

# LACEY HISTORICAL COMMISSION MEETING MINUTES

March 19, 2014 6:00 p.m.  
Lacey City Hall, Council Chambers

## **PRESENT**

**Commission:** Yasemin Alptekin, Kimberley Bauman, Shirley Binkley, Susan Goff, and Megan Wilson.

**Excused:** Fernnell Dowell III, Rosalie Raps Melnick, and Kristina Trebil.

**Staff:** Erin Quinn Valcho, Museum Curator; Lori Flemm, Parks & Recreation Director.

**Historical Society:** Zelma Bernd.

**Public:** Rebecca Sill and Alan R. Tyler.

The meeting was called to order at 6:01 p.m. by Kimberley Bauman.

## **AGENDA**

One item, under Correspondence, St. Martin's request for a letter of support of a Capital Heritage Grant application, was added.

## **MINUTES**

The February 19, 2014 minutes were approved and placed on record.

## **ANNOUNCEMENTS**

- a. PastPerfect grant application status. PastPerfect was installed last Friday and Ms. Quinn Valcho has begun to setup the database, entering contact information and accession records, and scanning donation documents into the database.
- b. Commissioner Dowell and his wife had their baby.

## **PUBLIC COMMENT**

Lacey Historical Society (LHS). Zelma Bernd reported:

- Planning is underway for the September 23<sup>rd</sup> annual meeting, the theme of which will be Lacey Schools Memories. It will be held at the Lacey Community Center.

## **CORRESPONDENCE**

- a. St. Martin's request for support of a Capital Heritage Grant application. Ms. Sill and Mr. Tyler requested a letter of support from the Historical Commission and community support for historical interpretation to strengthen their grant application. The Commission agreed to:
  1. Write a letter of support for the project (draft to be presented at next meeting).
  2. Promote a St. Martin's walking tour by putting the brochure in the Museum brochure rack and posting it on our website.
  3. Provide images of historic markers in the Lacey area to aid in developing a marker.
- b. An email announcing availability of scholarships to the National Alliance for Preservation Commissions' annual conference was sent to the Commissioners.

## **CALENDAR OF EVENTS**

No changes to the calendar.

## **OLD BUSINESS**

- a. March 6 City Council Work Session Report. Ms. Bauman reported on behalf of the Commission. Several Commissioners were in attendance. City Council was very supportive and interested in the work of the Commission.
- b. Proposed Addition to 2014 Work Plan.

**Motion Carried: The following was added to the work plan:**

*In partnership with Museum staff, Commissioners may volunteer to assist in entering data into Past Perfect Museum software, and may assist with cataloguing and processing of the Fleetwood and other Collections. Museum staff will hold an audit in partnership with the Commissioners.*

- c. Review of Depot Museum conceptual floor plan and site plans. No update.

## **NEW BUSINESS**

- a. Miss Wilson presented her school outreach program “Evolution of Lacey” to the Commission.
- b. RFQ for Capital Campaign Consultant. Ms. Bauman requested this action item be completed by this meeting. Other issues with the Depot delayed the completion of this. Ms. Flemm will send it by email to the Commissioners when it is complete.
- c. Draft Deaccession policy.

**Motion carried: To recommend to City Council that the policy for items of historical or cultural importance be:**

*In the case of moneys accrued from the disposal of artifacts received through gift, bequest, purchase, exchange, or an unknown source, the proceeds may only be used for collections acquisition.*

## **Ad Hoc COMMITTEE REPORTS**

Policy Ad Hoc Committee. Mr. Dowell sent in a written report (See attachment A) on behalf of Committee Chair Trebil.

## **STAFF / MUSEUM REPORT**

- a. Curator's Report. Ms. Quinn Valcho reported:
  - There were 42 visitors to the Museum in February, compared to 33 in February 2013. Of these, there were two tours, one of the Polish exchange students and another of Olympia, Tumwater and Lacey Visitor's Bureau (CVB) volunteers.
  - Staff completed three customer service requests.
  - Staff began to review the disaster plan.
  - Volunteers gave 137.5 hours in February to the Museum and the Commission.
  - A potential acquisitions register was created to make tracking them easier.
- b. Exhibit Planning & Development Team.
  - Ms. Quinn Valcho has uploaded 143 images to Formation for their use in the next phase of exhibit development.

- The next meeting will be held on April 15.

### **COMMISSIONERS' REPORTS**

- a. Ms. Goff reported that she found a summary of information on Farm to Market Roads and that she is working on a draft of the walking tour.
- b. Ms. Alptekin reported that she found a list of contact information for all of the schools and found the educational content standards for Washington State. She offered her assistance to Miss Wilson in developing her school outreach program.

### **CHAIR'S REPORT**

Ms. Bauman reported that in an effort to keep the meeting times down to a reasonable amount, times will be put on the agenda. Public speakers will be limited to 3 minutes unless time allows for more.

### **DIRECTOR'S REPORT**

- a. White River Valley Museum and City of Renton Museum. Ms. Flemm and Ms. Quinn Valcho visited these museums for research into the Depot project.
- b. City Attorney report on The Gift of Public Funds relative to the reproduction policy.
  - If the museum were to provide reproductions of city property (images, documents, etc.) at no charge, it would be considered a "gift of public funds" and in violation of the State Constitution. The museum may not give away city property and must charge a reasonable fee for all products and services.
  - Verbal agreements with donors will be honored for a period of time.
  - The city attorney will review the final draft of the policy.

### **ADJOURN**

Meeting adjourned at 8:00 p.m.

### **NEXT MEETING**

Wednesday, April 16, 2014, 6:00 p.m. at Lacey City Hall

### **Attachment A**

Type of Meeting: Ad Hoc Committee Meeting

Date: Wednesday, March 12, 2014

Time: 6:00 pm

Attendance: Kristina Trebil, Erin Quinn Valcho, Fermnell Dowell III, Kimberley Bauman, Shirley Binkley, and Lori Flemm

Agenda:

1. Lacey Historical Society Request
  - a. Before consideration of request it was recommended by committee that we seek the consideration of the City Attorney
2. Draft Museum Media and Image Policy

- a. We received a copy of Washington State Historical Society Image duplication and licensing Services fees. This showed us how fee schedules are set up and assessed.
3. Lacey Museum Policy
  - a. We were provided with the tentative Lacey Museum Policy Manual Outline draft.
  - b. The outline was very thorough, and it is going to replace the old policy manual
  - c. We were provided with National Standards and Best Practices for US Museums, this allowed for conversation on how we would like to address the Sale of Material Deaccessioned form the collections.
4. Lacey Historical Commission Draft and Policies and Procedures.
  - a. We were presented with a copy of the draft of the Lacey Historical Commission Policy
  - b. After recommendations were put forth, the draft is being updated to reflect the committee's recommendations.

Meeting Adjourned