

1 Minutes of the Whitaker Museum Board meeting held Tuesday, April 25, 2017 at 6:30 p.m. in the  
2 Business Office Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

3  
4 **MEMBERS PRESENT**

5 Mel Miles  
6 Spencer Packer, Chair  
7 Nancy Smith  
8 Paul Thomas Smith  
9 Laura Toney

10  
11 **MEMBERS ABSENT**

12 Diane Chamberlain

13  
14 **STAFF PRESENT**

15 Stephanie Ivie, City Council Liaison  
16 Lisa Linn Sommer, Museum Director  
17 Connie Larson, Recording Secretary

18  
19 **MINUTES REVIEW AND ACCEPTANCE**

20  
21 Minutes of the March 28, 2017 meeting minutes were reviewed. Mel Miles made a **motion**  
22 to approve the minutes as written. Paul Thomas Smith seconded the motion, which was passed by  
23 unanimous vote (5-0).

24  
25 Minutes of the April 13, 2017 emergency meeting were reviewed. Chair Spencer Packer  
26 made a **motion** to approve the minutes as amended in red. Nancy Smith seconded the motion,  
27 which was passed by unanimous vote (5-0).

28  
29 **CHAIR PACKER REPORT**

30  
31 a. **Parking and Lighting Project**

32 Chair Spencer Packer reported the City has received bids for the parking area at the  
33 Museum. He recently met with the Public Works Department to show them the parking  
34 layout design, and the preliminary design was sent by email to Board members last  
35 week. The new parking area shows ten parking spaces. The flag pole will need to be  
36 moved, and a design for the electric system will involve conduit to run the wires in and  
37 through concrete bases. A low estimate on lighting is \$3,600 a piece up to \$5,000. An  
38 Eagle Scout has expressed interest to do the conduit for his Eagle Scout project. One  
39 of the problems with the current paving is it covers the main sprinkler lines, and the  
40 sprinklers will need to be reworked. A bumper block can be placed on the pavement  
41 line to keep cars from going onto the grass and damaging the sprinkler lines. Bruce  
42 Cox, Parks and Recreation Director, wants to run a line from inside the basement to the  
43 sprinklers, so they can control the sprinklers by phone. A concern was expressed that a  
44 bumper block wouldn't deter drivers from still backing over the sprinkler and another  
45 alternative would be to have the sprinklers up next to the pathway shooting south,  
46 avoiding any problems of driving over sprinkler heads.

1           b. Updates of CLG Project

2           Chair Spencer recently met with Guy Carpenter and the building inspector, and the  
3           plans were redone adding more detail. The size calculations for the heating and air  
4           conditioning system were received today, and he will submit the application for the  
5           permit this evening. The south wall next to the fireplace is the best place where the  
6           ceiling air conditioning element can be placed. The building inspector, has given  
7           approval to rough-in the toilet.  
8

9           **ROP EDIT COMPLETION**

10  
11           The Board discussed and made changes to the Building Use Agreement from the Policies  
12           & Procedures for the Whitaker Museum.  
13

14           **SOUND SYSTEM/WHITAKER 4<sup>th</sup> of JULY**

15  
16           Laura Toney reported the current sound system at the Museum is a small speaker with a  
17           headset and speaker. The concern is that speakers who talk at the Story Telling events who have  
18           soft voices are hard to hear. Laura contacted Performance Audio, and they can do a wireless  
19           microphone, receiver, and cables to go between the receiver and speaker at a cost of \$750 for the  
20           low end, and this is with their discount. Chair Packer proposed upgrading the system by  
21           purchasing a second speaker to go with the current sound system that could also be used outside.  
22

23           Lisa Sommer, Museum Director, reported Judy Gunn will be spinning wool on the lawn of  
24           the Museum at the 4<sup>th</sup> of July events this year. Visitors may view the video in the Gathering Room,  
25           but there will be no tours of the Museum on July 4<sup>th</sup>. Paul Thomas Smith said he has a pioneer  
26           period costume that he could portray Thomas Whitaker in the parade if a car is available for him  
27           to ride him. The parade will begin at Pages Lane this year and travel north on Main Street.  
28

29           **REPORT ON BUDGET MEETING WITH CITY MANAGER**

30  
31           Mel Miles reported he met with Steve Thacker, City Manager, and Lisa Sommers, Museum  
32           Director to discuss the Museum budget. The current Museum budget is a little less than \$10,000  
33           for the remaining fiscal year, and the RAP Tax is five percent for the Museum. Lisa Sommer will  
34           look at the priorities of the Museum budget to see where the \$10,000 was to be spent.  
35

36           Mel Miles made a **motion** to substitute purchasing a sound system in place of the Museum  
37           brochure, with the understanding that the publishing of the brochure will be pursued at a future  
38           date. Laura Toney seconded the motion, which was passed by unanimous vote (5-0).  
39

40           **BOARD MEMBER REPORTS**

41  
42           Paul Thomas Smith reported the Museum video is moving forward. Former City Council  
43           member, Dean Layton, who moved to St. George, visited the Whitaker Museum last week, and he  
44           was very happy with the renovations at the Museum and how well it looks. Mr. Smith will be  
45           doing the May Story Telling event. Lisa Sommer was asked to send an invitation via email to the  
46           City, including elected and appointed officials inviting them to this event.

1  
2 Nancy Smith reported three to four people have expressed an interest in editing the videos  
3 of the Story Telling events and asked Lisa to report on the outcome of that.

4  
5 Lisa Sommers reported she went to a meeting at the State last week on museum collections,  
6 and she was told her forms look great. She was told to make sure the building contents are well  
7 insured. The forms will be vetted by the City Attorney, along with the recommendations from the  
8 Board on the entire document.

9  
10 **NEXT MEETING**

11  
12 The next Whitaker Museum Board meeting will be held on Tuesday, May 23, 2017 at 6:30  
13 p.m. at City Hall.

14  
15 **ADJOURN**

16  
17 At 8:30 p.m., Mel Miles made a **motion** to adjourn the meeting. Nancy Smith seconded  
18 the motion, which was passed by unanimous vote (5-0).

19  
20  
21  
22 \_\_\_\_\_  
23 Spencer Packer, Chair

\_\_\_\_\_05-23-2017\_\_\_\_\_  
Date Approved

24  
25  
26  
27 \_\_\_\_\_  
28 Connie Larson, Recording Secretary