cost to extend the plumbing for the upstairs bathroom would be minimal if
36 done now compared to later. If the plumbing is to be completed upstairs it needs to be done while
37 the walls are open. He also determined the reason the bathroom sink doesn't drain is due to a lack
38 of a proper ventilation pipe.
39

40 Chair Packer made a **motion** to move the plumbing to the middle of the wall and go for
41 RAP Tax funding to cover the additional unexpected expenses. (Concrete floor removal and
42 replacement, furring out the walls, etc.)
43

Chair Packer amended the **motion** to include additional plumbing expenses to relocate the service sink in the archive room, and to rough in the plumbing for the upstairs existing bathroom tub while there is access in the ceiling that would be enormously expensive to do later. Mel Miles seconded the motion which was passed by unanimous vote (6-0).

Chair Packer received a letter that his term on the Board has been renewed for three years. Chair Packer talked with Chad Salmon, who is an electrical contractor with CCN. A Boy Scout is interested in installing the conduit for the poles for his Eagle Scout project. The location for the lamps needs to be determined, as the Boy Scout is ready to do this project.

Nancy Smith recommended a Director's Report be placed on the agenda for the monthly meetings. This would be a time when the Museum Director would inform the board members on events that have occurred during the past month, meetings with staff and other upcoming or pending matters of concern. This would help the Board to be more effective in making decisions.

Chair Packer made a **motion** to have the monthly agenda include the Director's Report as part of the course of business. Laura Toney seconded the motion, which was passed by unanimous vote (6-0).

Lisa Linn Sommer reported there was a school tour today from Jennie P. Stewart Elementary. Both sessions for the Tea Party have been filled, and people had to be turned away. The next Story Telling event will be on June 13th, and it will be Paul (Whitey) and Rose Tingey Uffens. The garden plots are full, and the bees are doing great. Oakdell Farms delivered another load of mulch for the garden plots. Ruth Tingey and Andrea Richmond are new docents at the Museum. Claudia Cole is a new docent, but is having surgery soon. Paul Thomas Smith will be at the Museum on July 4th from 11:00 a.m. to 1:00 p.m. The City Park employees cannot maintain the flower beds at the Museum. Steve Thacker, City Manager, has recommended approval of spring and fall cleanup at a cost of \$1,000.

Mel Miles will request to be on the agenda at the May 30th City Council budget work session to request more money for yard maintenance at the Museum. Chair Packer will talk with Bruce Cox, Parks and Recreation Director, to see why his employees will not take care of the flower beds at the Museum. A volunteer from Just Serve will be making a design for the donation ~~volunteer~~ box at the Museum.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Thursday, July 11th at 6:30 p.m. in the Administrative Conference Room at City Hall.

ADJOURN

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

Centerville City Whitaker Museum Board
Minutes of meeting
May 24, 2017

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Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary

TITLE 8
PUBLIC PROPERTY

CHAPTER 8.01.	GENERAL PROVISIONS
CHAPTER 8.02.	PARKS AND PLAYGROUNDS
CHAPTER 8.03.	CEMETERY REGULATIONS
CHAPTER 8.04.	WHITAKER MUSEUM

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CHAPTER 8.04. WHITAKER MUSEUM

8.04.010.	Purpose.
8.04.020.	Legislative Authority.
8.04.030.	Administration.
8.04.040.	Regulations and Fees.
8.04.050.	Museum Hours.
8.04.060.	Prohibited Conduct.
8.04.070.	Animals.
8.04.080.	Injury to Property.

8.04.010. Purpose.

It is the purpose of this Chapter to set forth applicable provisions and regulations for the operation and maintenance of "The Whitaker" Centerville's Heritage Museum located at 168 North Main Street in Centerville City ("The Whitaker" or "Museum").

8.04.020. Legislative Authority.

Pursuant to the provisions of *Utah Code Ann.* § 10-8-85.9, as amended, the City is authorized to expend public funds to acquire, preserve, protect, or enhance an historical area or site for the benefit of its citizens.

8.04.030. Administration.

The Whitaker is owned by the City and operated and administered by a variety of personnel. The administration and operational duties are set forth as follows:

(a) The Museum Director manages the basic operations and programs of the Museum under the direct supervision of the Museum Board and the general supervision of the City Manager, in accordance with provisions of Centerville Municipal Code § 3.03.070.

