

LACEY HISTORICAL COMMISSION MEETING MINUTES

December 18, 2013 6:00 p.m.

Lacey City Hall – Council Chambers

PRESENT

Commissioners: Yasemin Alptekin, Kimberley Bauman, Shirley Binkley, Fermnell Dowell III, Susan Goff, and Rosalie Raps Melnick.

Kristina Trebil arrived at 6:15 p.m. Shirley Binkley left at 8:15 p.m.

Excused: Megan Wilson.

Staff: Erin Quinn Valcho (Museum Curator), Lori Flemm (Parks and Recreation Director).

Lacey Historical Society: Bob Krier and Lanny Weaver.

Public: Diane Dean and Ken Dean.

The meeting was called to order at 5:59 p.m. by Rosalie Raps Melnick.

AGENDA

One item, 9d, was deleted from the agenda due to the absence of Youth Commissioner Megan Wilson.

MINUTES

The November 20, 2013 minutes were approved as written and placed on record.

ANNOUNCEMENTS

New Commissioner, Fermnell Dowell III, was introduced.

PUBLIC COMMENT

- a. Lacey Historical Society (LHS). LHS board member, Lanny Weaver, reported that there was no LHS board meeting in December. The LHS plans to set their calendar in January; it will be shared at the January Commission meeting.
- b. Others: None.

CORRESPONDENCE

A letter was sent to Megan Duvall of the Washington State Department of Archeology and Historic Preservation (DAHP) in response to her request for feedback on DAHP's State Historic Preservation Plan Draft.

CALENDAR OF EVENTS

Ms. Flemm presented the proposed 2014 calendar. Commissioners discussed whether to change the nomination due date for Lacey Historian of the Year in order to coincide better with the current Commission meeting schedule.

Motion Carried: To change the due date for nomination of Lacey Historian of the Year from April 30th to May 10th.

The Commission also discussed the significance of June as Lacey History Month, the criteria for nominations of Historian of the Year, the addition of term expiration dates to the calendar, and whether to change the date of the Museum Open House.

Motion Carried: To adopt the proposed 2014 calendar with one change.

OLD BUSINESS

- a. Investigation into citizen request for resignation of a Commissioner. Ms. Flemm reported that the interviews have been concluded.
- b. Historic Media Reproduction Policy Draft. This agenda item was referred to the ad hoc Policy Committee. Bob Krier read a prepared statement on behalf of LHS, which is

attached. Commissioners thanked the LHS for their input, and will keep their comments in mind for the policy creation. They asked for clarification from LHS with specific examples so that they may be addressed in the policy.

- c. 2013 Accomplishments/2014 Work Plan. Draft documents were presented, commented on and amended. Commissioner Susan Goff and Ms. Flemm will complete the final wording and present to the Commission in January. The LHS confirmed that they would like Thurston County Through the Decades to be a joint project with the Commission and the Museum.

NEW BUSINESS

- a. Commissioner Code of Conduct/Ethics. Ms. Flemm shared the code of ethics provided by Commissioner Binkley with City Manager, Scott Spence, who suggested that the Commission adopt the City Council's and supplement as needed. This topic was referred to the Ad Hoc Policy Committee.
- b. Annual Review of Rules of Procedure.

Section 2b. Officers. The date of term expiration was proposed to be changed from January 15 to January 1 due to the current Commission meeting schedule.

Section 9. The due date of May 10th was added at the end of the first sentence and the wording changed from "Nominations shall be made" to "shall be considered."

