

1 Minutes of the Whitaker Museum Board meeting held Tuesday, January 23, 2018 at 6:00 p.m. in
2 the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

3
4 **MEMBERS PRESENT**

5 Mel Miles
6 Spencer Packer, Chair
7 Nancy Smith
8 Paul Thomas Smith
9 Laura Toney, was excused at 6:30 p.m.

10
11 **MEMBERS ABSENT**

12 Diane Chamberlain

13
14 **STAFF PRESENT**

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

18
19 **BOARD REPORTS**

20
21 Laura Toney reported there could be more school tours given at the Whitaker Museum.
22 Many teachers have retired, and their replacements are unaware of the Museum's immersion
23 activities for students. Letters of introduction were sent to the elementary schools last fall inviting
24 them to attend tours at the Museum. Laura is going to visit the schools now that it is the New Year,
25 and class fieldtrips are being planned. She will present letters to each teacher, inviting them to the
26 Museum. She suggested possible presentations could be held in the classrooms about the Museum
27 to initiate interest in a class visit.

28
29 **POSSIBLE STORYTELLING TOPICS (APRIL-OCTOBER)**

30
31 Lisa Linn Sommer reported Police Chief Paul Child is scheduled to speak at the
32 Storytelling Event in May to coincide with National Law Enforcement Month. The Board
33 discussed other names of individuals who have lived or currently live in Centerville who could be
34 asked to speak at the Storytelling Events. Possible presenters are: Lane Beatty, Lloyd Carr, Royce
35 Allen, Bruce Pitt, Dee Rigby, and Paul Cutler. Bonnie Oswald could talk about the pioneer trail
36 from San Bernardino, California to the Salt Lake Valley. A women's literary club was established
37 sometime in the 1870's, and this club is still meeting today. One of the members could possibly
38 speak about the origins of this quilting club.

39
40 At 6:30 p.m., Laura Toney was excused from the meeting.

41
42 **MINUTES REVIEW AND APPROVAL**

43
44 Minutes of the December 13, 2017 Whitaker Museum Board meeting minutes were
45 reviewed. Mel Miles made a **motion** to approve the minutes as amended. Nancy Smith
46 seconded the motion, which was passed by unanimous vote (4-0).

1 **CALENDAR 2018**

2
3 Lisa Linn Sommer, Museum Director, distributed a report of past events with income and
4 attendance numbers to allow a discussion of events for the Museum for 2018. The Board discussed
5 events that have previously been held at the Museum, and if some events should be discontinued.
6

7 Chair Spencer Packer made a **motion** to place a hiatus on the Zombie Run for the 2018
8 year. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).
9

10 Nancy Smith reported the Policies and Procedures for the Whitaker Museum that she and
11 Lisa Linn Sommer have been working on has been completed. Stephanie Ivie, City Council
12 Liaison, stated it is hoped to have an additional push on the budget at the next City Council
13 meeting.
14

15 **DIRECTOR REPORT**

16
17 Lisa Linn Sommer, Museum Director, reported the decision was made to take the artifacts
18 that belonged to B. H. Roberts that were donated from Clark Roberts. Storage for the artifacts is
19 \$150 per month, and the Museum will pay Clark Roberts unit fees to continue storage of the
20 artifacts for the month of January and February. This will allow the Board to locate a storage unit
21 and calendar a date for transfer, that works for all involved. A storage unit became necessary, after
22 Lisa Linn Sommer was informed by Bruce Cox and Steve Thacker that the City has no room for
23 storage of Museum artifacts. A storage pod could be rented and perhaps placed at the Public Works
24 Building, or next to the police cars at City Hall. The Board agreed an inventory and photographs
25 must be completed on the artifacts to see what items should be kept.
26

27 Paul Thomas Smith said he will contact a friend who works for the LDS Church who could
28 give a value on the artifacts for the purpose of insurance. The LDS Church might also be able take
29 the items the Board does not want. Lisa Linn Sommer, Nancy Smith and Mel Miles will take
30 pictures of the artifacts. The artifacts must be removed from the rental unit by March 11, 2018.
31