(b) The Museum Board is responsible for the management and operation of the Museum and Museum programs in accordance with provisions of Centerville Municipal Code § 3.03.070 and any policies, guidelines and procedures regarding the use, administration and operation of The Whitaker as adopted by the City.

(c) The general upkeep of the grounds of the Museum is the responsibility of the Parks Department under the general supervision of the Parks and Recreation Director. Any specialty flora or gardens shall be the responsibility of the Museum Director, Museum Board and/or volunteers.

8.04.040. Regulations and Fees.

The City may promulgate rules and regulations relating to The Whitaker and may amend such rules and regulations from time to time. Fees for use of the Museum facilities shall be adopted by the City and set forth in the City Fee Schedule.

8.04.050. Museum Hours.

The hours of operation for The Whitaker shall be set forth in applicable policies, guidelines and procedures adopted by the Museum Board and approved by the City Manager and/or City Council, as applicable.

8.04.060. Prohibited Conduct.

No person shall engage in fighting or indulge in riotous, boisterous, intoxicated, threatening, promiscuous or indecent conduct or use any abusive, threatening, profane or indecent language in the Museum or within the grounds of the Museum. No person shall engage in any activities or conduct on public property prohibited by law.

8.04.070. Animals.

Animals shall not be allowed in The Whitaker, except animals considered "working animals" accompanying and aiding an individual with a disability. Farm animals may be permitted in the Museum yard for educational purposes upon prior permission from the Museum Director and the Parks and Recreation Director.

8.04.080. Injury to Property.

It shall be unlawful for any person to injure, deface, break, destroy or remove any property of the Museum or Museum grounds unless such an act is within the legal duties of fulfilling one's job and such duties are permitted or have been requested by the City.

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"The Whitaker" Centerville's Heritage Museum

~~Policies & Procedures~~

Recommended Operating Procedures (ROP)

Table of Contents

- I. Introduction
- II. Values, Vision & History
- III. General (ROP) Policy
- IV. Availability of Director (ROP) Policy
- V. Museum Access (ROP) Policy
- VI. Governance Policy-(ROP)
- VII. Building Use Agreement (ROP) Policy
- VIII. Collections Management Policy (Omitted from this working document)
- IX. Research Policy- (ROP)(ROP)
- X. Disaster Plan Policy- (ROP)
- XI. Facilities Management Plan Policy
- XII. Appendix A (Forms and Sample Letters)

I. Introduction

This document generated by the Museum Board provides a framework to develop and record (ROP) policy. This document contains the policies, practices, and procedures for the Whitaker Museum Board and Director.

Individuals involved in the many aspects of a museum must be fully advised of their respective roles. This policy(ROP) specifies how the board conceives, carries out and monitors the various tasks involved in operating the museum. This policy(ROP) shall be required reading material for all curatorial, museum staff, volunteers working with the collections and board members. Their collective responsibility is to ensure that these policies and procedures are followed.

II. Values, Vision, & History and Mission Statement

A. Values

~~We, aspire to these values:~~ The Whitaker museum board, staff and volunteers, aspire to these values.

1. Stewardship & Service

- a.) We responsibly care for the historical resources that have been entrusted to us.
- b.) Public service is inherent in what we do; we challenge ourselves to focus on meeting our audiences' changing needs and to provide unparalleled customer service.

2. Innovation & Resourcefulness

- a.) We continually seek fresh ways to meet our mission of connecting people to history and sharing compelling stories.
- b.) Creativity and effectiveness are critical to our success and are recognized, supported, honored and rewarded.
- c.) ~~We are entrepreneurial in our search for diversified financial and other resources but always mindful that they support our vision and strategies rather than create them.~~

3. Integrity

- a.) We seek to implement and maintain that all policies are upheld and supported.

4. Inclusivity & collaboration

- a.) Collections, programs, staffing and governance reflect the diversity of our city and state.
- b.) We conduct our work with cooperation and mutual respect, working collaboratively to create teams that take advantage of the diversity of skills and activities throughout the organization and the greater community.

B. Vision

Our vision is to use the power of history to enhance lives.

Preserving - Sharing - Connecting

The vision of the Museum is to maximize the power of personal and community stories and shared history to enrich and enhance lives. The museum is...