Motion Carried: To accept these two changes to the Rules of Procedure.
- c. Record of donations 2009 – 2013. Ms. Flemm presented statistical information on the history of monetary donations in the donation box at the Lacey Museum as compared to annual attendance. Ms. Weaver reminded the Commission that the visitation numbers could be high since they might include people who are not actually visiting the museum.
- d. Item deleted from the agenda.
- e. Review of Depot Museum conceptual floor and site plans. Ms. Flemm presented ideas on behalf of the architect to be considered by the Commission, based on a review of the scoping document and the conceptual floor plan.
 1. **Explore an alternate concept for entering on the west side of the Depot.** Ms. Goff expressed concern that we keep the museum accessible for seniors and less-abled patrons and consider a loading zone/drop-off area.
 2. **Explore using the 2nd floor as open clerestory space and making the basement larger to accommodate all the spaces that we need, which will likely increase the cost.**The Commission unanimously agreed to let the architect explore these ideas.
- f. Election of Officers for 2014. Rosalie Maps Melnik was elected Chair and Kimberley Bauman was elected Vice Chair.

Ad Hoc COMMITTEE REPORTS

Policy Ad Hoc Committee. Committee Chair, Kristina Trebil, reported that the Committee evaluated the current policy manual and determined that since most of the policies date to 1998 or earlier the policy manual needs a thorough revision. Seven policies should be moved to a museum policy, 9 policies are to be removed entirely and 2 policies will be retained and revised. Some policies will need to be added. Ms. Melnik requested to be added to the committee as a reviewing member.

STAFF / MUSEUM REPORT

- a. Curator's Report.
 - Ms. Quinn Valcho reported that volunteers donated 32.25 hours in November and 16.5 so far in December. An SMU history major will be interning at the museum in January.
 - Shelving was purchased and assembled for the 3rd floor storage room at City Hall.

- IS installed a new modem at the Museum, allowing staff to work at peak efficiency.
- Ms. Quinn Valcho presented a brief historical presentation and cupcakes to City Council on December 5th in honor of 47th Lacey's birthday.
- Staff completed 7 customer service requests since the last meeting.
- There were 46 visitors in November and 22 to date in December, including one tour.

Ms. Trebil requested that Ms. Quinn Valcho track her time on customer service requests to aid the policy ad hoc committee in the establishment of policy.

- b. Exhibit Planning & Development Team. Team representatives, Lanny Weaver, Commissioner Goff, and Ms. Quinn Valcho reported on the exhibit start-up meeting, held on November 21. Commissioners discussed:

Target audience

- Attract local & regional visitors as we do now
- Accommodate train buffs without taking away from Lacey story
- Accommodate school field trips

Ms. Quinn Valcho asked the Commission to provide guidance on accommodating ESL visitors. The Commission suggested that users will have technology to translate for themselves (i.e. smartphone apps).

Exhibit Goals, Themes & Messages

- Focus on the Lacey area with a regional context
- Fun, engaging and experiential (not just static book-on-the-wall)
- Lacey as a great place to live
- Lacey has a long history
- 3 broad eras of development: early settlement, railroad, interstate/incorporation

Design Approach

- Museum to appear inside as a museum not a Depot
- Want to consider use of technology with the future in mind. Do not want to be obsolete. Want a balanced approach to technology. No technology for its own sake.
- Support of IS staff and getting them on board early is critical for success
- Big experience that is memorable – “balloon ride” idea – maybe a slide?
- Need to be low maintenance.
- Concern for noise/activity bleed

January 3rd, 2014, the team will receive the narrative walkthrough. The next meeting will be January 7th conference call. Commissioners will review the narrative walkthrough at the January 15 Commission meeting.

COMMISSIONERS' REPORT

Ms. Goff reported that Justice Tom Chambers had passed away. The Commission agreed to send a card to the family.

CHAIR'S REPORT

No report.

DIRECTOR'S REPORT

- a. Ms. Flemm believes that the Depot was torn down between 1950 and August 1951. We have an aerial photograph dated 8/1951 that shows the Depot not present. Bob Richards' sister remembers the Depot being there when their family moved across the street in 1950.
- b. Richard Jones, Museum Volunteer, attended the Lacey City Council meeting on December 5th. He was on the first City Council and was invited to share his experiences, which he did graciously and with detailed recall.

ADJOURN

Meeting adjourned at 8:33 p.m.

NEXT MEETING

Wednesday, January 15, 2013, 6:00 p.m. at Lacey City Hall.