

## **Museum Committee Meeting Minutes 06/18/2024**

**Location: City Hall Conference Room 3**

**Present:** Maddi McGraw (Curator), Steve Moe (council liaison), Mindy Linder (Library/Museum Community Engagement/Outreach Specialist) Chair Megan England, Vice Chair Patty Sage, Stacy Roth, Jenna Fribley, Mahala Ruddell, Tara Puyat, Jennifer Eisele, guest Sabrina White

**Absent:** David Schmunk

Meeting called to order at 5:33 pm.

**Business from the Audience:** none.

**Approval of agenda and minutes:** Agenda and minutes from the May 21, 2024 meeting approved.

**Curator Report:** Maddi provided a written report.

**Community Engagement & Outreach Specialist Report:** None.

**Atlas Subcommittee Report:** Jenna and Megan stated that the atlas was nearly complete, and the goal was to have a completed manuscript soon.

**Historic Commission/Museum Committee Awards Subcommittee Report:** Stacy and Patty gave out posters for the awards nominations to the other members, asking for people to put them up in locations around the area. At the request of Jenna, Maddi also included copies of the awards nomination forms in each member's meeting packet.

**Haunted Museum Subcommittee Report:** none.

**Newsletter Subcommittee Report:** Mahala stated that the group would be meeting again on 6/20/24, and she would have more updates after that.

**Reports from Museum/Library Liaisons:** none.

**Unfinished Business:**

**A. SHM Work Plan Updates:** After general discussion, it was decided that at each meeting for the rest of the year, the group would look over each section of the work plan and choose points as items to emphasize over the next year. After reading through the "Building Goal" section, these points were highlights: conducting/implementing an accessibility study, and integrating the Museum into the City's ADA Plan; finishing and implementing the housekeeping plan; and finishing and implementing the disaster and security plans. This item would be kept on Unfinished Business for the July 16, 2024 meeting.

## **New Business:**

**A. Proposal to Hold One Meeting Per Year in the Museum:** Megan stated that she would like to see the Committee meet in the Museum instead of City Hall for one meeting per year, and asked the group what month seemed like a good fit. Megan stated that it would be nice to choose a time when there are cleaning and other tasks to do in the Museum. Maddi stated that January would be a fitting month, because the Museum would be opening a new exhibit and there would be lots of cleaning to help with, while also not having too many events and programs on the calendar. She also stated that Emily had mentioned that the meeting would not need to take place during Museum open hours, but that signage and posting would need to make it clear that it was a public meeting and open to general admittance. Jennifer motioned that the Committee would meet in the Museum for its January 21, 2025 meeting, and Patty seconded, with a unanimous vote of approval.

**Info Sharing:** Maddi again reminded members that the Museum would be holding its third annual Summer Solstice Cemetery Tour in Laurel Grove at 5pm on Friday, June 21, and that volunteers were still needed.

Meeting adjourned at 6:51 pm.