- 1. A partner in *educational initiatives* that improve academic achievement and provide opportunities for life-long learning.
- 2. An accessible repository of archival, documentary, photographic, and museum collections and *center for research*.
- 3. A preserver and presenter of a compelling network of *history, collections, programs* that reflect and serves the diversity of people who are today's and tomorrow's citizens.
- 4. A partner in expanding *historic preservation*.
- 5. A *publisher* of Centerville's history and historical content in traditional and digital media for a variety of audiences.

C. History

The building was purchased in 1994. The Mayor and City Council at that time recognized a need to preserve the property and historic building. City elected officials have since agreed with the vision to have a place for generations now and future to learn of and appreciate our community's history and heritage. In 1997 a resolution was adopted which states in part that the Whitaker museum was conceived to be used jointly to house and display artifacts of the City and to accommodate various types of groups and meetings within the community; and to be used for

educational purposes to provide programs and opportunities for students of all ages within Centerville to view and display the local history of the community.

The building was placed on the National Register of Historic Places on February 23, 1996. NPS Form 10-900 (Oct. 1990) Utah WordPerfect 5.1 Format (Revised Feb. 1993) (See copy of nomination Appendix A)

The building was placed on the Local Landmarks.....in 1997

III. General Operations (ROP) Policy

A. Hours

Current hours of operation are every Tuesday 10:00 am to 6:00 pm.

B. Public Tours

Tours will be conducted every Tuesday unless it falls on **the week of** a major holiday. ~~or during the week of a major holiday, such as Thanksgiving and Christmas week.~~ Requests for tours outside of Tuesday will be provided only if the director determines no other scheduling conflicts and is able to schedule sufficient volunteers to assist. A qualified board member **may** ~~is able to~~ provide a tour upon first scheduling the building with the director.

C. Scheduling Shifts

It is the museum's ~~policy~~ **practice** to schedule at least 2 staff members during each shift time the museum is open. In the event of a large group consisting of 15 or more, additional staff **may** ~~will~~ be scheduled as possible.

D. Certifications, Filings and other

The following certificates and tax exempt filings, websites and other listings affect the success of the museum. It shall be the responsibility of the director to keep up to date and maintain a current status on the following:

- Certificates and filings
- **American Association for State and Local History (AASLH) – annual membership**
 - Utah Division of Art's & Museum - Certified Utah Museum membership
 - Tax Exemption 501(c) (3)
- 2. Websites and other listings
 - Davis County phone directory
 - <http://www.visitutah.com> "Utah Life Elevated - Official Tourism Website of the State of Utah"
 - www.whitaker@centervilleut.com
 - www.whitaker@centervilleut.net

IV. Availability of Director Policy(ROP)

A. Specifying Work Hours

The City has set limited hours for the director. In an effort to accomplish the museum needs the director will perform duties primarily during 'hours of operation'. All city, and board requests will be responded to as soon as possible during 'hours of operation'. All major or specific requests for reports or other information will be submitted to the director and he/she will forward them to the chair and vice-chair of the museum board if they are not copied on the original request.

B. Disposition of Personal Information

When calls or other requests come into the City specific to the museum, the City will indicate the museum is open every Tuesday from 10:00 am to 6:00 pm and the Director can be reached during those office hours. The receptionist or other should give out his/her name as the Museum Director, but direct all interested parties to the museum phone number where they can leave a message. They should also indicate they may go to the museum website for more information, or they may send an email request to the museum which is generally checked several times a week. The Director's personal cell will not be given out, only the city staff should contact the Director on his/her their personal cell number in case of emergency or if they feel it is important to do so.

V. Museum Access Policy(ROP)

It is the intent of the museum board to keep the museum's artifacts and the displays secure. At no time shall a citizen be permitted into the museum without being accompanied by the director, a board member, authorized docent or city personnel.

A. Administration of Keys

1. Keys to all buildings will be issued to the Director, Chair, Vice-Chair.
2. The City will retain a full set of all keys with the Assistant Finance Director to be held in trust and not to be given out for public use.
3. The City will retain a set of keys with the front desk at City Hall for staff purposes only. This will generally be for maintenance purposes or cleaning purposes, it is not to be given out to the public without first consulting with the Director, Chair or Vice-Chair.
4. A key to the main building may be issued to a qualified docent and or board members ,working the morning shift and afternoon shift for the purposes of opening and closing.

