



MUSEUM BOARD MINUTES

Santaquin City Council Chambers
February 18, 2016

Board Members Present: Chair Jenny Fernelius, Keela Goudy, Brad Peterson, Ron Petersen and Elizabeth Robertson. Kelly Robbins and Dave Hathaway were excused.

Others Present: Assistant City Manager Dennis Marker, Museum Director Annette Bott

The meeting was called to order by Chair Jenny Fernelius at 6:00 p.m.

Pledge of Allegiance

Board Member Goudy led the Pledge of Allegiance.

Invocation/Inspirational Thought

Board Member Brad Peterson offered an invocation.

Minutes

Board Member Goudy made a motion to approve the minutes from the January 21, 2016 meeting. Board Member Brad Peterson seconded the motion. The vote to approve the January 21, 2016 minutes as written was unanimous.

Director Annette Bott expressed her thanks to the Board Members for serving, and welcomed Ron Petersen to the Board. She suggested that, in the interest of proceeding efficiently, that Board Members jot down notes if they have questions or comments when someone is speaking, and ask them after the speaker is finished.

New Business

Board Member Vacancy

The City Council has appointed Ron Petersen to the Museum Board. City Deputy Recorder Linda Midgley will now cover secretarial duties for the Board, including taking minutes of the meetings.

Inventory Update

Director Bott said the City has requested an inventory of the museum items, both for insurance purposes and to establish an accurate record of loaned items and donated items. Items are being tagged, photographed and given numbers. Histories of the items, if available, are also being incorporated on the spreadsheet. They are about half way done with the parlor room. Director Bott said Katie will text any volunteers for help when inventory is being done. One volunteer at a time seems to work best.

Pioneer Day

Director Bott said the 25th year celebration last year went very well. This year a similar celebration will be held, to be called Pioneer Day. It will include open tours and pioneer activities, such as handcart pulling, shoulder yokes, gunny sack races, washboard clothes cleaning, a button pull and various old-fashioned treats. Director Bott said it will be held on June 18 or 25.

Building Evaluation

Dennis Marker reviewed the results of the building evaluation. The City Council originally authorized a structural engineering study to determine what would be involved with bringing the building up to code. The roof was done first. Repairing the roof required structural alterations. The study determined it would cost about \$3 million to bring the building up to code, which did not include environmental issues, bat problems, or ADA and electrical upgrades. These would bring the total costs to about \$4 million.

Museum Board Minutes
February 18, 2016 – Page 2

Building Evaluation, continued:

Mr. Marker said he would send the study results, which are about 15 megabytes, to the Board Members electronically. He said the building itself was insured but the contents were not. One of the reasons the inventory was being done was so the collection itself could be insured.

Museum Foundation

Board Member Brad Peterson asked about the determination regarding the original Museum Foundation. Mr. Marker said when the Museum Foundation was created in the 1990's it was organized as an official corporation under State laws. It was dissolved three years later when the licensing requirements were not completed. Much of the collection was accepted by the Foundation. There is an issue with the ownership of the collection, and whether the City should take over the collection or whether the founding members can set up the Foundation again. The Museum Board is an advisory board to the City Council. If the Foundation takes over again, they would need to enter into financial obligations, such as insurance, as a legal entity. It does not appear to make sense to reorganize the Foundation at this point. The last of the founding members, Dawn Warrinski, is still involved with the museum but has not been approached.

Board Member Goudy said they were hesitant to re-organize the Foundation because of insurance costs. No income is generated by the Museum. Mr. Marker said if the original group is not interested in re-establishing and taking liability, the City will go through the process to bring the Museum under City ownership. Some pieces in the collection have only been loaned to the museum. The completed inventory will establish which pieces are on loan, and owners will be asked if they wish to loan it to the City museum instead, or make it a donated item. Board Member Goudy said some items were also purchased with museum money. In response to a question about a form for donations, Mr. Marker said he had talked about doing a letter with the City attorney for those whose items are on loan, asking what they would like to do, donate the item permanently or remove it from the museum. The letter will not be drafted until after the inventory is complete. The inventory will be a lengthy process, and no deadline has been established. Out of nine rooms, one and a half have been inventoried.

Mr. Marker said the state has grant money each year that can be applied for, but because the museum is open for less than 1000 hours per year, the most that will be granted is \$1000. If the grant is received, it can be used to pay for additional inventory time. It is possible an intern from a University of Utah Museum class would be willing to help with inventory. Board Member Brad Peterson asked if it would be possible to do fundraisers. Mr. Marker said the recreation department is doing a few movies in the park this year. The idea of holding a movie night for the museum was discussed. Selling concessions could raise some money for the museum.

Staff Reports

Assistant City Manager

Mr. Marker said as part of the application for the State grant, the museum had to be certified, so the City had gone through the application process and the museum is now on the certified list. The certification is good for two years.

Board Member Reports

Board Member Ron Petersen asked if the building had been condemned. Mr. Marker said it is on a solid foundation. The report had indicated it would be best to tie a new roof into the walls to help with the structural integrity of the building. The cost to do so would be around \$300,000.

Board Member Brad Peterson asked if keeping the museum open every Saturday would increase the chances of getting a larger grant. Mr. Marker said the building has to be open as an educational facility, often enough to be of educational benefit to the community. The State feels there is less educational benefit if it is not open as often.

Museum Board Minutes
February 18, 2016 – Page 3

Board Member Reports, continued:

Director Bott said people can schedule tours at any time. Tours are always guided, as sometimes things disappear if there is not supervision. The museum hosts school groups, cub scouts, etc. In summer there is information placed in each room, and rooms are checked often.

Adjournment

At 6:40 p.m. Board Member Fernelius made a motion to adjourn. Board Member Robertson seconded the motion. The vote to adjourn was unanimous.

Jenny Fernelius, Chair

Linda Midgley, Deputy City Recorder