Minutes of the Whitaker Museum Board meeting held Tuesday, April 24, 2018 at 6:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Diane Chamberlain, arrived at 6:20 p.m.
Mel Miles
Spencer Packer, Chair
Nancy Smith
Laura Toney
Paul Thomas Smith

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

MINUTES REVIEW AND APPROVAL
The minutes of the meeting were not present for review. Nancy Smith made a motion to review the minutes of the March 20, 2018 meeting at home, and give any changes to Mackenzie Wood. She will send the revised copy to Board members for approval. Mel Miles seconded the motion, which was passed by unanimous vote (5-0).

DIRECTORS REPORT
Lisa Linn Sommer, Museum Director, reported on the Victorian Tea that is scheduled for May 19th at the Museum. The afternoon session is full and the morning session currently has 30 reservations. The price was increased to $18.00 per person. There are two garden plots in the 15 x 30 size that are available for rent.

The Story Telling Event on Sanford Porter was very successful, and there were 65 people in attendance. On May 8th, Police Chief Child will speak on the history of law enforcement, in conjunction with Law Enforcement Appreciation Month in May.

The owner of the landscape business that was caring for the gardens at the Museum has sold the business, and the new owner does not want to care for the gardens. The Parks and Recreation Department did mow the lawn last week for the first time this spring, and Lisa Linn Sommer has a boy who might be volunteering to take care of the flower beds. Chair Packer said he will meet with Steve Thacker, City Manager, on this and other issues.

At 6:20 p.m., Diane Chamberlain arrived at the meeting.

The carriage doors have been installed, and a decision must be made on the design of the hardware. A local locksmith will be consulted on the design of the hardware.
BUDGET REVIEW OR MEETING WITH CITY MANAGER

Mel Miles reported the budget meeting with Steve Thacker, City Manager, went well. There was modest increase over last year, and the request is for a storage container and security cameras. There was discussion on whether it would be more feasible to purchase or rent a container due to the need for more space. An email sent from Steve Thacker on January 24, 2018 indicates there is $7,000 to spend on 2018 capital projects. The Board discussed the money that is left over in the general budget at the end of the year, and if it returns to a contingency fund. The Board will need to go before the City Council to request those funds be earmarked for specific projects, such as the Museum brochure and digitizing of Museum records.

CLG APPLICATION UPDATE

Lisa Linn Sommer, Museum Director, reported the CLG grant was received, and it will be used to repair the rock wall, the plumbing, and the wall in the archive room.

RAP TAX PROJECTS APPROVED BY CITY COUNCIL

Lisa Linn Sommer, Museum Director, reported the carriage doors and lights have been installed outside. Decisions need to be made on the cabinets and installation of the countertops. Chair Packer distributed a sketch of the proposed cabinets for the kitchen from Timber Mill Custom Cabinetry. Wood samples were also displayed. The estimated cost for the cabinets is $4,000 installed, which does not include the plumbing. The cabinets could be installed within one to two months.

Nancy Smith made a motion to approve the design of the cabinets as presented by Chair Packer with Timber Mill Custom Cabinetry for approximately $4,000, with a down payment of $2,000 to schedule production. Diane Chamberlain seconded the motion, which was passed by unanimous vote (6-0).

The Board agreed to allow Chair Packer to find a white microwave for the kitchen.

Nancy Smith made a motion to give Chair Packer the opportunity to move forward on the purchase of the sink, faucet, and microwave. Laura Toney seconded the motion, which was passed by unanimous vote (6-0).

Lisa Linn Sommer displayed carpet and laminate samples for the Museum kitchen. The carpet will cost $2,000 at Allied Flooring. Mike & Sterling’s Flooring gave a bid on laminate flooring that would cost around $2,500. Lisa expressed a preference for the laminate flooring.