B. Access to the Collections

Written, approved procedures for controlling access to the museum collections by non-curatorial staff, outside researchers, and visitors are implemented strictly (See IX. Research Policy(ROP)).

C. Removal of artifacts and/or records

~~Removal of any artifact or record is strictly prohibited by anyone, including staff, board members, or the director.~~ Items should not be taken from the museum to another location without prior approval of the board and signed documentation provided and approved by the Director/Curator (see "Removal of Artifacts or Records Form" appendix A). If an item is to be loaned the process must follow the procedure set forth under "Loans" in the Collections Management Policy(ROP).

VI. Governance Policy(ROP)

A. Individual Board Members

To be effective, each board member must be willing to contribute his or her skills, talents, and time required to perform his or her duties. General expectations of members are summarized below:

1. Exercise reasonable care, diligence and skill by managing and overseeing the affairs of the museum.
2. Ensure that the organization adheres to and carries out the mission, vision, and policies.
3. Set long term objectives.
4. Assess the museum's performance.
5. Attend board meetings which will generally be held once a month.
6. Be an active participant.
7. Be conscientious in doing "homework", read minutes, agendas, and materials sent out in advance of the next meeting.
8. Follow up on assignments.
9. Develop and maintain an awareness of the museum displays, programs and activities and, whenever possible, attend and support museum functions.
10. Offer input concerning meeting agendas by suggesting topics which merit or require attention.
11. Support board decisions and recommendations.
12. Complete specific assignments given by chairperson.
13. Inform the Chair, Vice-Chair or Director when unable to attend meetings.

B. Role of the Director/Curator

The director is the face and heart of the museum and is an expert in understanding the museum's mission, its vision and collections. With this expertise, the director leads and manages the museum by strictly adhering to the guiding principles found within this ~~Policies and Procedures Document~~ (ROP)

The director serves as chief executive officer with responsibility for the operation, administration, oversight and development of mission related projects and implementation of strategic goals. The director reports directly to the museum board and supervises all staff (volunteers) of the organization. The director works closely with city management, city staff, community volunteers, and affiliated organizations to preserve and promote the City's and The Whitaker's heritage.

1. **Qualifications:** The director will demonstrate the ability to:
 - a.) Lead and direct events.
 - b.) Build sustainable and collaborative relationships that support the mission and vision of the museum.
 - c.) Establish and maintain cooperative working relationships with members, employees, board members, donors, and the public.
 - d.) Think creatively and innovatively.
 - e.) Understands how arts have an economic impact.
 - f.) Manage a non-profit budget and finances.
 - g.) Understands fund raising, grant opportunities, developing new donors, and maintaining positive relationship with existing donors.

2. Specific Duties and Responsibilities:

A.) Operations and General Management: Develop and manage physical space and equipment under the direction of the board. Is familiar with the 'Secretary of Interiors Standards for Museum Best Practices' (see Appendix C). This person:

- a.) Acts as building manger for the Whitaker.
- b.) Monitors the physical condition of the facilities.
- c.) Oversees regular maintenance ensuring the museum is clean in accordance with commonly accepted small museum standards.
- d.) Recommends repairs and improvements to the Board.
- e.) Oversees maintenance and repair of the building (i.e., filter changes, air ducts).
- f.) Oversees installation and maintenance of all necessary computer equipment, software, lighting and security systems.
- g.) Communicates with vendors regarding services.
- h.) Monitors environmental safety issues for the collections.
- i.) Assures the security of the buildings.
- j.) Keeps a registered key distribution list.
- k.) Manages and maintains the collections of the Museum.
- l.) Maintains guest registrar records and email lists.

B.) Represents the Board & the City: Is capable of representing the museum board and the City at all appropriate public functions and making effective public presentations. This person:

- a.) Establishes initiatives to fulfill the mission of the Museum and increase local, statewide, national awareness and prominence.
- b.) Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect with individuals and organizations.
- c.) Establishes strong partnerships in the community.
- d.) Enhances the Museum's public image to expand interest and support.
- e.) Develops and maintains a wide array of partnerships and collaborations with funding entities, government agencies, businesses and community leaders.
- f.) Plans and implements public relation opportunities.
- g.) Promotes educational opportunities to the public.
- h.) Works with City management and staff to see that memberships and registrations of the museum stay current through the State and related agencies.
- i.) Works with the board and staff to develop the vision and strategic goals and course of action.
- j.) Implements policies enacted by the board regarding key issues, initiatives.
- k.) Maintains records and ensures approved administrative functions are completed as voted and assigned out.
- l.) Performs all correspondence needs for the board, including answering all mail, email and phone messages.
- m.) Assures that timely information and reports are provided.
- n.) Implements executive policy (ROP) and decisions of the board.
- o.) Has an understanding of non-profit organizations or seeks for training opportunities.
- p.) Attends conferences, seminars, workshops, and other training for professional development purposes.

