



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, August 22, 2017, 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 11, 2017 meeting minutes
2. Whitaker Museum liaison, Council member Stephanie Ivie - Proposal concerning founding family plaques for William R. Smith park CLG updates
3. Paul Smith – Response to proposal concerning founding family plaques for the William R. Smith Park
4. Mel Miles – Report on CLG, RAP and General Fund budgets for Museum projects discussed in a meeting with Steve Thacker, City Manager
5. Spencer Packer – Report on progress of work projects at the Museum
6. Paul Smith – Introduction of Brigham Young Portrait
7. Director's report
 - a. Review accession of one hundred and fifty year old riding habit from a Bountiful family
 - b. Review of the past months activities, volunteers and other misc. business
8. Closed meeting if necessary, as allowed by state law
9. Possible action following closed meeting, including appointments to committees and docents
10. 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.



Minutes of the Whitaker Museum Board meeting held Tuesday, July 11, 2017 at 5:00 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, arrived at 5:15 p.m.

Nancy Smith, Acting Chair

Paul Thomas Smith, arrived at 5:10 p.m.

Laura Toney

STAFF PRESENT

Stephanie Ivie, City Council Liaison

Lisa Romney, City Attorney

Lisa Linn Sommer, Museum Director

Connie Larson, Recording Secretary

VISITOR

Ruth Bushman

MINUTES REVIEW AND ACCEPTANCE

Minutes of the May 23, 2017 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).

At 5:10 p.m., Paul Thomas Smith arrived at the meeting.

LISA ROMNEY – CITY ATTORNEY

Lisa Romney, City Attorney, reported she began working on Ordinance changes in 2014. The City Municipal Code and Zoning Ordinance are on-line now through the City website. The provisions that govern the Whitaker Museum Board are under Title 030.

At 5:15 p.m., Chair Spencer Packer arrived at the meeting.

a. **Review and Discussion of Title 8 – Ordinance Amendments for the Whitaker Museum.**

The purpose of Title 8 is to determine who is responsible for City property, which includes the Whitaker Museum. Lisa Romney, City Attorney, distributed proposed changes to Title 8 for Board members to review. Chair Spencer Packer reported he spoke with Bruce Cox, Parks and Recreation Director, and they agreed that at some future date, pioneer period flowers will be planted on the Museum grounds, and the maintenance of the grounds will be a joint venture with the Parks and Recreation Department to determine what maintenance they will do.

1 Fees at the Museum must be adopted by resolution from the City Council, and put in
2 the fee schedule. Farm animals in the Museum yard for educational purposes may be
3 allowed on the grounds for specific events upon permission by the Parks and Recreation
4 Director. Zoning regulations will also apply.
5

6 Chair Spencer Packer made a **motion** to direct staff to place the amendments for Title 8 on
7 the agenda, if possible, for the City Council meeting on July 18, 2017, with changes to the most
8 recent version as discussed. Mel Miles seconded the motion, which was passed by unanimous vote
9 (6-0).
10

11 b. **Review of the Whitaker Policies**

12 The policy for Acquisition Types was discussed that gives the Museum temporary
13 custody of artifacts. Museum artifacts loaned to other institutions must be insured. Lisa
14 Romney, City Attorney, expressed concern if the Museum borrows an artifact from
15 another Museum, prior approval for the insurance must be given. Approval to acquire
16 the artifact must also be given by the Board. Lisa Romney said she is concerned if the
17 artifact is damaged or lost, the City would be responsible for the value of the item.
18 Nancy Smith reported there is currently \$10,000 insurance coverage on artifacts at the
19 Museum. Any artifacts over \$1,000 must be insured. Lisa Romney will make the
20 changes to the policies, and she will give an updated copy for the Board to review at
21 the next Whitaker Museum Board meeting.
22

23 c. **General Operations Policy**

24 Lisa Sommer, Museum Director, stated she feels the Museum should not be rented for
25 functions at this time, as there is a liability risk for the artifacts and building. The Board
26 agreed the Museum will not be rented for functions at this time.
27

28 d. **Policies and Guidelines**

29 Policies of the Museum Board may adopt reasonable guidelines that do not require City
30 Council approval. Lisa Romney said it should be in a place where people can access it,
31 as it allows for reasonable management. The official amendment process provides a
32 record of what occurred. The Museum Board is an advisory board that runs the
33 Museum, and the Board can adopt reasonable policies. Stephanie Ivie, City Council
34 Liaison, said she approves of having the policies and guidelines in one place.
35

36 **DIRECTOR'S REPORT**
37

38 Lisa Sommer, Museum Director, reported the WIFI at the Museum is not dependable.
39 Materials were prepared for the City newsletter, but she couldn't get it through to the computer.
40 She sent it to Jacob Smith via her phone, but he didn't receive it because of the WIFI problems.

1 Lisa Sommer reported she received a letter from the Landmarks Commission. The
2 Landmarks Commission will be having a walking tour in celebration of the new Deuel Creek
3 Historic District on September 9th in the afternoon. They would like to have the exterior and
4 possibly the interior of the Museum opened for this event. If enough docents are willing to
5 participate to help with this activity, the interior can be viewed. If the interior cannot be viewed,
6 the exterior will be available for viewing on the tour.

7
8 A woman from Bountiful told Lisa Sommer she would like to donate a pioneer period wool
9 dress to the Whitaker Museum. The history of the dress will be emailed to the Board members for
10 their review to determine if the dress will be stored at the Museum.

11
12 Ruth Bushman lives in Salt Lake City, and she would like to be a volunteer for the Story
13 Telling events at the Museum. On August 8th and August 11th, the Story Telling Event will be a
14 tour of the cemetery.

15
16 **BOARD MEMBER REPORTS**

17
18 Paul Thomas Smith reported there were at least 30 people who visited the Museum on July
19 4th. The response was very positive.

20
21 Laura Toney asked about how the new sound system worked for the tea party. The Board
22 reported the sound system worked very well.

23
24 Mel Miles and Lisa Sommer reported the Tea Party was very successful. Mel Miles
25 reported he met with Bruce Cox, Parks and Recreation Director, and Steve Thacker, City Manager,
26 regarding the care of the Museum grounds. Mr. Miles said a yard care company will take care of
27 the spring and fall clean up, and the Parks and Recreation employees will take care of the
28 maintenance of the grounds for the rest of the time.

29
30 Linda Chamberlain has a picture of a donation box that was the Green Gables donation
31 box. She will bring the picture to the next meeting.

32
33 **NEXT MEETING**

34
35 The next Whitaker Museum Board meeting will be held on Tuesday, August 22, 2017 at
36 6:00 p.m. in the Administrative Conference Room at City Hall. Lisa Romney will bring the
37 revisions to the policies at the September meeting.

ADJOURN

At 7:00 p.m., Mel Miles made a **motion** to adjourn the meeting. Nancy Smith seconded the meeting, which was passed by unanimous vote (6-0).

Spencer Packer, Chair

Date Approved

Connie Larson, Recording Secretary