32 Lisa Linn Sommer reported there is a man who renovates antique, kitchen stoves, but he
33 lives in Wyoming. The stove would have to be taken to Wyoming. Last year, the City gave
34 approval to place the beehives where they were, but Public Works wanted to install a retaining
35 wall at the location of the hives to stop soil from shifting onto the UTOPIA trailer. The beehives
36 were moved three feet, so the bees flew away. Hornets and ants took over the hives and ate the
37 honey. The retaining wall was never installed, and the bee owners said they lost \$400 because of
38 the hives being moved.
39

40 Nancy Smith made a **motion** to take \$400.00 from Reserve Fund Balance, and reimburse
41 the bee owners (Carrie and Rick Briscoe), and ask them if they are willing to purchase new bees
42 and continue doing the beehives. Lisa Linn Sommer will contact Steve Thacker, City Manager, on
43 the beehives to get assurance that the bees will not be displaced again. Mel Miles seconded the
44 motion, which was passed by unanimous vote (4-0).

1 The Parks Department will be informed on what happened with the bees, and the Board
2 strongly encourages the retaining wall be completed before bees are reinstated, so this does not
3 happen again.
4

5 Chair Spencer Packer sent a thank you letter to Dave Parrish for his \$100 donation to the
6 Museum. Thank you letters were also sent to the Eagle Scouts for the projects they completed at
7 the Museum, and a gift card was given to Marsha Morrow for her retirement. The Cheney family
8 has a chair that was owned by Centerville pioneer they would like to donate it to the Museum. The
9 chair is in Virginia, and shipping would be an exorbitant cost. Paul Smith's daughter lives in
10 Virginia, and has offered to store the chair until someone can drive it to Utah. All forms must be
11 in place before a decision can be made to accession the brown dress presently in temporary custody
12 at the Museum.
13

14 Lisa Linn Sommer reported; Mike from Public Works is investigating different methods to
15 control the mice at the Museum without harming humans. Currently, d-CON natural peppermint
16 sachets are the safest product, but it must be replaced every 30 days. Guy Carpenter reported to
17 Lisa Linn Sommer on progress of the following awarded CLG project. The carriage façade doors
18 are three to four weeks from being completed, after which they will be ready for installation. The
19 copy machine bill for color copies was \$7,000 for the last two years, which is 116,000 color copies.
20 All who wish to use the color copier must sign in with a department number. Each department will
21 be charged .06 cents per copy, so members must be careful in the number of color copies that are
22 made. The Board is to go through the director if they want to make any color copies.
23

24 **BOARD REPORTS – CONTINUED**

25

26 Paul Thomas Smith said he attended a meeting with the editor of the Sons of Utah Pioneers
27 magazine, and a special issue on Davis County is going to be printed. The four cities involved in
28 the pioneer period will be featured, which will include Centerville. Mr. Smith and Royce Allen
29 will be writing an article on Centerville that will feature Thomas Whitaker and Andrew Dalrymple.
30

31 Paul Thomas Smith distributed a summary of the Founding Families of Centerville that he
32 is researching. This is a social history of the people more so than a political history. There will be
33 events included that are important to the City, and how people lived in the pre-railroad period.
34 There will be four musical selections that were important during that time, and he is hoping to
35 have professional singers record the songs. The problem is financing, as there must be quality
36 pictures and sound effects. This project is estimated to cost \$10,000, which is \$4,000 more than
37 originally budgeted. The cost per disc is \$1.25, and the project is expected to be completed by June
38 2018.
39

40 Chair Spencer Packer made a **motion** to allocate an additional \$3,000 for the production
41 of the DVD to be budgeted from the Reserve Fund Balance to Paul Thomas Smith. Mel Miles
42 seconded the motion, which was passed by unanimous vote (4-0).