- q.) ~~Represents~~ **Coordinates representation of** the museum at community, foundation and state legislative events. The following are ~~essential-~~ **important priorities:**
 - a. Art Day at the Hill
 - b. National Museum Day
 - c. Utah Museum Association Day on the Hill
 - d. **Utah State Preservation (fee) (possible scholarship)**
- r.) Writes or assists in writing materials and articles for the website.
- s.) Writes or **reviews** ~~assists in writing~~ articles for internal and external publications (i.e., press, posters, displays, offsite speaker programs).
- t.) Handles all **inquiries** from researchers and the public for viewing the archive records.

C.) Human Resource: A good communicator and team builder, networking both on and offsite with a variety of resources and agencies. This person:

- a.) Recruits and trains all volunteer staff in the overall operations of the museum, including caring for artifacts, preparing for and conducting tours.
- b.) Supervises, assists and evaluates all volunteer staff to assure compliance with museum guidelines.
- c.) Evaluates performance and recommends releases.
- d.) Recruits and develops a leadership team of volunteers to oversee cultural and special event programs.
- e.) Seeks interns to assist in digitizing or other needs.
- f.) Promotes teamwork, good morale and fosters an atmosphere of harmony, achievement, recognition and excellence.
- g.) Maintains a climate so that well qualified, promising individuals are recruited and retained.
- h.) Manages all other volunteers that assist in any capacity, i.e., Eagle Scout projects, youth groups, etc.

D.) Financial Management: Establishes and maintains good business practices to ensure the financial health of the museum. This person:

- a.) Initiates budget planning, forecasting and reporting.
- b.) Manages the annual budget, researching, and executing all purchases and reports a detailed budget ledger at least quarterly to the Board.
- c.) Maintains all internal records and receipts.
- d.) Manages revenues to the museum budget account.
- e.) Manages and maintains inventory and sales of items in gift shop.
- f.) Coordinates the preparation of cultural events to ensure they are within budgetary bounds.
- g.) Seeks grant opportunities.
- h.) Seeks donations and unique funding opportunities.

E.) Collections, Exhibitions and Programs: Is knowledgeable about the museum's collection and seeks ongoing educational opportunities to better understand the critical role of preservation. This person:

- a.) Oversees and manages the collections both current and new acquisitions

- a. Cataloguing acquisitions and keeping records (hard copy and digital)
- b. Acquiring objects or collections of interest to the museum
- c. Overseeing the accessioning and deaccessioning of artifacts
- b.) Possesses skills in Past Perfect Software for the digitization and computerized cataloging and other archival museum recordkeeping systems and techniques for the description of the collection, arrangement planning, usage tracking.
- c.) Understands and follows preservation principles and techniques used to preserve the collection (e.g. creating permanent records, agents of deterioration, housekeeping techniques, stabilization, disaster prevention and recovery, reformatting techniques, quality control, and environmental requirements).
- d.) Follows copyright standards.
- e.) Ensures watermarking of digital images with the Museums brand.
- f.) Displays objects or collections in ways that make them accessible and engaging to the general public.
- g.) Negotiates loan items both incoming and outgoing.

F.) Visitor Services & Events : Organizes visitor services, school educational services, cultural events, marketing events. This person:

- a.) Identifies, seeks, plans and implements all Whitaker events to ensure a professional result and promote the museum and its mission statement.
- b.) Develops and connects programs to promote local history, Utah history and connectivity to school curriculum.
- c.) ~~Develops events that generate income to support acquisitions and education tools.~~
- d.) Develops annual calendar of events.
- e.) Capitalizes on education outreach opportunities.
- f.) Schedules use of the facility based on availability of docent volunteers or qualified personnel for activities as authorized under the guidelines of the board.

