

LACEY HISTORICAL COMMISSION MEETING MINUTES

November 20, 2013 6:00 p.m.
Lacey City Hall- Council Chambers

PRESENT

Commission: Yasemin Alptekin, Megan Wilson, and Susan Goff.

Shirley Binkley arrived 6:10 p.m.

Excused: Rosalie Raps Melnick, Kimberley Bauman, and Kristina Trebil (all excused).

Staff: Erin Quinn Valcho, Lori Flemm.

Public: Diane Dean and Ken Dean.

Historical Society: Lisa Wooden and Lanny Weaver.

The meeting was called to order at 6:02 p.m. by Susan Goff.

Motion: Susan Goff was voted as Commission Chair pro-tem.

AGENDA

There were no changes to the agenda.

MINUTES

The October 16, 2013 minutes were approved as revised and placed on record.

ANNOUNCEMENTS

All absent Commissioners were excused from the meeting.

PUBLIC COMMENT

- a. Lacey Historical Society (LHS). LHS board member, Lisa Wooden, reported that she is heading the project to assemble the memories that have been collected from recent LHS events. Anyone who has anything to pass on should forward it to Ms. Wooden. There will be no LHS board meeting in December. LHS has prepared their suggestions for the Depot Exhibit Team, which Lanny Weaver (LHS board member) will pass on at the November 21 meeting.
- b. Others: None.

CORRESPONDENCE

A letter was received from Megan Duvall of the Washington State Department of Archeology and Historic Preservation (DAHP). See "Old Business" below.

CALENDAR OF EVENTS

There were no changes to the calendar.

OLD BUSINESS

- a. Investigation into citizen request for resignation of a Commissioner.
Interviews. Parks & Recreation Director, Lori Flemm, reported that the Mayor and the City Manager will be conducting in-person interviews with the four people who were present during the incident in question.
"Malfeasance" & City Code. Ms. Flemm sent the Commissioners the relevant city code and the definition of malfeasance as requested by Ms. Goff at the last meeting.

- b. “Sacred Cows” and Stories. Museum Curator, Erin Quinn Valcho, distributed the ideas sent in to her by the Commissioners for review and comment.
Additional Ideas. Military connection to Lacey.
Resources. Ms. Wooden shared that she contacted the Postal Service Museum and the National Railroad Museum at the Smithsonian, who both seemed very interested in our project and might be excellent resources for us.
- c. Comments on DAHP’s State Historic Preservation Plan Draft. Ms. Flemm acknowledged the Deans for interviewing City Council members and sending their feedback to DAHP. The group reviewed the document and provided comments which will be put into a letter to the state. (See attached letter with consolidated comments).
Council updates. Diane Dean, citizen, recommended having a regular work session with City Council specifically dedicated to updating them on the Depot Museum project.

NEW BUSINESS

- a. Historic Media Reproduction Policy. Ms. Quinn Valcho presented a draft policy for discussion. Comments and concerns from Commissioners included:
- Include a statement for the reasons behind the policy.
 - “Historic media” may not be a term that everyone understands.
 - Whether to allow personal equipment to reproduce documents or images.
 - Whether to include the statement that “the user must obtain the necessary permission from the creator of the work” to use it or to consider putting that statement into its own section relating to commercial works.
 - Clarification of what “reproductions in good taste” mean.
 - Discounts and who is eligible for a discount.
 - Whether we should charge local organizations any fee.
 - Commercial distribution – should local include Lacey or Thurston County? Clarify in the policy that it is distribution.
 - Whether we should charge people who donated photographs and their heirs.
- Ms. Quinn Valcho shared her philosophy that the fee schedule should be commensurate with the City resources that are used to fulfill the request. In her experience, groups that have a special relationship with the museum could receive various levels of discounts, but that is a Commission decision.
- b. Commissioner Meeting Code of Conduct. Ms. Flemm wanted to reaffirm that Commissioners are the only people who get to vote on issues before the Commission. The Commission agreed that they would like to adopt a code of conduct. Commissioner Shirley Binkley, Ms. Goff and Ms. Dean will look for samples of codes of conduct and send them to Lori.

Ad Hoc COMMITTEE REPORTS

Policy Ad Hoc Committee. Ms. Flemm distributed copies of the current Historical Commission policy manual, which contains items that do not belong in a policy manual,

some that belong in a museum policy and some that belong in the commission policy manual. The committee would begin by evaluating the existing policy.

Motion approved: To form a Policy Ad Hoc Committee.

STAFF / MUSEUM REPORT

- a. Ms. Quinn Valcho reported that volunteers Richard Jones and Kristina Trebil were trained and volunteered 12 hours this month.
- b. The Bowker Street storage facility will be closed and the items moved to a City Hall 3rd floor storage room, saving the budget \$1260 and improving care of the collections.
- c. With extra monies in the budget due to the curator vacancy earlier in the year, staff is stocking up on supplies for the museum, and for moving and storage of artifacts in the Bowker Street storage facility.
- d. Two new acquisitions were accepted, seven customer service requests were completed and two tours for 24 people were given at the museum.
- e. There were 21 visitors in October and 34 to date in November.

COMMISSIONERS' REPORT

- a. Ms. Goff reported on two museums that she visited in Salem, one was the Willamette Heritage Center at the Mill and the other was the Oregon State Hospital Museum of Mental Health. Ms. Goff brought back ideas for what to do or not do in our new museum exhibit.
- b. Commissioner Yasemin Alptekin reported on her trip to Longmire for Veteran's Day.

CHAIR'S REPORT

No report.

DIRECTOR'S REPORT

- a. Ms. Flemm provided inserts for the Commissioner binders so that everyone would have the same information.
- b. The City has signed the contract with Merritt Architecture for the Depot Project.
- c. At the December meeting, in addition to discussing the Depot exhibit project, the Commission will need to work on 2013 accomplishments and 2014 goals and Megan will present her school program presentation to the Commission.
- d. In January, the Commission will need to hold the election of new officers.

ADJOURN

Meeting adjourned at 7:30 p.m.

NEXT MEETING

Wednesday, December 18, 2013, 6:00 p.m. at Lacey City Hall.