1 Chair Packer made a **motion** that with the previously allocated \$6,000, and the additional
2 \$3,000 from the Reserve Fund Balance, for a total of \$9,000 budget for DVD production. Note:
3 \$3,000 of which has already been paid by the City. The remaining \$6,000 balance will come from
4 the Whitaker Museum Reserve Fund Balance as follows: By February 5, 2018, \$2,000 be paid to
5 Paul Thomas Smith. Based on the March report, a second payment of \$2,000 could be made on
6 April 5th. The remaining \$2,000 would be approved upon receipt of the completed DVD, and 1,000
7 copies ready for sale delivered to the Museum. Mel Miles seconded the motion. A question on the
8 motion was made regarding the February payment.

9
10 Chair Packer **amended the motion** to make the February 2018 payment available
11 immediately. Nancy Smith seconded the amended motion, which was passed by unanimous vote
12 (4-0).

13
14 Stephanie Ivie, City Council Liaison, reported she spoke with Police Chief Paul Child, and
15 he mentioned that he had visited with Mrs. Russell, and they had looked for the missing police
16 memorabilia at her home. She does not have the items that were displayed for Chief Russell's
17 funeral. Another City employee (Lisa Bednars) thinks she remembers hearing Chief Worsley tell
18 Chief Russell's son that he could keep them. Chief Child expressed a desire for some contact to
19 be made with the son indicating the hope to become owners of the items when family sentimental
20 value has diminished.

21
22 Nancy Smith reported she and Lisa Linn Sommer did price checking on countertops, which
23 is around \$1,500, and this does not include the cutout for the sink and installation. Nancy is in the
24 process of purchasing a quartz countertop for her home, and she can purchase the entire slab, which
25 would then allow enough pieces to do a backsplash and countertop for the Museum. The Museum
26 portion would be under \$550.00 (as compared to \$1,500). The Board approved of the purchase for
27 the countertop.

28
29 A meeting was held today with Steve Thacker, City Manager, Mel Miles, Lisa Linn
30 Sommer and Nancy Smith to discuss RAP Tax money that is available for the Museum. Nancy
31 Smith reported the January-June 2018 Museum's internal calculation of RAP Tax available is less
32 than what staff is showing. Part of that difference is that some driveway costs were taken out of
33 the Museum's budget rather than RAP tax in 2016. Total budget estimated to complete current
34 projects is \$34,859. The City Council would like a breakdown and timeline of when the projects
35 can be completed. Chair Packer suggested three options to present to the City Council. A CLG
36 grant up to \$10,000 can be applied for, but only if there is a \$10,000 City funds to match the grant,
37 and this amount will be shared with the Landmarks Commission, giving us possibly \$7,000 to
38 apply for. The Museum would have until August 2019 to complete the projects. The CLG deadline
39 is the end of April. Lisa will update the Museums internal accounting breakdown and give it to
40 Steve Thacker, City Manager.

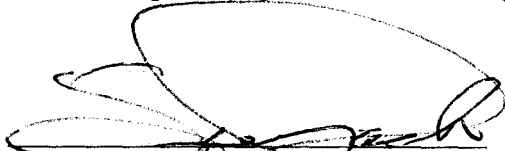
Chair Packer made a **motion** that Nancy Smith proceed to purchase stone for the downstairs kitchen counter for the Whitaker Museum at a reduced price, with payment to come in the future as funding becomes available. Worst case scenario out of Reserve Fund Balance by end of calendar year. The motivation is a 50 percent savings available if the Board commits now. Mel Miles seconded the motion, which was passed by a vote of (3-1). Nancy Smith abstained from voting.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, February 27, 2018 at 6:00 p.m. in the Administrative Conference Room at City Hall.

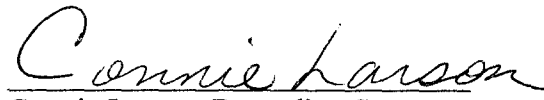
ADJOURN

At 9:15 p.m., Nancy Smith made a **motion** to adjourn. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).


Spencer Packer, Chair

3/6/18

Date Approved


Connie Larson, Recording Secretary