~~**G.) Education:** The need to store information in archives and public interest in art, science and history is projected to grow 11 percent from 2012 to 2022. A museum director/curator takes on responsibility that reaches far beyond the care of artifact collections. Due to the often complex and multifaceted nature of the position, it is highly desirable for the director to acquire knowledge in a variety of different areas. This person:~~

- a.) ~~Will make use of the various training opportunities offered through the State agencies to enhance his/her understanding of museum operations.~~
- b.) ~~Will seek grants for learning opportunities.~~

3. Limitations of the Director

1. The Director is accountable to the board. The board shall instruct the director through written policies **ROP** and delegated authority. All board authority delegated to museum staff is delegated through the director so that all authority and accountability of staff as far as the board is concerned is considered to be the authority and accountability of the director. The board will instruct the director to achieve specific results through the established Policies and Procedures. **ROP** The board will limit the latitude the Director may exercise in practices, methods, conduct

and other "means" through the establishment of and adherence to the ~~Policies and Procedures Document~~. **ROP**

2. The performance of the director shall be subject to an annual review by the Board. (see Appendix A Management/Supervisory Review Form).

C. Volunteers and Docents

The director will ensure that all staff and volunteers responsible for administering the museum cultural events, its collection or regular tours have the appropriate training and are effectively able to train others.

1. Training and Preparation
 - a.) All docents will study training manual and become fully informed to be able to provide the many different tours. A First Edition, 2013 Whitaker Site Guide binder has been compiled for training docents. Information includes an overview of history, the tour guide's role, and various tour scripts. (*Whitaker Site Guide Training Manual, Appendix A*).
 - b.) All docents use their knowledge of Centerville and Utah history to add additional insight and answer questions during daily tours of the museum. This additional study of Centerville and Utah's history is highly recommended and encouraged to be done during slow moments at the museum.
2. Responsibilities of all docents
 - a.) Welcomes visitors to the museum.
 - b.) Guides visitors on tours of the museum.
 - c.) Answers questions and is knowledgeable about the objects in the museum.
 - d.) All docents will seek to find their own replacement for their scheduled shift if a change needs to be made. The change will then be relayed to the Director.
3. Responsibilities of qualified docents
 - a.) Qualified docents will follow all opening and closing procedures as written and approved by the museum board. (*see opening and closing procedures*)
 - b.) Qualified docents will participate in managing the museum's software collection.
 - c.) Qualified docents will participate in the digital image archiving of the paper collection as well as the artifact collection.
 - d.) Qualified docents will participate in teaching and the training of other docents for touring groups through the museum.
 - e.) Qualified docents will assist the director/curator in the preservation and protection of the archival collection, including housekeeping, storage and monitoring.
 - f.) Qualified docents will assist the director/curator in the coordinating research into the archival collections including evaluating, appraisal, history, and provenance of the items.
 - g.) Qualified docents will assist the director/curator in the accessioning, processing, cataloging, finding, and production and legal documentation of the collections

VII. Building Use Agreement

The Whitaker Museum supports the general ~~policy~~ (**ROP**) of making the facility available to the public for certain types of activities such as: meetings, social gatherings, art displays, club meetings, etc.

Any such use of the facilities must be in accordance with the requirements set forth herein and shall be subject to availability and at the discretion of the governing body. For the purposes of this (ROP) policy, the governing body shall be the Whitaker Museum Board. The Museum Director may approve use of the facilities in accordance with these guidelines and subject to the authority delegated by the museum board. Requested use must be in keeping with city concerns and may not conflict with any official City or governmental business. The board shall not discriminate in the use of its facilities on the basis of race, creed, color, national origin, sex or disability.

A. Building Areas Available for use

The following areas of the museum building may be available for use if approved in advance by the museum director or designee:

1. The Gathering Room
2. Outdoor Garden Area

Any exceptions must be approved by the Whitaker Museum Board (WMB)

B. Classification of Activity Types

1. Centerville City Government: Elected and appointed officials and employee meetings, official committees, boards and groups or City sponsored activities.
2. Other Governmental Agencies: Cities, counties, the State of Utah, regional governments, school districts and other similar organizations.
3. Non-Government Entities: Centerville Non-profit organizations, family and neighborhood gatherings, churches, clubs, community organizations and other similar organizations.

