

1 Minutes of the Whitaker Museum Board meeting held Tuesday, March 20, 2018 at 12:00 p.m. in
2 the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

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4 **MEMBERS PRESENT**

5 Diane Chamberlain

6 Mel Miles

7 Spencer Packer, Chair, was excused at 1:04 p.m.

8 Nancy Smith

9 Paul Thomas Smith

10 Laura Toney

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12 **STAFF PRESENT**

13 Stephanie Ivie, City Council Liaison

14 Lisa Linn Sommer, Museum Director

15 Connie Larson, Recording Secretary

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17 **MINUTES REVIEW AND APPROVAL**

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19 Minutes of the February 27, 2018 meeting minutes were reviewed. Mel Miles made a
20 **motion** to approve the minutes as amended. Laura Toney seconded the motion, which was passed
21 by unanimous vote (6-0).

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23 **BOARD REPORT**

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25 Paul Thomas Smith reported he and Brandon Smith are continuing their work on the DVD,
26 and he will bring a sample to the next meeting.

27
28 Laura Toney reported a teacher from J. A. Taylor Elementary came during the Open House
29 to schedule the third grade classes for a tour. She will contact other teachers through an online
30 survey to see what the barriers are that are keeping them from coming to the Museum.

31
32 Nancy Smith reported when Marilyn Jensen and Christy Slagowski were working at the
33 Museum a month ago, a man came into the Museum who made them nervous. This is the second
34 time this type of situation has occurred. The Board discussed the value of having the security
35 cameras be installed at the Museum, and safety training be conducted. This issue will be reviewed
36 with Police Chief Paul Child to see what he would recommend. The Board discussed the possibility
37 of a panic button being installed at the Museum that would notify the Police Department in case
38 of an emergency.

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40 **CHAIR REPORT**

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42 Chair Packer reported that Timber Mill Custom Cabinetry is doing the design for the
43 kitchen cabinets. They should be ready for the next meeting. The parking lot lights have been
44 delivered. and they should be installed by the end of the month.

1 The LDS missionaries will be doing service work at the Museum today. They will be
2 digging a trench and removing rocks from the garden. The rocks will be used around the foundation
3 of the Museum.

4
5 **DIRECTOR'S REVIEW**

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7 Lisa Linn Sommer, Museum Director, reported the Garden Meeting will be held on March
8 22nd, at 6:30 p.m. The work on the foundation around the UTOPIA box is being completed at this
9 time. The wagon will be uncovered next month.

10
11 The Board discussed programs and projects for the Museum. Ideas are a training DVD for
12 the Museum docents, and creating a Facebook page for the Museum. The Board agreed a training
13 DVD will be made, and a Facebook page will be created.

14
15 The City Council is requesting a three-year Capital Improvement Plan for the Museum.
16 Lisa Linn Sommer distributed a three-year plan from high to low priority. Questions need to be
17 asked what the RAP Tax allocation will be. If the RAP Tax is not used for identified items, can it
18 be used on other items. This question needs to be asked regarding CLG Grant money also.

19
20 **BUDGET REVIEW**

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22 Lisa Linn Sommer, Museum Director, distributed the Whitaker Museum Budget for
23 review. The City has a new accountant, and he indicated the utilities and director can be taken out
24 of the Museum budget and placed in the General Budget. An extra \$1,000 has been allotted to the
25 Museum for yard care, as the college students who are seasonal employees will stop working the
26 end of August. Nancy Smith reminded the Board, the Museum would need go to the City Council
27 and to earmark money for digitizing records, etc. that have already been approved but not yet spent
28 by FY 2018. Steve Thacker, City Manager, will be asked about the money for the laptop computer,
29 archives, and the money from the RAP Tax. Councilmember Stephanie Ivie will follow on the
30 RAP Tax money that was to be allocated to the Museum.

31
32 At 1:04 p.m., Chair Spencer Packer was excused from the meeting.

33
34 Nancy Smith made a **motion** to approve the budget as noted with deleting the Museum
35 Director, utilities, property insurance, and capital improvements. With the understanding, provided
36 by the Director, that the Museum Director comes from the City budget, and the utilities are taken
37 care of by Bruce Cox's Parks and Recreation Department. Property insurance comes from the City
38 budget, capital improvements come from the RAP Tax. The assumptions of the Museum Board be
39 confirmed with the City Manager. Diane Chamberlain seconded the motion, which was passed by
40 unanimous vote (4-0).

41 **NEXT MEETING**

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43 The next Whitaker Museum Board meeting will be heard on Tuesday, April 24, 2018 at
44 6:00 p.m. at City Hall.

1 **ADJOURN**

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3 At 1:15 p.m., Nancy Smith made a **motion** to adjourn the meeting. Diane Chamberlain
4 seconded the motion, which was passed by unanimous vote (4-0).

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9 
 Spencer Packer, Chair


 Date Approved

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12 
13 Connie Larson, Recording Secretary

