Minutes of the Whitaker Museum Board meeting held Tuesday, January 23, 2018 at 6:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith
Laura Toney, was excused at 6:30 p.m.

MEMBERS ABSENT
Diane Chamberlain

STAFF PRESENT
Stephanie Ivie, City Council Liaison
Lisa Linn Sommer, Museum Director
Connie Larson, Recording Secretary

BOARD REPORTS
Laura Toney reported there could be more school tours given at the Whitaker Museum. Many teachers have retired, and their replacements are unaware of the Museum's immersion activities for students. Letters of introduction were sent to the elementary schools last fall inviting them to attend tours at the Museum. Laura is going to visit the schools now that it is the New Year, and class fieldtrips are being planned. She will present letters to each teacher, inviting them to the Museum. She suggested possible presentations could be held in the classrooms about the Museum to initiate interest in a class visit.

POSSIBLE STORYTELLING TOPICS (APRIL-OCTOBER)
Lisa Linn Sommer reported Police Chief Paul Child is scheduled to speak at the Storytelling Event in May to coincide with National Law Enforcement Month. The Board discussed other names of individuals who have lived or currently live in Centerville who could be asked to speak at the Storytelling Events. Possible presenters are: Lane Beatty, Lloyd Carr, Royce Allen, Bruce Pitt, Dee Rigby, and Paul Cutler. Bonnie Oswald could talk about the pioneer trail from San Bernardino, California to the Salt Lake Valley. A women’s literary club was established sometime in the 1870’s, and this club is still meeting today. One of the members could possibly speak about the origins of this quilting club.

At 6:30 p.m., Laura Toney was excused from the meeting.

MINUTES REVIEW AND APPROVAL
Minutes of the December 13, 2017 Whitaker Museum Board meeting minutes were reviewed. Mel Miles made a motion to approve the minutes as amended. Nancy Smith seconded the motion, which was passed by unanimous vote (4-0). 


CALENDAR 2018

Lisa Linn Sommer, Museum Director, distributed a report of past events with income and attendance numbers that allow to discuss events for the Museum for 2018. The Board discussed events that have previously been held at the Museum, and if some events should be discontinued.

Chair Spencer Packer made a motion to place a hiatus on the Zombie Run for the 2018 year. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).

Nancy Smith reported the Policies and Procedures for the Whitaker Museum that she and Lisa Linn Sommer have been working on has been completed. Stephanie Ivie, City Council Liaison, stated it is hoped to have an additional push on the budget at the next City Council meeting.

DIRECTOR REPORT

Lisa Linn Sommer, Museum Director, reported the decision was made to take the artifacts that belonged to B. H. Roberts that were donated from Clark Roberts. Storage for the artifacts is $150 per month, and the Museum will pay Clark Roberts unit fees to continue storage of the artifacts for the month of January and February. This will allow the Board to locate a storage unit and calendar a date for transfer, that works for all involved. A storage unit became necessary, after Lisa Linn Sommer was informed by Bruce Cox and Steve Thacker that the City has no room for storage of Museum artifacts. A storage pod could be rented and perhaps placed at the Public Works Building, or next to the police cars at City Hall. The Board agreed an inventory and photographs must be completed on the artifacts to see what items should be kept.

Paul Thomas Smith said he will contact a friend who works for the LDS Church who could give a value on the artifacts for the purpose of insurance. The LDS Church might also be able take the items the Board does not want. Lisa Linn Sommer, Nancy Smith and Mel Miles will take pictures of the artifacts. The artifacts must be removed from the rental unit by March 11, 2018.

Lisa Linn Sommer reported there is a man who renovates antique, kitchen stoves, but he lives in Wyoming. The stove would have to be taken to Wyoming. Last year, the City gave approval to place the beehives where they were, but Public Works wanted to install a retaining wall at the location of the hives to stop soil from shifting onto the UTOPIA trailer. The beehives were moved three feet, so the bees flew away. Hornets and ants took over the hives and ate the honey. The retaining wall was never installed, and the bee owners said they lost $400 because of the hives being moved.

Nancy Smith made a motion to take $400.00 from Reserve Fund Balance, and reimburse the bee owners (Carrie and Rick Briscoe), and ask them if they are willing to purchase new bees and continue doing the beehives. Lisa Linn Sommer will contact Steve Thacker, City Manager, on the beehives to get assurance that the bees will not be displaced again. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).
The Parks Department will be informed on what happened with the bees, and the Board strongly encourages the retaining wall be completed before bees are reinstated, so this does not happen again.

Chair Spencer Packer sent a thank you letter to Dave Parrish for his $100 donation to the Museum. Thank you letters were also sent to the Eagle Scouts for the projects they completed at the Museum, and a gift card was given to Marsha Morrow for her retirement. The Cheney family has a chair that was owned by Centerville pioneer they would like to donate it to the Museum. The chair is in Virginia, and shipping would be an exorbitant cost. Paul Smith’s daughter lives in Virginia, and has offered to store the chair until someone can drive it to Utah. All forms must be in place before a decision can be made to accession the brown dress presently in temporary custody at the Museum.

