

# LACEY HISTORICAL COMMISSION MEETING MINUTES

July 16, 2014, 6:00 p.m.  
Lacey City Hall, Council Chambers

## **PRESENT**

**Commission:** Kimberley Bauman, Shirley Binkley, Susan Goff, and Megan Wilson. Kristina Trebil arrived at 6:05 pm, at which time a quorum was present.

**Excused:** Yasemin Alptekin and Fernnell Dowell III.

**Staff:** Lori Flemm, Parks & Recreation Director; Liz Gotelli, Public Affairs & Human Resources Director; Cynthia Pratt, Deputy Mayor; and Erin Quinn Valcho, Museum Curator. Ms. Gotelli and Ms. Pratt left at 6:30 p.m.

**Historical Society:** Michael O'Keefe.

**Public:** None.

The meeting was called to order at 6:00 p.m. by Kimberley Bauman, Chair.

## **AGENDA**

There were no changes to the agenda.

## **MINUTES**

The June 18, 2014 minutes were approved as written and placed on record.

## **ANNOUNCEMENTS**

None.

## **PUBLIC COMMENT**

Lacey Historical Society (LHS). Michael O'Keefe reported:

- The August newsletter will be out next month and will focus on the annual meeting and will include an article on the status of the Depot project.
- The next LHS board meeting will be on September 9.

## **CORRESPONDENCE**

- a. Letter dated June 27, 2014 from City Clerk Carol Litten to Mari Fleetwood. Ms. Litten filled Ms. Fleetwood's public record request.

## **CALENDAR OF EVENTS**

- a. Saturday, May 9, 2015 Thurston County Through the Decades, 1950-1975. This event will be held at Huntamer Park in Lacey.
- b. July 17, 9 p.m., Lacey City Council Work Session: Depot Floor Plans. All are invited to attend.
- c. July 31, 5:30pm Totem Pole Blessing.

## **OLD BUSINESS**

- a. Review Process of Depot Museum schematic floor and plans. Ms. Flemm shared that she and Ms. Quinn Valcho will be presenting the latest building, exhibit and site plans with City Council on July 17<sup>th</sup>. Three City Council members will be invited to tour the Harbor History Museum and the White River Museum in Auburn in order to get a sense of the scope of our project in comparison. A larger

group will be assembled to visit the Tenino Museum. Ms. Bauman was asked to attend to represent the Commission and she accepted. On August 28<sup>th</sup>, a longer work session is scheduled to review the museum visits and compare to our project, discuss costs, schedule and O&M projections. The Lebanon Street extension contract negotiations are complete. It is expected that the project will begin again on August 1 and will be ready when the building planning project resumes.

- b. Recruitment of Youth Commissioner & 2 General Commissioners. Two applications were received for the vacant position; none were qualified to fill the professional position. Mayor Ryder will be recommending to Council the appointment of Erich Ebel to the Historical Commission. Ms. Flemm shared his resume with all present.
- c. Draft Historic Image and Media Reproduction Policy.

**Motion carried: To approve the Historic Image/Media Reproduction as written with the caveat that when the verbal agreement clause expires, the policy will be updated with a new date in addition to the deletion of the clause. The policy will become effective January 1, 2015.**

## **NEW BUSINESS**

- a. Standards, Protocols, and Ground Rules Handbook. Deputy Mayor Pratt thanked the Commissioners for their service, described the background on the handbook and presented an overview of the handbook. She asked for feedback and the following ideas were suggested:
  - On page 8, under Meetings Protocol, the 5<sup>th</sup> and 6<sup>th</sup> bullets are redundant
  - On page 9, the third bullet, add: “and give” was suggested
  - Wording requested to provide consequences if procedures are not followed
  - Include a statement about support expected from City Council and staffMs. Bauman reiterated to the Commissioners the bullet point that states that Commissioners are to support majority votes of the Commission even if they did not agree with them or vote for them.
- b. Draft Ethics Policy.

**Motion carried: To approve Part I, Section 2 Ethics of the Museum policy with the following changes:**

- **First paragraph, first sentence: change :Commission” to “Commissioners”**
  - **2.1 #2 Change the first word of the second paragraph from “Staff” to “Employees and Commissioners”.**
  - **2.2 #3 paragraph 1, second sentence: Change “an employee, Commissioner or volunteer” to “staff”.**
  - **2.2 #3 paragraph 3, first sentence: Change “City employee, Commissioner or volunteer” to “staff”.**
  - **2.2 #4 Heading: add “by Employees” to the end**
  - **2.2 #4 paragraph 2, first word: Change “Staff” to “Employees”**
  - **2.4 first sentence: Change “Museums” to “Museum”**
- c. Evaluation of Historic Neighborhood Walking Tour. The walking tour was a success with 57 registered walkers. It was determined to continue the event annually as a Lacey Museum event so that part-time staff can be used with the

full support of the City. A separate document summarized positive and negative comments that were discussed.

Ms. Flemm announced the Mayor Ryder is hosting a National Night Out potluck BBQ for the historic neighborhood (where he and the museum are residents) at the museum site. All are invited to attend.

- d. 2015 Thurston County Heritage Grant proposal. Ideas were discussed and proposed for the grant proposal.

**Motion carried: To apply for the 2015 Thurston County Heritage Grant for the Historic Walking Tour project, including a publication.** An interpretive marker for the Jacob Smith House will be considered for the 2016 grant proposal.

- e. Museum Open House from 4-6 on August 20, with LHC meeting starting at 6:30.

Ms. Quinn Valcho will do a presentation on the new museum project. Ideas were discussed for how to jazz the event up for next year.

**Motion carried: To change the LHC meeting time on August 20<sup>th</sup> to 6:30 p.m.**

### **Ad Hoc COMMITTEE REPORTS**

- a. Policy Ad Hoc Committee. Ms. Trebil reported that the committee report items have all been covered above.

### **STAFF / MUSEUM REPORT**

- a. Curator's Report. Ms. Quinn Valcho reported:
  - There were 54 visitors to the Museum in June, including 27 from the Walking Tour and 14 for the South Sound Heritage Association meeting.
  - Staff completed five customer service requests.
  - Volunteers gave **90.75** hours in June to the Museum and the Commission.
  - Ms. Quinn Valcho assisted in fulfilling the Fleetwood Records Request.
  - A new volunteer gallery host, Michael Waldren, started June 28. Another new volunteer gallery host will be starting in August.
  - Data entry this month was much slower because of the busy month: 12 contacts, 1 temporary custody record, 6 accessions, 21 documents scanned, 10 items catalogued, 12 images attached to catalogue records.
  - The large storage room inventory is complete and the inventory was shared with the Commissioners. Once volunteer Richard Jones completes the box lists for those that were missing we will be able to check that room off the list.

### **COMMISSIONERS' REPORTS**

None.

### **CHAIR'S REPORT**

Ms. Bauman thanked everyone for the service as Commissioners.

### **DIRECTOR'S REPORT**

- a. Ms. Flemm asked those who had not yet signed Rosalie's certificate to sign it.
- b. Ms. Flemm reported that she emailed Diane Dean regarding Thurston County Through the Decades and the decisions that were made at the last LHC meeting.

- c. The General Government Committee met on Monday and are changing the Lacey Municipal Code 2.42 changing the term of Youth Commissioners to two terms.
- d. Ad Hoc Committee policies were sent to LHS before the meeting.
- e. Commissioners contact lists were sent out to everyone and Ms. Flemm asked that they review it and send in any changes.

Meeting adjourned at 7:43 p.m.

**NEXT MEETING**

Wednesday, August 20, 2014, 6:30 p.m. at Lacey Museum.