

# LACEY HISTORICAL COMMISSION MEETING MINUTES

January 15, 2014 6:00 p.m.  
Lacey City Hall, Council Chambers

## **PRESENT**

**Commission:** Kimberley Bauman, Shirley Binkley, Fernnell Dowell III, Susan Goff, Kristina Trebil and Megan Wilson.

**Excused:** Yasemin Alptekin, Rosalie Raps Melnick.

**Staff:** Erin Quinn Valcho, Museum Curator; Lori Flemm, Parks & Recreation Director. Scott Spence, City Manager; Council Member Virgil Clarkson and Council Member Jeff Gadman left at 6:25 p.m.

**Historical Society:** Shirley Dziedzic (left at 8 p.m.), Ken Marmion.

**Public:** Jim Merritt, MerrittArch, left at 7:10 p.m.

The meeting was called to order at 6:04 p.m. by Kimberley Bauman.

## **AGENDA**

There were no changes to the agenda.

## **MINUTES**

The December 2013 minutes were approved and placed on record.

## **ANNOUNCEMENTS**

- a. Letter from Rosalie Melnick. Ms. Flemm read a letter from Ms. Melnick requesting an indefinite leave of absence from the Historical Commission.
- b. Investigation into citizen request for resignation of a Commissioner. Council Member Clarkson, along with City Manager Scott Spence, followed up with the four individuals who were present at the August 5<sup>th</sup> incident and afterward made his recommendations to City Council. As a result, Council has made the following recommendations:
  1. Given that Lacey's heritage and history is extremely important, long and rich, city officials and staff want to promote and treasure it.
  2. Early pioneer families should be more prominently recognized through landmarks, naming or other ways and this could be a task of the Historical Commission.
  3. There should be a Memorandum of Understanding between the City of Lacey and the Fleetwood Family regarding the collection that would include:
    - i. the City's rights to the collection
    - ii. the City's desire to protect the collection
    - iii. the display of the collection
    - iv. a complete inventory of the collection
    - v. the final disposition of the collection
  4. It is appropriate to have rules of conduct and protocol for all of the boards and commissions under the authority of the City Council. The Historical Commission should participate in the process to create them. Each member of all the boards and commissions will be asked to sign off that they have read and agree to abide by the rules.

Council Members Clarkson and Gadman clarified that the City Council did not ask Ms. Melnick to step down or take a leave of absence.

- c. PastPerfect grant application status. The Thurston County Commissioners on January 14, 2014 awarded the Lacey Museum \$1,002 for the purchase of PastPerfect museum software. Ms. Flemm acknowledged former Commissioner Stefanie Deyette for her recommendation to purchase the software, suggest funding sources and review of the grant application. Ms. Flemm acknowledged Erin Quinn Valcho who reviewed the draft application and suggested revisions prior to her starting date with the City as our curator.

### **PUBLIC COMMENT**

Lacey Historical Society (LHS). Shirley Dziedzic, Chair, reported:

- a. LHS's response to the Commission's letter of December 27, 2013 is being drafted and will be ready for the Commission's February meeting.
- b. LHS appreciated Ms. Flemm and Ms. Quinn Valcho's reports at the LHS January meeting on the building plans and the exhibit planning.
- c. LHS asked for an update on the building plans at their May 8<sup>th</sup> meeting. Ms. Quinn Valcho and Ms. Dziedzic will touch base regarding times to get feedback from LHS on the exhibit plans.

### **CORRESPONDENCE**

Ms. Flemm wrote a letter on behalf of the Commission acknowledging the letter from the Lacey Historical Society, dated 12/18/13. This was followed up by a letter from Kristina Trebil, Chair of the Policy Ad Hoc Committee, which welcomed input from LHS, acknowledged that the policy draft was compiled from other institutions' policies and requested clarification on what the LHS meant by "us" and "not charging any fees". Mr. Marmion commented that one of the major concerns of the LHS is that museum donors should not have to pay for the photographs they donated. Everyone agreed that open and honest communication is the key to moving forward, and committed to that endeavor.

### **CALENDAR OF EVENTS**

February 20<sup>th</sup> is the date set for the City Council work session to present the Historical Commission's 2013 accomplishments and the 2014 work plan. All Commissioners are encouraged to attend. The Vice Chair will present in absence of the Chair.

### **OLD BUSINESS**

- a. 2013 Accomplishments/2014 Work Plan.

Ms. Goff presented a draft of the 2014 Work Plan. Ms. Flemm clarified that the Work Plan is for Commissioners not Museum staff. Ms. Quinn Valcho commented that the work plan seemed possibly too ambitious. After discussion, it was determined that nothing could be dropped. Many projects are "ongoing" and not intended to be completed in the year.

