

Museum Committee Meeting Minutes 11/26/2024

Location: City Hall Conference Room 3

Present: Chair Megan England, Vice Chair Patty Sage, Jenna Fribley, Tara Puyat, Mahala Ruddell, Stacy Roth, Maddi McGraw (Curator), Steve Moe (council liaison), Krista Raasch (Library and Museum Outreach)

Absent: David Schmunk, Jennifer Eisele

Meeting called to order at 5:34 pm.

Business from the Audience: none.

Approval of agenda and minutes: Agenda and minutes from the October 15, 2024 meeting approved.

Curator Report: Maddi provided a written report.

Community Engagement & Outreach Specialist Report: None.

Atlas Subcommittee Report: Spot editing continues on the final draft.

Historic Commission/Museum Committee Awards Subcommittee Report: None.

Haunted Museum Subcommittee Report: None.

Newsletter Subcommittee Report: None.

Reports from Museum/Library Liaisons: None.

Unfinished Business:

- A. SHM Work Plan Updates:** After reading through the “Programming Goal” section, these points were highlights: there should be programs for all ages and backgrounds (with a special emphasis on Springfield Public Schools), with programs being planned and created in collaboration with the Library, other city departments, nearby museums and nonprofits, and community groups; programs should be accessible, with Spanish translation; opportunities for community members to share their history, including the collection of oral histories, should be implemented. After reading through the “Membership and Marketing Goal” section, these points were highlighted: the museum brand should be streamlined and emphasized in all marketing; other revenue sources, such as image requests and ‘adopt an object’ programs, should be investigated. Maddi stated that she would revise the work plan draft to show these edits, and bring it back

to the Committee in January for approval. This item would be kept on Unfinished Business for the January 20, 2025 meeting.

- B. Assess SHM Docent Training Manual:** Patty stated that she and the other current museum docents had gathered to work on the manual, and would be meeting again in the future. She also requested that Maddi update some specific items in the current manual, such as fire extinguisher locations and staff phone numbers.

New Business:

- A. Museum/Library Joint Logo Discussion:** Krista shared that she would be sending the Committee a survey to help her collect ideas and feedback related to the creation of a joint Library/Museum logo. She also asked the Committee for their feelings on what the Museum is: some of the things mentioned were the physical landscape of Springfield, including the rivers, the idea of reflection, curiosity, and the connection of the community to the museum. Maddi said she would forward the survey to the Committee.

Info Sharing:

Stacy shared that this would be her final meeting as a Committee member, having reached the end of her second term. Everyone thanked her for her commitment and work for local history, especially on the Heritage Awards program. Maddi reminded the group that there wouldn't be a December meeting.

Meeting adjourned at 6:34 pm.