Minutes of the Whitaker Museum Board meeting held Tuesday, November 19, 2019 at 5:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Diane Chamberlain
Robin Jensen, arrived at 5:44 p.m.
Jim Morgan
Spencer Packer, Chair
Nancy Smith

MEMBERS ABSENT
Carol Bake
Debbie Dahl

STAFF PRESENT
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

STAFF ABSENT
Stephanie Ivie, City Council Liaison

MINUTES REVIEW AND APPROVAL

Minutes of the October 22, 2019 meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as drafted. Diane Chamberlain seconded the motion, which was passed by unanimous vote (4-0).

DIRECTOR'S REPORT

Volunteer Update
Judy Gunn had hip replacement surgery last week. She will be recuperating for four weeks.

Keeping the Stories Alive

The Board discussed the Keeping the Stories Alive for 2020.

Cemetery Tour – October Report and Discussion

The Cemetery Tour and Haunting at the Museum will be every other year.

FLOOR

Lisa Linn Sommer reported Todd Gee came to inspect the wood floor for refinishing. He asked why the floor is being refinished, as it can only be refinished one more time before it will need to be replaced. There is water damage in one of the corners. Chair Spencer Packer will talk with Mr. Gee about the floor.

DONATION BOX RECEIPTED

No donations were received this month.

WILLOW TREE UPDATE

The willow tree will be taken down on November 20th. There are pictures of the tree from past years, and pictures will be taken tomorrow before it is removed. Paul Thomas Smith has requested the metal bar in the middle of the tree that supported it. The tree removal service will grind the roots out to allow for future planting.

PUTTING GARDEN AND YARD TO SLEEP

The garden was tilled and has been put to sleep. The leaves will be mowed down for mulch, and Oakdell Farms will deliver compost in the spring. The wagon and handcart are covered and have been oiled. Kyle Streble took down the myrtle and cleaned the garden. Tiller is in storage at the Parks and Recreation Department workshop for the winter. Lisa Linn Sommer cleaned the gated yard where the garden tools are stored. Next spring at the orientation, gardeners will be advised not to put corn stocks in the recycling container.

CLG GRANT

The Board discussed projects for the Whitaker Museum that can be used with CLG grants. The projects are: landscaping, mobile application for self-guided tours, balance of the rain gutter work could be completed, and lighting on the sign and cells. The birch tree could be replaced, and other trees added. The pavers on the walking path have sunk, and they could be included in a project to be leveled. Handicap access by the police parking could be constructed.

HVAC

Lisa Linn Sommer is waiting for bids on the HVAC. One of the bidders proposed to bury the HVAC. Another bidder wants the HVAC system centered under the window and use pavers as the base. The covering could be painted to match the building. The exhaust and intake would be flush with the building, but they need to be several inches apart.

SIGNS

The poles for the signs may need to be custom made. Lisa Linn Sommer will contact Thomas & Sons to ask for their opinion on the ground level sleeves embedded in the yard for the sign. Three bids for the branding and the artist will be discussed at the January meeting.

PLAN 2020 EVENTS AND PROJECTS

- December – Christmas at the Whitaker will be December 3, 10, & 17.

- January – Pot Luck Lunch with Volunteers and Board Members is scheduled for Tuesday, January 14, 2020 at noon at City Hall. This luncheon is for volunteers and Board members.

- January/February/March – Focus on Storage of Artifacts and Archives. The Board discussed having the Tea Party on four different dates in February and March in the Gathering Room. A chairperson will be asked to oversee the Tea Party this year.

- Lisa Linn Sommer distributed a calendar of events for 2020 at the Museum, and the Board discussed keeping the Stories Alive for 2020.

At 5:44 p.m., Robin Jensen arrived at the meeting.

The Board discussed having a Heritage Market in June and July, and a Heritage Theme from 1869. The Board agreed to do a onetime Heritage Theme event on a Saturday in July or August. Robin Jensen will do the July Keeping the Stories Alive. He will give a report on John Mills when he was a clerk for the LDS Church.

Chair Spencer Packer made a **motion** to approve the 2020 event calendar, and that a chair be appointed for the Tea Party in February and March. This is a concept approval, and other details may be added to the calendar. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0)

CITY COUNCIL BUDGET AMENDMENT REVIEW

The budget is changing in 2020, and budget requests are now due in February instead of April.

BOARD REPORTS

Robin Jensen reported he will get the archival report to Lisa Sommers so she can begin her work in January.

Nancy Smith asked the Board about how to advertise events at the Museum, so that the Museum has more exposure in the community. She pulled up the City website prior to coming to the meeting. Under "online services", nothing is listed for the Whitaker Museum on the drop-down menu. The Board agreed to have Lisa Linn Sommer meet with Jake Smith to have him put the Museum's Calendar of Events on the City website.

NEXT MEETING

The next Whitaker Museum Board meeting will be on **Tuesday, January 28, 2020** at 5:00 p.m. at City Hall.

ADJOURN

At 6:45 p.m., Nancy Smith made a **motion** to adjourn the meeting. Jim Morgan seconded the motion, which was passed by unanimous vote (5-0).

Leah Romero, City Recorder

January 28, 2020
Date Approved

Connie Larson, Recording Secretary

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1848
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