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

MEMBERS PRESENT
Diane Chamberlain
Mel Miles
Spencer Packer, Chair, was excused at 1:04 p.m.
Nancy Smith
Paul Thomas Smith
Laura Toney

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

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

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

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

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

CHAIR REPORT
Chair Packer reported that Timber Mill Custom Cabinetry is doing the design for the kitchen cabinets. They should be ready for the next meeting. The parking lot lights have been delivered, and they should be installed by the end of the month.
The LDS missionaries will be doing service work at the Museum today. They will be
digging a trench and removing rocks from the garden. The rocks will be used around the foundation
of the Museum.

**DIRECTOR'S REVIEW**

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

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

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

**BUDGET REVIEW**

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

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

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

**NEXT MEETING**

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

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

Spencer Packer, Chair

Connie Larson, Recording Secretary

May 30, 2018

Date Approved