Minutes of the Whitaker Museum Board meeting held Tuesday, March 26, 2019 at 5:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT

Carol Bake
Diane Chamberlain
Debbie Dahl
Spencer Packer, Chair
Nancy Smith

STAFF PRESENT

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

VISITOR

Erin Redd

NEW CITY MANAGER

Brant Hanson was introduced as the new City Manager. He grew up in Clinton, but left Utah after he graduated from Utah State University. He moved to Yuma, Arizona, and then moved to Ephraim, Utah where he was the City Manager. He and his wife wanted to move back to Davis County, and they are excited to be in Centerville.

WHITAKER COMMUNITY GARDEN REPORT

Erin Redd is Chair of the Whitaker Community Garden. She reported 32 garden plots were rented last year. Mr. Brown, who lived on the South East corner of the block, passed away, opening up 6 new garden plots. These plots became available later in the season so they were reduced to half price. The Garden Budget request for 2019 is $875 to $905, for the following purchases; the tiller broke last year, and a new tiller will be $400.00, two plastic wagons at $40 each, part to construct extra water spigot, 15 new water spigots at a cost of $225 - $255. This will allow for two spigots at each water station.

Diane Chamberlain made a **motion** to approve the 2019 budget for the Community Garden. Carol Bake seconded the motion, which was passed by unanimous vote (5-0).

There are fourteen large plots and three small plots left to be rented. Oakdell has already delivered the compost. They have generously donated a dump truck load of compost each year that services the gardeners through the first of July, for the past eight years. The Garden Orientation meeting will be held on Thursday, April 11th at 6:30 p.m. at the Whitaker Museum. The Board thanked Erin for her work service as the Community Garden Chair.

MINUTES REVIEW AND ACCEPTANCE

Minutes of the January 22, 2019 meeting minutes were reviewed. Nancy Smith made a **motion** to approve the minutes as written. Chair Spencer Packer seconded the motion, which was passed by unanimous vote (5-0).

NEW MEMBER

Debbie Dahl was introduced as a new member of the Whitaker Museum Board. She retired recently, after a thirty plus year career at the State Division of History in the Grant Department. She completed the Master Gardener Program last year.

DIRECTOR'S REPORT

Docent Birthday Cards and Update
This item will be completed at the next meeting.

April Storytelling
Lisa Sommer, Museum Director, displayed the April Storytelling poster. The moderator will be Bruce Roberts, and it will be on April 9th at the Whitaker Museum. A panel of men who grew up in Centerville, will share their stories of boyhood during the 1920's, 1930's, and 1940's.

Vestil Harrison Day
There were no attendees specifically for, 'Vestil Harrison Day' that was held March 19th, however The Board agreed 'Vestil Harrison Day' will continue to be held each year, Mayor Deamer, designated 'Vestil Harrison Day' to recognize Mr. Harrison's service to Centerville.

Donation Box Receipted
There is $20 in the donation box. A brass "donations" plate will be added to the box for clear designation to its purpose.

DVDs
The Thomas Whitaker reorder and 'Centerville Begins' DVD's have been delivered, and are at the Museum for purchase. They will be sold for $11 per DVD allowing sales tax to be taken out of the total.

Elementary Schools
Laura Toney is the volunteer liaison from the Whitaker Museum for the Centerville schools. There will be approximately 500 children from the schools who will be touring the Museum on Tuesday's in May.

Victorian Tea

The Victorian Tea will not be held this year due to CLG and RAP cycle projects at the museum and loss of catering. It is a popular event, and is seen as a public relations activity not a fundraising event, however, significant time and discussion are needed to work out the ration between revenue and expenses. Thus, it will be put on hiatus until Spring 2020. This item will be discussed next winter.

Thank you to Mel Miles and Paul Smith

Thank you letters for Steve Thacker, Mel Miles, and Paul Thomas Smith were signed by the Board.

Steve Thacker

Steve Thacker's retirement open house will be on March 27th from 3:00 p.m. to 6:00 p.m.

Board Openings

The Mayor has received three applications for the Whitaker Museum Board seats. Liaison Ivie will find out when the appointments will be presented to the City Council for approval.

