WHITAKER MUSEUM BOARD AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE WHITAKER MUSEUM BOARD WILL HOLD A REGULAR MEETING AT 5:00 PM ON FEBRUARY 22, 2022 AT CENTERVILLE CITY HALL CONFERENCE ROOM, 250 NORTH MAIN STREET, CENTERVILLE, UTAH.

Centerville Whitaker Museum Board meetings are open to the public, unless otherwise closed for reasons allowed by law. Centerville Whitaker Museum Board meetings may be conducted via electronic means pursuant to Utah Code § 52-4-207. In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability may contact the City Recorder at (801) 295-3477, at least 24 hours in advance of the meeting. The Board reserves the right to modify the sequence of agenda items in order to facilitate special needs or provide greater efficiency.

The full agenda packet and backup materials can be found on the Centerville City website at:
https://centervilleutah.gov/129/Agendas-Minutes

A. ROLL CALL

B. BUSINESS ITEMS
Business action or discussion items to be considered.

1. Stephanie Ivie Recognition
   Recognize and thank Stephanie Ivie for her service as City Council liaison for the Whitaker Museum
2. 2021 Garden Report
   Erin Redd, Garden Chair - report on last years garden season
3. Bryce King Introduction
   Bryce King, Centerville City Recreation and Communications Coordinator - Formally meet the WMB and share how he can assist the museum in accomplishing it Mission Statement.
4. Minutes Review and Acceptance
   November 4, 2021 Minutes
5. Nominate and Elect 2022 WMB Chair and Vice Chair

C. DIRECTOR REPORT

1. CLG
2. FY 23 Budget Request
3. FY 22 Museum Calendar

D. BOARD REPORTS

E. ADJOURNMENT

CERTIFICATE OF POSTING

I hereby certify that this notice and agenda was posted at Centerville City Hall, published on the Utah Public Notice Website, and provided to a newspaper or media correspondent in accordance with the requirements of the Utah Open and Public Meetings Act, including, but not limited to, provisions of Utah Code § 52-4-202.

Jennifer Hansen
Centerville City Recorder

Minutes of the Centerville City Whitaker Museum Board meeting held Thursday, November 4, 2021 at 5:00 p.m. in the City Hall Conference Room, 250 North Main Street, Centerville, Utah and via Zoom.

MEMBERS PRESENT

Debbie Dahl
Robin Jensen, was excused at 6:15 p.m.
Jim Morgan
Spencer Packer, Chair
Nancy Smith

STAFF PRESENT

Jennifer Hansen, City Recorder
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

DETERMINATION LETTER

Nancy Smith read the Determination Letter in accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act that states according to the COVID-19 pandemic, the meeting may be held electronically.

MINUTES REVIEW AND ACCEPTANCE

Minutes of the September 28, 2021 meeting were reviewed. Jim Morgan made a **motion** to approve the minutes as amended. Debbie Dahl seconded the motion, which was passed by unanimous vote (5-0).

DIRECTOR'S REPORT

Three, five, and ten-year Museum plan

1. CLG project discussion and approval

   Lisa Sommer, Museum Director, sent Board members an email detailing the activities at the Museum over the summer. There were 700 visitors from June to August, along with tour groups. The projects at the Museum have gone well, and are ready to go forward with the three, five, and ten-year plans. Application for the CLG grant must be submitted by January 1, 2022. Some of the docents have come back when the Museum reopened, but others will not be back, and there are two openings on the Board. The Board discussed a handicap ramp and if RAP money can be used for the production of the virtual tour. CLG money can only be used on an existing structure. Once a building is moved, it loses its existing value, and will usually not qualify for a CLG grant.

2. RAP Project and discussion and approval

The Board discussed a bowery and barn on the property of the Museum. The bowery would be open sided, and the barn would be enclosed with running water. The barn would cost $250,000, and the bowery $60,000. The projected RAP money for next year is $25,000 to $30,000. There are two to three years left on the RAP money. Chair Spencer Packer suggested the barn could be on the southeast portion of the lot, and if additional space is needed, it would need to be enclosed for storage and security. The City Council will need to have a Master Plan of the proposed structures the Board wants on the Museum property. The original concept plan was to have a tithing barn and a place where elderly citizens could play games and do other activities. The size of the barn is usually larger than the house, and the house must be consistent with the home and time period. Justification for the barn is it will offer the citizens a place to gather, and the programs that will take place in the barn.