Mel Miles made a motion to recommend a subcommittee be appointed that can make decisions on behalf of the Board that involve choosing colors and design aspects that the Board is engaged in currently and in the future. Laura Toney seconded the motion, which was passed by unanimous vote (6-0).
Mel Miles made a motion to recommend Chair Packer, Lisa Linn Sommer, Paul Smith, and Diane Chamberlain be on the subcommittee. Chair Packer will ask interior designers to donate their time to give suggestions to the Board. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

**BOARD REPORT**

Diane Chamberlain discussed the tiles on the fireplace. She researched the tiles on the internet, and she believes they are handmade tiles by John Mills Whitaker, a son of Thomas Whitaker. She believes the artist of the tiles was Ernest Batchelder, and she would like the tiles to be authenticated. John Mills Whitaker wrote in his journal that Joseph was doing Batchelder tiles on the fireplace. Jannah Taylor is a new docent at the Museum and is a descendent of Hannah Whitaker.

Paul Thomas Smith reported last Thursday he and his son, Brandon, met with Bruce Newbold who did the narration for the DVD on Thomas Whitaker. He will plan to show the DVD at the next meeting. He proposed a subcommittee be formed to decorate the interior of the Museum. Brigham Young’s portrait needs to be displayed, along with the artifacts from B.H. Roberts. He has been trying to obtain some furniture of Thomas Whitaker that he made in his early years, which are in the ownership of the DUP. There are two tables that belong to B. H. Roberts, and he would like to negotiate with the DUP to trade a table for some of Thomas Whitaker’s furniture they have.

Mel Miles made a motion that a subcommittee be appointed to include Paul Thomas Smith, Diane Chamberlain, and Lisa Linn Sommer who can make decisions regarding the exhibits displayed at the Whitaker Museum, and use the purposes of the Museum guidelines and policies for determination in making decisions. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

Chair Packer contacted an antique dealer in Salt Lake City, and he gave the dealer photographs of some of the furniture that belonged to B. H. Roberts. The dealer gave a value of each piece of furniture. The provenance would add to sell ability, but not to the value of the furniture. The lighting in the parking area at the Museum has been completed. Pictures that were taken of the project will be kept in a file, and this project will be featured in the City newsletter.

Lisa Linn Sommer reported 75 children from J. A. Taylor Elementary will be coming for a tour of the Museum on April 30th.

Nancy Smith reported even though it is a challenge to have The Story Telling at the Museum, it gives visitors more exposure and interest to come back for a tour. The problem is space, but if we were to open up the possibility of using the parlor and kitchen as seating areas, it would only require a second speaker or screen. Large groups could then be accommodated. The Board agreed to pursue the cost of having another speaker or screen installed.
The Landmarks Commission would like to have a member of the Whitaker Museum Board attend their meetings. Stephanie Ivie, City Council Liaison, reported the Landmarks Commission would like to have more interaction among the two historic groups. Jeanne Randall is the current custodian of the Landmarks Commission. There is a man who would like to place his beehive in the Museum garden, and the retaining wall has been completed.

Laura Toney asked if there is City protocol on security issues. Chief Child told her it is not possible to install a panic button at the Museum, and docents will have to call 911 if there is an emergency. The Museum has requested security cameras in their budget. Stephanie Ivie, City Council Liaison, said she heard there was a problem with the phone line, but she thought it was resolved. The City has had technical and phone problem in the past, but she thought the Museum phone lines were taken care of. Coralee and Cheryl, who are docents, have received complaints that people are unable to leave messages on the answering machine at the Museum. This is affecting the number of tours coming to the Museum. Chair Packer will discuss this issue with Steve Thacker.

**NEXT MEETING**

The next Whitaker Museum Board meeting will be held on May 22, 2018 at 6:00 p.m. at City Hall.

**ADJOURN**

At 8:05 p.m., Laura Toney made a **motion** to adjourn the meeting. Paul Thomas Smith seconded the motion, which was passed by unanimous vote (6-0).

![Signature]

Spencer Packer, Chair

![Date Approved]

May 30, 2018

![Signature]

Connie Larson, Recording Secretary