

1 Minutes of the Whitaker Museum Board meeting held Tuesday, March 26, 2019 at 5:00 p.m. in
2 the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

3
4 **MEMBERS PRESENT**

5 Carol Bake
6 Diane Chamberlain
7 Debbie Dahl
8 Spencer Packer, Chair
9 Nancy Smith

10
11 **STAFF PRESENT**

12 Brant Hanson, City Manager
13 Stephanie Ivie, City Council Liaison
14 Lisa Linn Sommer, Museum Director
15 Connie Larson, Recording Secretary

16
17 **VISITOR**

18 Erin Redd

19
20 **NEW CITY MANAGER**

21
22 Brant Hanson was introduced as the new City Manager. He grew up in Clinton, but left
23 Utah after he graduated from Utah State University. He moved to Yuma, Arizona, and then moved
24 to Ephraim, Utah where he was the City Manager. He and his wife wanted to move back to Davis
25 County, and they are excited to be in Centerville.

26
27 **WHITAKER COMMUNITY GARDEN REPORT**

28
29 Erin Redd is Chair of the Whitaker Community Garden. She reported 32 garden plots were
30 rented last year. Mr. Brown, who lived on the South East corner of the block, passed away, opening
31 up 6 new garden plots. These plots became available later in the season so they were reduced to
32 half price. The Garden Budget request for 2019 is \$875 to \$905, for the following purchases; the
33 tiller broke last year, and a new tiller will be \$400.00, two plastic wagons at \$40 each, part to
34 construct extra water spigot, 15 new water spigots at a cost of \$225 - \$255. This will allow for two
35 spigots at each water station.

36
37 Diane Chamberlain made a **motion** to approve the 2019 budget for the Community Garden.
38 Carol Bake seconded the motion, which was passed by unanimous vote (5-0).

39
40 There are fourteen large plots and three small plots left to be rented. Oakdell has already
41 delivered the compost. They have generously donated a dump truck load of compost each year that
42 services the gardeners through the first of July, for the past eight years. The Garden Orientation
43 meeting will be held on Thursday, April 11th at 6:30 p.m. at the Whitaker Museum. The Board
44 thanked Erin for her work service as the Community Garden Chair.

1 **MINUTES REVIEW AND ACCEPTANCE**

2
3 Minutes of the January 22, 2019 meeting minutes were reviewed. Nancy Smith made a
4 **motion** to approve the minutes as written. Chair Spencer Packer seconded the motion, which was
5 passed by unanimous vote (5-0).
6

7 **NEW MEMBER**

8
9 Debbie Dahl was introduced as a new member of the Whitaker Museum Board. She retired
10 recently, after a thirty plus year career at the State Division of History in the Grant Department.
11 She completed the Master Gardener Program last year.
12

13 **DIRECTOR'S REPORT**

14 Docent Birthday Cards and Update

15 This item will be completed at the next meeting.
16
17

18 April Storytelling

19 Lisa Sommer, Museum Director, displayed the April Storytelling poster. The moderator
20 will be Bruce Roberts, and it will be on April 9th at the Whitaker Museum. A panel of men
21 who grew up in Centerville, will share their stories of boyhood during the 1920's, 1930's,
22 and 1940's.
23

24 Vestil Harrison Day

25 There were no attendees specifically for, 'Vestil Harrison Day' that was held March 19th,
26 however The Board agreed 'Vestil Harrison Day' will continue to be held each year, Mayor
27 Deamer, designated 'Vestil Harrison Day' to recognize Mr. Harrison's service to
28 Centerville.
29

30 Donation Box Receipted

31 There is \$20 in the donation box. A brass "donations" plate will be added to the box for
32 clear designation to its purpose.
33

34 DVDs

35 The Thomas Whitaker reorder and 'Centerville Begins' DVD's have been delivered, and
36 are at the Museum for purchase. They will be sold for \$11 per DVD allowing sales tax to
37 be taken out of the total.
38

39 Elementary Schools

40 Laura Toney is the volunteer liaison from the Whitaker Museum for the Centerville
41 schools. There will be approximately 500 children from the schools who will be touring
42 the Museum on Tuesday's in May.

1 Victorian Tea

2
3 The Victorian Tea will not be held this year due to CLG and RAP cycle projects at the
4 museum and loss of catering. It is a popular event, and is seen as a public relations activity
5 not a fundraising event, however, significant time and discussion are needed to work out
6 the ration between revenue and expenses. Thus, it will be put on hiatus until Spring 2020.
7 This item will be discussed next winter.

8
9 Thank you to Mel Miles and Paul Smith

10 Thank you letters for Steve Thacker, Mel Miles, and Paul Thomas Smith were signed by
11 the Board.

12 Steve Thacker

13 Steve Thacker's retirement open house will be on March 27th from 3:00 p.m. to 6:00 p.m.

14
15 Board Openings

16 The Mayor has received three applications for the Whitaker Museum Board seats. Liaison
17 Ivie will find out when the appointments will be presented to the City Council for approval.

18
19 Miscellaneous

20 No one has offered to do the bees at the garden this year. Yard preparations are half way
21 completed, and the benches will be brought back this month and other spring museum
22 preparations will be completed. The Board discussed the August Storytelling event, which
23 will be Celebrating Transportation by John Clark. There will be antique cars displayed at
24 this event, so Chair Packer was asked to inquire of his Car Club if there is any interest in
25 showing cars manufactured before World War One.