C. Reservation Procedures

1. Application

Any individual or group wishing to reserve an available area of the Whitaker Museum building or outdoor area shall contact the Whitaker Museum Director in advance of the proposed reservation date and complete a reservation application form (see attached copy). The following information shall be provided.

- a.) Name, address and phone number of individual or group making reservation.
- b.) Group represented.
- c.) Area to be reserved.
- d.) Date or dates reservation is desired.
- e.) Total hours to be reserved, including time to begin setting up, time activity is scheduled to begin, time activity is scheduled to end and time for completed cleanup. Hours must run consecutively.
- f.) ~~Purpose~~ Detail description of meeting or activity.
- g.) Number of people expected to attend the activity.
- h.) Refreshments to be served. No alcohol on the premises per City Ordinance 8 See DD

Payment of all applicable rental fees are to be made at time of reservation.

2. Use Eligibility

Those renting the building must be in attendance the entire time of the activity.

Reservations for on-going meetings on a weekly or monthly basis will **not** be allowed unless approval is received from the governing body. (See, Building Use Application with use regulation attached and signed. Rental Form Appendix A,)

3. Confirmation of Availability

If the building is available on the date and times requested and the Whitaker Museum determines that the proposed use is proper, the Museum Director will notify the applicant of availability and proceed with the appropriate arrangements.

4. Building Use Application and Payment of Fees

Upon verification of availability and approval of use by the Museum Director, the applicant may fill out the Building Use Application and make payment of all fees at City Hall with checks being made payable to Centerville City/Whitaker Museum. A copy of the receipt will be given to the applicant and to the Museum Director.

5. Deposit of Revenue

All rental fees generated from the use of the Whitaker Museum shall be promptly deposited and placed in the appropriate revenue account in accordance with City rules and requirements.

a.) All Rental and Supervisory fees are non-refundable.

b.) Dispute Resolution

The Museum Director or the Museum Director's designee will make a determination of allowable use, classification of activity types, or resolve questions regarding fees and deposits as requested. If the applicant disagrees with the decision rendered, the applicant may appeal the decision to the Museum Board.

D. Use Regulations

1. Conduct while in building:

- a.) Any individual or group using the Whitaker Museum and/or the grounds shall always conduct themselves according to acceptable social standards.
- b.) No foul or abusive language shall be used at any time.
- c.) No one will be permitted to enter the building bare footed at any time.
- d.) No smoking, drugs, or drinking of alcoholic beverages or possession of the same will be permitted at any time.
- e.) Areas not specifically reserved shall be off limits to the group or any of its individuals.
- f.) No youth parties will be allowed.
- g.) Open flames, lighted candles, glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, and other similar materials ARE NOT allowed in the building.
- h.) Chairs or benches are provided in the building. Heavy items are to be carried when moved to avoid damage to the floor. Tables, chairs and other equipment are not to be taken from the building for any reason.
- i.) No nails or tacks or tape may be used.
- j.) Pictures, plaques, flags, blinds, light fixtures, furniture, etc. are not to be removed or rearranged.
- k.) Participants and guests are to remain in the area of the building that has been reserved for the meeting or activity. Playing in halls or restroom is prohibited. Children attending meetings or

activities in the building must be supervised at all times by a responsible adult who is present. The party reserving the facility is responsible for the conduct of participants and guests.