**Motion carried: To accept the 2014 Work Plan as drafted with the following changes:**

- Add to Depot Project: 2a. Commissioners will have a representative on the exhibit committee.
  - Change the wording under diary transcription: Review transcriptions for relevant material and ~~create~~ begin an ~~inventory~~ index for future reference.
- b. Review of Depot Museum conceptual floor plan and site plans. Architect Jim Merritt presented revised conceptual building plans and site plans for the Lacey Museum at the Depot. Comments/concerns/issues that were raised included:
- Ensuring adequate room for a bus drop-off.
  - There will be a stop sign on Lebanon Street at the Pacific Avenue and Lacey Boulevard intersections. A traffic study will be done to determine whether a stop light is needed at the Pacific Ave. intersection.
  - The angle of the elevator may present a challenge in bringing things downstairs—having a straight line in is easier for transporting items.
  - There should be some images to show the public what the building would have looked like in 1891.
  - The changes to the upper hallway (curved stairway, tilted elevator) are “cleaner”.
  - Consider adding imagery set in the garden level floor.
  - The second floor will not be usable floor space, but the volume will be part of the multi-purpose room/exhibit gallery.
- c. Review Draft of Exhibit Storyline. Ms. Quinn Valcho shared the feedback received so far on the draft exhibit narrative. Many Commissioners expressed how pleased they are with the direction we are going.
- “Wow” factor was missing; it seemed similar to other museum exhibits.
  - Opening segment was lacking introduction and context.
  - Suggestion to change opening segment to “Faces of Lacey” and highlight the people and personal stories of Lacey.
  - Include a digital picture frame cycling photos of people of the past and invite current residents to submit and continue submitting photos.
  - Keep maps as a more hi-tech piece to be able to change with the times.
  - Engaging interactives that engage the visitor and challenge them to participate, ideas included: train whistles, the visitors hopes for Lacey’s future, racetrack interactive.
  - The telegraph interactive seems complicated.
  - We would like to explore the concept of a reproduction rail car that is a combination passenger/cargo car.
  - We would like to invite a Nisqually tribal member to participate on the exhibit committee.
  - The school segment could be a stand-alone section rather than a part of the chronology so that the entire story can be told.

## **NEW BUSINESS**

Presentation by Megan Wilson of Lacey History curriculum. Due to technical difficulties, Miss Wilson was unable to give her presentation with slides. In lieu of that, she reviewed the topics that she plans to discuss and the changes that she made to the presentation. Ms. Quinn Valcho commented that in the future she would like to see each Youth Commissioner develop a program targeted to a specific grade and add visual aids to go with the power point, such as artifacts and games. Ms. Goff suggested adding a slide tailored for each school.

## **Ad Hoc COMMITTEE REPORTS**

Policy Manual review report. The next meeting for the Policy Ad Hoc Committee was set for January 28, 2014 at 6 p.m. at the Council Chambers.

## **STAFF / MUSEUM REPORT**

- a. Curator's Report. Ms. Quinn Valcho reported:
  - There were 26 visitors to the Museum in December, seven of those were walk-ins and the rest was a tour in early December.
  - Staff completed five customer service requests, including scanning 56 photographs intended for Ken Ahlf's retirement ceremony which were instead given to his family for use at the memorial ceremony.
  - SMU student Hannah Meranda started her internship on January 11<sup>th</sup>. She is working on indexing the Lacey Leader collection.
  - Staff completed the 2013 Certified Local Government (CLG) report.
  - Staff continued to organize and clean offices at City Hall and the Museum, improving traffic flow, aesthetics, allergens and efficiency.
  - Volunteers gave 53.75 hours in December.
  - Ms. Quinn Valcho began writing procedures for collections processing.
  - Staff wrote the museum's 2013 annual report.
  - Ms. Quinn Valcho created expenditure ledgers and completed an in-depth review of the years 2005-2013 budgets.
- b. Exhibit Planning & Development Team. This agenda item was covered above.

## **COMMISSIONERS' REPORTS**

None.

## **CHAIR'S REPORT**

Ms. Flemm reported on behalf of Rosalie who downloaded articles from the internet on history of Lacey's naming. Lanny Weaver's article was distributed also and is the one with the most thorough and conclusive research.

**DIRECTOR'S REPORT**

- a. Updates to the 2014 Calendar and the Rules and Procedures were distributed.
- b. Status of Professional Commissioners. The municipal code for professional commissioners do not match the CLG requirements for professional members. As a result, one of the Professional Commissioner is officially changed to Shirley Binkley, with the other being Susan Goff.

**ADJOURN**

Meeting adjourned at 8:25 p.m.

**NEXT MEETING**

Wednesday, February 19, 2014, 6:00 p.m. at Lacey City Hall