Landscaping

1. Leveling north lawn

Lisa Sommer reported she talked with Bruce Cox, Parks and Recreation Director, about the north lawn that needs to be leveled with sand. This is the time of year to place sand on the lawn, as the lawn will grow through the sand during the winter, and it will be level by spring. Mr. Cox told Lisa his department does not have the manpower to do this project.

2. Summer kitchen garden

Debbie Dahl, Nancy Smith, and Lisa Sommer will meet to make a conceptual drawing for the summer kitchen garden. There is money available for partial planting of the garden, and the outhouse will be used for storage.

Breakdown for the garden is as follows:

$7,450 – Oil & sealing of roof shingles on the summer kitchen
$5,000 – Gate on summer kitchen
$5,000 – Garden
$3,000 – Purchase plants and sprinklers
$2,600 – Outhouse
$1,600 – Sealing of rock on the walls
$ 800 – Replacement of pavers

It will cost $5,400 to insulate the attic which must be done with celluloid or fiberglass insulation. Sealing by the bay window to prevent leakage is $1,000.

Bryce King, Recreation Supervisor, came into the meeting and Lisa Sommer introduced him.

Chair Spencer Packer made a **motion** to allow Debbie Dahl to move forward with the application of the CLG grant. Robin Jensen seconded the motion, which was passed by unanimous vote (5-0).

There is around $9,000 in RAP Tax money left in the current cycle. Nancy Smith said she would like to get the production of the virtual tour completed. Museum Board members will prioritize the items they would like to have completed at the Museum with RAP Tax money, and bring those items to the meeting in January. It will cost $800 to have professional signs made for the Museum. It will cost $1,000 for a glass display cabinet for exhibits. Lisa Sommer will meet with Brant Hansen, City Manager, about the possibility of taking the glass cabinet in the foyer at City Hall and moving it to the Museum.

Operations for Museum Success

1. Advertising
   Lisa Sommer reported she met with Bryce King, Recreation Supervisor, and he would like to combine the advertising for the Museum with the other organizations so that there will be more exposure for the Museum. He would like the Museum to have its own Instagram and Facebook page.

2. Recruitment
   Lisa Sommer said she put an advertisement on "Just Serve," for docents at the Museum, but no one responded.

3. Landmarks Commission
   The Landmarks Commission has not met for over one year. The Landmarks Commission researched historic structures and sites to be placed on historic registers, and to have plaques placed on the structures. When Brandon Toponce was the chair, he started the historic walking tour and made the historic pamphlet listing the historic structures in Centerville. The Landmarks Commission would have a dinner once a year and honor a person in Centerville who had done historic work in the city.

Robin Jensen reported he has been doing inventory of the books at the Museum one day a week. **At 6:15 p.m., Robin Jensen was excused from the meeting.**

Spencer Packer reported he talked with Brandon Toponce because of the lap over and current non-momentum of the Landmarks Commission. He suggested those individuals who were serving on the Landmarks Commission could be docents at the Museum, or be on the Board. Nancy Smith volunteered to meet with staff to discuss the pros and cons of combining the two committees into one Board.

Calendar of Events

Pioneer Christmas with Santa should be by reservation, so that large crowds are not in the Museum at one time. Spencer Packer will get a Christmas tree for the Museum by November 30th.

Keeping Our Stories Alive 2022

Lisa Sommer asked if other advertising should be added to utilize the Museum more. The Transcontinental Railroad was popular several years ago, but there is a charge for this event. Lisa will see if this event can still be held, and what the charge would be.

Newsletter Items

Any items for the Museum Newsletter should be given to Lisa Sommer. Lisa will have an article in the newsletter about the need for more docents at the Museum.

BOARD REPORTS

Jim Morgan said he will make contact with the Young Men and Young Women groups about the need for docents at the Museum. Jim said he believes if a barn is constructed on the Museum grounds, it would be good to have wedding receptions in the barn.

Debbie Dahl said she googled museums in Utah, and they are also asking for more docents.

Nancy Smith will meet with Debbie Dahl and Lisa Sommer to view the summer kitchen. The goal is to come back to the January meeting with a report on what should be done.

Spencer Packer said the Museum looks great, and he praised Lisa Sommer for her work at the Museum.

NEXT MEETING

The next Whitaker Museum Board meeting will be on January 25, 2022 at 5:00 p.m. at City Hall.

ADJOURN

At 6:35 p.m., Nancy Smith made a **motion** to adjourn the meeting. Jim Morgan seconded the motion, which was passed by unanimous vote (5-0).

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Jennifer Hansen, City Recorder Date Approved

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Connie Larson, Recording Secretary