



## MUSEUM BOARD MINUTES

Santaquin City Council Chambers  
January 21, 2016

**Board Members Present:** Council Member David Hathaway, Jenny Fernelius, Keela Goudy, Kelly Robbins, and Elizabeth Robertson. Brad Peterson was excused.

**Others Present:** City Manager Ben Reeves, Museum Director Annette Bott, Museum Co-Director Katie Davis.

The meeting was called to order by Chair Jenny Fernelius at 6:03 p.m.

### **Pledge of Allegiance**

Board Member Fernelius led the Pledge of Allegiance.

### **Invocation/Inspirational Thought**

Board Member Robertson offered an invocation.

### **Minutes**

Board Member Goudy made a motion to approve the minutes from the October 15, 2015 meeting with the following change: Under Minutes, the wording '*Board Member Goudy seconded the motion.*' was changed to '*Board Member Robbins seconded the motion.*' Board Member Robertson seconded the motion. The vote to approve the October 15, 2015 minutes as amended was unanimous.

### **New Business**

#### ***Board Member Vacancies***

Annette Bott said the Board had vacancies for a secretary and an additional Board member. The secretary could possibly be a Board member as well. The following names were suggested as possible new Board members: Kathleen Provstgaard, Judy Steele, and Adam Beesley. Maryann Evans was suggested as a possible secretary. Council Member Goudy asked if Ms. Evans could still voice her opinions if she was the Board secretary. Ben Reeves said any citizen could voice their opinion in an open meeting, but generally the secretary would be busy taking minutes. He said the secretary would be responsible to create the agenda, record and transcribe the minutes, and post the agenda on the State website and at three locations in the City. Katie Davis said it might be good to have some variety on the Board, maybe someone who has some experience with construction or finance. Board Member Goudy recommended all four names be given to the Mayor for consideration. Board consensus held that this be done.

#### ***Radiator Leak Report***

Director Bott said on December 19 some visitors to the Museum had noticed dripping water in the kitchen and called her. A rusted out radiator pipe in the Native American room had dripped water into the kitchen. One section of the roof fell in. The heat has now been capped off. Public Works Director Wade Eva has indicated that the boiler was recently replaced but the lines are very old and it is almost impossible to find parts and fittings. Because the pipes cannot be replaced, they are bypassed, which creates greater pressure in the next pipe. Mr. Eva feels because the wood floor has enough air underneath, it will dry itself out and can be sanded down and re-stained. Ben Reeves said normally they would take pictures of the damage and submit them to the insurance company. However, the damage appears to be small enough that the claim would be under the deductible. Submitting this claim might also be the last straw for the insurance company, and they might eliminate the coverage. Mr. Reeves said it appeared wiser to take care of this internally, and save the insurance in case it is needed for a more significant event.

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***Open Tour Review***

Director Bott said open tours last summer were on Thursday afternoons and Saturdays. It has been suggested that the museum be open every Saturday this summer. Appointments to see the museum could still be made for other times. Dates and times for the open tours were discussed. After some discussion, Board Member Goudy made a motion that the tours begin the first Saturday in May and continue until the last Saturday in September. The museum will be open from 10 a.m. to 2 p.m., with the last tour beginning at 1:30. Board Member Robertson seconded the motion. The vote in favor of the open tour time frame was unanimous.

Ms. Bott said she needed to know who would be willing to be at the museum during the tours. A volunteer list has been started. The information on the tours can be put in the City newsletter, at the library, on the Facebook page and the City website.

***Inventory Training***

Inventory Training will take place in the museum after the regular meeting is closed.

***Staff Reports***

Director Bott expressed her appreciation to Katie Davis for heading the inventory project. She said there had been some good responses on the Facebook page for the postings.

***Board Member Reports***

Board Member Robbins said if more leaks are occurring, perhaps the City staff that is in the building everyday could check the museum on a daily basis. Katie Davis said she and Director Bott are here several times a week, and they can start going into every room to check while they are here.

Council Member Hathaway indicated some issues might be created if the items that are loaned to the museum get damaged. He asked about contacting the owners of loaned items. Director Bott said she has started a list with owner information, using notebooks and papers they are finding. Board Member Goudy said Assistant City Manager Dennis Marker had said he would create a form for the owners to sign. The goal for the museum is to have all owners either pick up their loaned items or relinquish the rights to them so they become a permanent part of the museum. Mr. Reeves said the museum should try to cover every base they can, and then advertise regarding ownership. He said there would be some concerns on who was the rightful owner of an item if the person who donated it originally had passed away.

Board Member Robbins asked where the City was on the building. Mr. Reeves said the engineering report was finished and had been submitted during a joint meeting with the City Council and the Museum Board. The next step will be to get an electronic copy to the Board members so they can go through the report in detail and make recommendations to the City Council based on the report. Mr. Reeves explained the budget process, and suggested the museum make a formal recommendation such as making a new museum a long term goal, and covering costs for inventory work hours. The tentative budget is set in May, in June there is a public hearing, and the new budget takes effect July 1. Council Member Goudy suggested that Director Bott make sure to ask for enough funds to cover the inventory work.

***Adjournment***

At 6:50 p.m. Board Member Robbins made a motion to adjourn. Board Member Fernelius seconded the motion. The vote to adjourn was unanimous.