Lisa Linn Sommer reported; Mike from Public Works is investigating different methods to control the mice at the Museum without harming humans. Currently, d-CON natural peppermint sachets are the safest product, but it must be replaced every 30 days. Guy Carpenter reported to Lisa Linn Sommer on progress of the following awarded CLG project. The carriage façade doors are three to four weeks from being completed, after which they will be ready for installation. The copy machine bill for color copies was $7,000 for the last two years, which is 116,000 color copies. All who wish to use the color copier must sign in with a department number. Each department will be charged .06 cents per copy, so members must be careful in the number of color copies that are made. The Board is to go through the director if they want to make any color copies.

**BOARD REPORTS – CONTINUED**

Paul Thomas Smith said he attended a meeting with the editor of the Sons of Utah Pioneers magazine, and a special issue on Davis County is going to be printed. The four cities involved in the pioneer period will be featured, which will include Centerville. Mr. Smith and Royce Allen will be writing an article on Centerville that will feature Thomas Whitaker and Andrew Dalrymple.

Paul Thomas Smith distributed a summary of the Founding Families of Centerville that he is researching. This is a social history of the people more so than a political history. There will be events included that are important to the City, and how people lived in the pre-railroad period. There will be four musical selections that were important during that time, and he is hoping to have professional singers record the songs. The problem is financing, as there must be quality pictures and sound effects. This project is estimated to cost $10,000, which is $4,000 more than originally budgeted. The cost per disc is $1.25, and the project is expected to be completed by June 2018.

Chair Spencer Packer made a **motion** to allocate an additional $3,000 for the production of the DVD to be budgeted from the Reserve Fund Balance to Paul Thomas Smith. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).
Chair Packer made a motion that with the previously allocated $6,000, and the additional $3,000 from the Reserve Fund Balance, for a total of $9,000 budget for DVD production. Note: $3,000 of which has already been paid by the City. The remaining $6,000 balance will come from the Whitaker Museum Reserve Fund Balance as follows: By February 5, 2018, $2,000 be paid to Paul Thomas Smith. Based on the March report, a second payment of $2,000 could be made on April 5th. The remaining $2,000 would be approved upon receipt of the completed DVD, and 1,000 copies ready for sale delivered to the Museum. Mel Miles seconded the motion. A question on the motion was made regarding the February payment.

Chair Packer amended the motion to make the February 2018 payment available immediately. Nancy Smith seconded the amended motion, which was passed by unanimous vote (4-0).

Stephanie Ivie, City Council Liaison, reported she spoke with Police Chief Paul Child, and he mentioned that he had visited with Mrs. Russell, and they had looked for the missing police memorabilia at her home. She does not have the items that were displayed for Chief Russell’s funeral. Another City employee (Lisa Bednars) thinks she remembers hearing Chief Worsley tell Chief Russell’s son that he could keep them. Chief Child expressed a desire for some contact to be made with the son indicating the hope to become owners of the items when family sentimental value has diminished.

Nancy Smith reported she and Lisa Linn Sommer did price checking on countertops, which is around $1,500, and this does not include the cutout for the sink and installation. Nancy is in the process of purchasing a quartz countertop for her home, and she can purchase the entire slab, which would then allow enough pieces to do a backsplash and countertop for the Museum. The Museum portion would be under $550.00 (as compared to $1,500). The Board approved of the purchase for the countertop.

A meeting was held today with Steve Thacker, City Manager, Mel Miles, Lisa Linn Sommer and Nancy Smith to discuss RAP Tax money that is available for the Museum. Nancy Smith reported the January-June 2018 Museum’s internal calculation of RAP Tax available is less than what staff is showing. Part of that difference is that some driveway costs were taken out of the Museum’s budget rather than RAP tax in 2016. Total budget estimated to complete current projects is $34,859. The City Council would like a breakdown and timeline of when the projects can be completed. Chair Packer suggested three options to present to the City Council. A CLG grant up to $10,000 can be applied for, but only if there is a $10,000 City funds to match the grant, and this amount will be shared with the Landmarks Commission, giving us possibly $7,000 to apply for. The Museum would have until August 2019 to complete the projects. The CLG deadline is the end of April. Lisa will update the Museums internal accounting breakdown and give it to Steve Thacker, City Manager.
Chair Packer made a motion that Nancy Smith proceed to purchase stone for the downstairs kitchen counter for the Whitaker Museum at a reduced price, with payment to come in the future as funding becomes available. Worst case scenario out of Reserve Fund Balance by end of calendar year. The motivation is a 50 percent savings available if the Board commits now. Mel Miles seconded the motion, which was passed by a vote of (3-1). Nancy Smith abstained from voting.

**NEXT MEETING**

The next Whitaker Museum Board meeting will be held on Tuesday, February 27, 2018 at 6:00 p.m. in the Administrative Conference Room at City Hall.

**ADJOURN**

At 9:15 p.m., Nancy Smith made a motion to adjourn. Mel Miles seconded the motion, which was passed by unanimous vote (4-0).

Spencer Packer, Chair

Connie Larson, Recording Secretary

Date Approved