26
27 Marquee

28 The Board discussed a marquee to display events at the Museum. Lisa Sommers will ask
29 Bruce Cox, Parks and Recreation Director, for the best location for the marquee to be
30 placed.

31
32 Arts and Museum Grant

33 Since the Museum is only open one day a week, the Museum would qualify for the Small
34 Museum Grant, which is a grant that is offered through Arts and Museums. This grant is
35 for projects and would amount to a matching grant of \$1,000. This is an annual grant
36 opportunity.

37
38 The Legislature recently approved \$3 million that will go towards grants for museums,
39 including small museums, and can be for projects and programs at Museums. Director
40 Sommer has been invited to visit the Humanities Council Director to talk about their
41 potential grants. The teacher open house will be discussed in April. In the fall, the docents
42 will be going to the elementary schools to do activities with the children.

1 **CURRENT GRANT/RAP REVIEW**
2

3 Director Sommer reported the current grant cycle will end August 31, 2020. The stoop in
4 front of the Museum will be completed soon with a “mag” finish and edge strip. The kitchen door
5 needs a new knob and deadbolt, as per fire marshal orders. The work in the archive room needs to
6 be completed. The fridge, rug, and microwave still need to be purchased. The exterior window
7 frames need to be painted now that the interior window frames are complete, preventing moisture
8 and paint to pop off.
9

10 **POTENTIAL BUDGET FY 2020**
11

12 Director Sommer distributed the proposed Whitaker Museum Budget for 2019-2020. The
13 Museum Board went over their budget last year by \$21. The changes from last year are to request
14 an additional \$400 for recording services; \$300 extra for cleaning of carpets and upholstery; and
15 request money for two security cameras at a cost of \$1,400. There will be \$6,800 requested for
16 capital purchases. Carol Bake raised concerns about the Board’s budget. She expressed concern
17 that residents are paying for the Museum and not enough people come through the Museum to
18 make all the purchases justifiable. This began a discussion about branding and advertising for the
19 Museum. The City Website is no longer as good at advertising for the Museum as it was before
20 the website redesign. Nancy Smith suggested that advertising is a problem for the Museum, and
21 more exposure needs to take place. Money needs to be allocated for yard signs and a brochure.
22 Nancy Smith suggested hiring a graphic artist to develop an advertising plan and branding for the
23 Museum. The graphic artist and advertising would be under public relations.
24

25 Chair Packer made a **motion** to request an additional \$500 from FY 2018-2019. The \$500
26 is to cover increased recording services, and cleaning of the carpet and upholstery at the Museum.
27 The City Manager would increase the budget in the Director Category, based on employee
28 compensation guidelines adopted by the City Council. Diane Chamberlain seconded the motion,
29 which was passed by unanimous vote (5-0).
30

31 **POTENTIAL RAP PROJECTS FY 2020**
32

33 Chair Packer requested the pending items be listed on a separate column, and the items
34 completed be in another column. The gas fire place, igniter and pilot need to be purchased; the
35 wood floor in the parlor and upstairs need to be refinished, and the landscaping were identified as
36 the top priorities for FY 2020. The landscaping will be \$6,000, the gas fireplace is \$3,000, and the
37 refinishing of the floor is \$3,500. The wedding dress exhibit, which is in a glass case to display
38 Mary Alice Whitaker’s wedding dress, is \$2,500.
39

40 **BOARD REPORTS**
41

42 Nancy Smith said she believes there is \$2,800 from the unused budget for 2018, and she
43 asked the Board to consider using this fund balance to complete the archiving of information at
44 the Museum. Claudia Cole, who volunteers at the Museum, is willing to get the archive information
45 catalogued and organized into Past Perfect Nancy Smith would like to pay Claudia to do this

1 project as a contract employee. This would include taking old cassettes that need to be transferred
2 to digital. Nancy will research how much time would be needed to complete the archiving of the
3 information. There was a Women's Literature Club that started with Elizabeth Whitaker in the
4 1930s, and information from this club was recently found. This club will be presenting at the June
5 Story event.

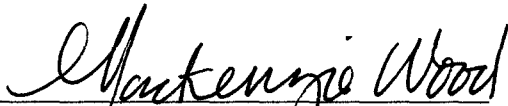
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7 Lisa Sommer said the Board will need to give their report on the Museum Director at the
8 next meeting.

9
10 **NEXT MEETING**

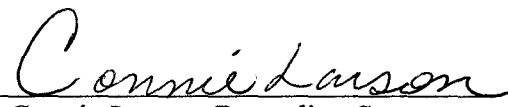
11
12 The next Whitaker Museum Board meeting will be on Tuesday, April 23, 2019 at 5:00 p.m.
13 at City Hall.

14
15 **ADJOURN**

16
17 At 7:25 p.m., Carol Bake made a **motion** to adjourn the meeting. Diane Chamberlain
18 seconded the motion, which was passed by unanimous vote (5-0).

19
20
21 
22 _____
23 Mackenzie Wood, City Recorder

24
25
26 4-23-2019
27 _____
28 Date Approved

25
26 
27 _____
28 Connie Larson, Recording Secretary

