Minutes of the Whitaker Museum Board meeting held Tuesday, May 23, 2017 at 6:30 p.m. in the Business Office Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

MEMBERS PRESENT
Diane Chamberlain
Mel Miles
Spencer Packer, Chair
Nancy Smith
Paul Thomas Smith
Laura Toney, arrived at 6:35 p.m.

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

MINUTES REVIEW AND ACCEPTANCE

Minutes of the April 25, 2017 meeting minutes were reviewed. Nancy Smith made a motion to approve the minutes as amended. Diane Chamberlain seconded the motion, which was passed by unanimous vote (5-0).

At 6:35 p.m., Laura Toney arrived at the meeting.

WHITAKER TITLE 8 – ORDINANCE

Lisa Linn Sommer, Museum Director, distributed the proposed addition to Title 8, Public Property, for the Board to review. This proposed addition to the Ordinance is to set forth applicable provisions and regulations for the operation and maintenance of the Whitaker Museum. Clarification will need to be obtained on who is responsible for the maintenance of the Museum grounds, and if the City Council must approve fees at the Museum. Lisa Linn Sommer will ask the City Attorney for clarification on animals that would be allowed at the Museum for educational purposes.

Nancy Smith made a motion to adopt Title 8 with the amendments as noted, with Lisa Linn Sommer to visit with Lisa Romney, City Attorney, for clarification on the three items discussed (as noted above). Mel Miles seconded the motion, which was passed by unanimous vote (6-0).

BOARD MEMBER REPORTS

Laura Toney reported she talked with Performance Audio about the sound system for outdoor activities at the Museum. The man at Performance Audio felt one speaker would be adequate for the needs of the Museum. The sound system is $750, and additional speakers can be added to the sound system at a cost of $350, as it is expandable. It is not a portable speaker, as it relies on electricity. The budget for the sound system is $1,000.
Mel Miles made a motion to approve the sound system for $750, knowing that it is expandable, and another speaker can be purchased next year if desired. Nancy Smith seconded the motion, which was passed by unanimous vote (6-0).

Laura Toney reported Wanda McFall has been involved with the veteran entries for the 4th of July Parade each year. She has combined names of veterans who have lived in Centerville, along with a short biography of many of the veterans. This list of veterans and their biographies will be stored at the Whitaker Museum. Laura offered to be the liaison between the Whitaker Museum and the schools for tours at the Museum.

Paul Thomas Smith reported he visited with Ron Randall and his carriage is not road worthy so he will not be in the 4th of July parade this year. Mr. Smith reported Thomas Whitaker's journals are now accessible on line from the University and he has found numerous errors in the original biography of Thomas Whitaker. He is issuing a new version that will have corrections made, and one copy will be available at the Museum at the end of the summer. Mr. Smith discovered today that the rock home will be 125 years old this year, and he would like to have a celebration. The Board agreed that in the fall, when other events have slowed down, a date will be chosen to have a cake and a banner in front of the Museum inviting people to come in for cake. Mr. Smith reported the CD he is making on the Whitaker Museum is moving forward.

Chair Packer distributed drawings of changes to be considered to the Museum in order to obtain a storage closet at the Museum. He recommended roughing in the bathroom to the full extent it would need to be to meet code (6') and using the space for storage for the time being. His first choice was not to rough in a smaller area that might be changed at some future date if and when a bathroom might be considered at some point. Lisa Linn Sommer spoke with Sabrina and Jennifer from Arts and Museum about a place to store artifacts that is temperature stable for wood, leather, and paper. They said it is not feasible to store artifacts in the attic, but the basement would be safe as long as the artifacts are off the ground and two inches away from the wall. The best scenario is to have the items stored in boxes specifically made for artifacts. She feels it is not necessary for the storage closet to be built and everything will fit downstairs. She would like to have a pie safe or partition wall at the door opening of the office instead of the sink and microwave being in view to help keep the feel and integrity of an office. The purpose of this office is to be a research room that is open to the public. The Board agreed the bathroom size requirement is problematic and doesn't make sense to complete for downstairs now or in the future. Chair Packer also reported that the cost to extend the plumbing for the upstairs bathroom would be minimal if done now compared to later. If the plumbing is to be completed upstairs it needs to be done while the walls are open. He also determined the reason the bathroom sink doesn't drain is due to a lack of a proper ventilation pipe.

Chair Packer made a motion to move the plumbing to the middle of the wall and go for RAP Tax funding to cover the additional unexpected expenses. (Concrete floor removal and replacement, furring out the walls, etc.)
Chair Packer amended the **motion** to include additional plumbing expenses to relocate the service sink in the archive room, and to rough in the plumbing for the upstairs existing bathroom tub while there is access in the ceiling that would be enormously expensive to do later. Mel Miles seconded the motion which was passed by unanimous vote (6-0).

Chair Packer received a letter that his term on the Board has been renewed for three years. Chair Packer talked with Chad Salmon, who is an electrical contractor with CCN. A Boy Scout is interested in installing the conduit for the poles for his Eagle Scout project. The location for the lamps needs to be determined, as the Boy Scout is ready to do this project.

Nancy Smith recommended a Director's Report be placed on the agenda for the monthly meetings. This would be a time when the Museum Director would inform the board members on events that have occurred during the past month, meetings with staff and other upcoming or pending matters of concern. This would help the Board to be more effective in making decisions.

Chair Packer made a **motion** to have the monthly agenda include the Director’s Report as part of the course of business. Laura Toney seconded the motion, which was passed by unanimous vote (6-0).

Lisa Linn Sommer reported there was a school tour today from Jennie P. Stewart Elementary. Both sessions for the Tea Party have been filled, and people had to be turned away. The next Story Telling event will be on June 13th, and it will be Paul (Whitey) and Rose Tingey Uffens. The garden plots are full, and the bees are doing great. Oakdell Farms delivered another load of mulch for the garden plots. Ruth Tingey and Andrea Richmond are new docents at the Museum. Claudia Cole is a new docent, but is having surgery soon. Paul Thomas Smith will be at the Museum on July 4th from 11:00 a.m. to 1:00 p.m. The City Park employees cannot maintain the flower beds at the Museum. Steve Thacker, City Manager, has recommended approval of spring and fall cleanup at a cost of $1,000.

Mel Miles will request to be on the agenda at the May 30th City Council budget work session to request more money for yard maintenance at the Museum. Chair Packer will talk with Bruce Cox, Parks and Recreation Director, to see why his employees will not take care of the flower beds at the Museum. A volunteer from Just Serve will be making a design for the donation **volunteer** box at the Museum.

**NEXT MEETING**

The next Whitaker Museum Board meeting will be held on Thursday, July 11th at 6:30 p.m. in the Administrative Conference Room at City Hall.

**ADJOURN**

At 8:30 p.m., Diane Chamber made a **motion** to adjourn. Mel Miles seconded the motion, which was passed by unanimous vote (6-0).
Centerville City Whitaker Museum Board
Minutes of meeting
May 24, 2017

Spencer Packer, Chair

Connie Larson, Recording Secretary

7-18 2017
Date Approved