Miscellaneous

No one has offered to do the bees at the garden this year. Yard preparations are half way completed, and the benches will be brought back this month and other spring museum preparations will be completed. The Board discussed the August Storytelling event, which will be Celebrating Transportation by John Clark. There will be antique cars displayed at this event, so Chair Packer was asked to inquire of his Car Club if there is any interest in showing cars manufactured before World War One.

Marquee

The Board discussed a marquee to display events at the Museum. Lisa Sommers will ask Bruce Cox, Parks and Recreation Director, for the best location for the marquee to be placed.

Arts and Museum Grant

Since the Museum is only open one day a week, the Museum would qualify for the Small Museum Grant, which is a grant that is offered through Arts and Museums. This grant is for projects and would amount to a matching grant of $1,000. This is an annual grant opportunity.

The Legislature recently approved $3 million that will go towards grants for museums, including small museums, and can be for projects and programs at Museums. Director Sommer has been invited to visit the Humanities Council Director to talk about their potential grants. The teacher open house will be discussed in April. In the fall, the docents will be going to the elementary schools to do activities with the children.

CURRENT GRANT/RAP REVIEW

Director Sommer reported the current grant cycle will end August 31, 2020. The stoop in front of the Museum will be completed soon with a "mag" finish and edge strip. The kitchen door needs a new knob and deadbolt, as per fire marshal orders. The work in the archive room needs to be completed. The fridge, rug, and microwave still need to be purchased. The exterior window frames need to be painted now that the interior window frames are complete, preventing moisture and paint to pop off.

POTENTIAL BUDGET FY 2020

Director Sommer distributed the proposed Whitaker Museum Budget for 2019-2020. The Museum Board went over their budget last year by $21. The changes from last year are to request an additional $400 for recording services; $300 extra for cleaning of carpets and upholstery; and request money for two security cameras at a cost of $1,400. There will be $6,800 requested for capital purchases. Carol Bake raised concerns about the Board's budget. She expressed concern that residents are paying for the Museum and not enough people come through the Museum to make all the purchases justifiable. This began a discussion about branding and advertising for the Museum. The City Website is no longer as good at advertising for the Museum as it was before the website redesign. Nancy Smith suggested that advertising is a problem for the Museum, and more exposure needs to take place. Money needs to be allocated for yard signs and a brochure. Nancy Smith suggested hiring a graphic artist to develop an advertising plan and branding for the Museum. The graphic artist and advertising would be under public relations.

Chair Packer made a **motion** to request an additional $500 from FY 2018-2019. The $500 is to cover increased recording services, and cleaning of the carpet and upholstery at the Museum. The City Manager would increase the budget in the Director Category, based on employee compensation guidelines adopted by the City Council. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

POTENTIAL RAP PROJECTS FY 2020

Chair Packer requested the pending items be listed on a separate column, and the items completed be in another column. The gas fire place, igniter and pilot need to be purchased; the wood floor in the parlor and upstairs need to be refinished, and the landscaping were identified as the top priorities for FY 2020. The landscaping will be $6,000, the gas fireplace is $3,000, and the refinishing of the floor is $3,500. The wedding dress exhibit, which is in a glass case to display Mary Alice Whitaker's wedding dress, is $2,500.

BOARD REPORTS

Nancy Smith said she believes there is $2,800 from the unused budget for 2018, and she asked the Board to consider using this fund balance to complete the archiving of information at the Museum. Claudia Cole, who volunteers at the Museum, is willing to get the archive information catalogued and organized into Past Perfect Nancy Smith would like to pay Claudia to do this

project as a contract employee. This would include taking old cassettes that need to be transferred to digital. Nancy will research how much time would be needed to complete the archiving of the information. There was a Women's Literature Club that started with Elizabeth Whitaker in the 1930s, and information from this club was recently found. This club will be presenting at the June Story event.

Lisa Sommer said the Board will need to give their report on the Museum Director at the next meeting.

NEXT MEETING

The next Whitaker Museum Board meeting will be on Tuesday, April 23, 2019 at 5:00 p.m. at City Hall.

ADJOURN

At 7:25 p.m., Carol Bake made a **motion** to adjourn the meeting. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

Mackenzie Wood
Mackenzie Wood, City Recorder

4-23-2019
Date Approved

Connie Larson
Connie Larson, Recording Secretary

CENTERVILLE CITY UTAH
CORPORATE SEAL