- l.) Meetings and activities shall end on time. Sufficient time shall be scheduled for cleanup within the scheduled room at the conclusion of the activity.
 - m.) Lights should be turned off in the scheduled rooms at the conclusion of the activity.
 - n.) Pets or animals are not allowed in the buildings except for service dogs.
 - o.) Portable electric heaters are not allowed in the museum. Only one electrical appliance or lighting fixture is to be used on each outlet. (20 AMP BREAKERS)
 - p.) Special lighting, sound, and other non-standard equipment will not be allowed in the building unless approved in advance by the Museum Director or designee.
 - q.) No items may be strung or attached to the walls, ceilings or beams of the building.
 - r.) No fees or tickets are to be sold in the building.
 - s.) Gambling in any form is prohibited.
 - t.) Any other rules or regulations pertinent to the effective and efficient operation and preservation of the building will be established by the Museum Board. The ~~policy~~ (ROP) will be enforced by the Museum Director or designee. In the event of an emergency ~~policy~~(ROP) decision, that decision is to be made by the building supervisor with the approval of the Museum Director or Board Chair. If the building supervisor is unable to contact either the Museum Director or Board Chair, the building supervisor will make the emergency decision which he or she deem to be in the best interest of the Museum, and then promptly thereafter give written notice of the decision to the Museum Director or Board Chair with reasons for that decision.
2. Breakage or damages to facilities
 - a.) Any damage to the building or any conduct which does not strictly adhere to the policies, rules, and regulations adopted for the Whitaker Museum or grounds shall be sufficient reason to refuse the use or to terminate actual use of the building to that individual or group.
 3. Preparing facilities for use
 - a. The Museum Director or designee shall see that the reserved area is available for the applicant's use. The individual or group desiring to use the facilities can then make arrangements with the Museum Director or designee to organize the area they will be using.
 - b. Set-up Time
 - i. Set-up time for large events or special demonstrations must be cleared at the time of scheduling. Normally, set-up will not be allowed earlier than four (4) hours prior to the time of the event. Please check with the Museum Director or designee for any special arrangements.
 4. Cleaning Responsibility
 - a.) It shall be the responsibility of the individual or group using the building to clean up the area assigned to them, including the parking lot, by removing all foreign matter, garbage and debris and depositing it in the appropriate receptacles (dumpsters in the parking lot).
 - b.) The Museum Director will verify cleaning has been adequately performed.
 5. Serving Refreshments
 - a.) Limited refreshments are allowed. Strong colored liquids, sauces, toppings, or foods are not allowed (i.e., strawberry, raspberry, blueberry). No punch is allowed, only water. Catered dinners and banquets are not permitted. No food preparation on the premise is allowed. When food is served, it will be the responsibility of those renting the building to clean up.

- b-) Chairs and/or tables need to be set up and taken down by the applicant making the reservations. ~~Unless the Parlor is being used, in which case the museum will provide chairs and set up.~~
- 6. The Whitaker Museum and Grounds Use Availability
 - a.) The Whitaker Museum and Grounds ~~may~~ **will** generally be available for public use during times that it is not being occupied for Museum functions and normal hours of operation.
 - b.) Uses by City departments, committees, and boards shall have priority over all other uses. If there is a scheduling conflict, the Museum group will have priority over another group for that use.
 - e-) Large events accommodating more than 25 people will be reviewed on a case by case basis.
- 7. Access To the Building
The building can only be used while a building supervisor and/or a museum designated Volunteer is present. The building supervisor will unlock the building at the time specified on the reservation form as "Time to Begin Setting Up" and secure it after use.

E. Rental Fees and Security Deposit

The purpose of the rental fees is to ensure proper care and longevity of the building while allowing for applicable use for the community as permissible according the ~~policy~~ **(ROP)** guidelines herein. The Supervisory Fee is to allow for an overseer to be present at all times in order to protect the integrity of the Museum's artifacts. **A Security deposit on a credit card \$200 must be submitted with application.**

1. Use of Gathering Room - ~~\$100.00 \$30.00~~, plus ~~\$30.00 \$15.00~~ per hour supervisory fee (~~\$35.00 \$65.00~~ per hour on holiday weekends—rented only if building supervisor is available).
2. Use of Outdoor Garden Area - ~~\$100.00 \$30.00~~, plus ~~\$30.00 \$15.00~~ per hour supervisory fee (~~\$35.00 \$65.00~~ per hour on holiday weekends—rented only if building supervisor is available).
- ~~3. Use of entire facility and ground for large events \$200.00, plus \$15.00 per hour supervisory fee (\$35.00 per hour on holiday weekends—rented only if building supervisor is available). Use of Gathering Room and Outdoor \$200.00 plus \$30.00 per hour supervisory fee (\$65.00 per weekend or holiday.~~
4. No fees shall be charged for Centerville City Government activities and use of the building. The Museum Board may discount or waive **rental fees on application, fees at its discretion, based impart on the purpose of the activity.** ~~in certain cases where the user makes a significant contribution to the City and its programs. Fees may also be waived for use by other governmental agencies.~~
5. Rental fee and building supervisory amounts are set by the Whitaker Museum Board and are subject to change without advance notice.
6. *See Building Use Agreement Application Form Appendix B*

X. Disaster Plan Policy(ROP)

Forthcoming

XI. Facilities Management Plan Policy(ROP)

Forthcoming

XII. Appendices x A