Minutes of the Whitaker Museum Board meeting held Tuesday, September 24, 2019 at 5:00 p.m. in the Administrative Conference Room at City Hall, 250 North Main Street, Centerville, Utah.

**MEMBERS PRESENT**
Debbie Dahl
Robin Jensen
Spencer Packer, Chair
Nancy Smith

**MEMBERS ABSENT**
Carol Bake
Diane Chamberlain
Jim Morgan

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

**MINUTES REVIEW AND APPROVAL**
Minutes of the August 27, 2019 meeting were reviewed. Nancy Smith made a **motion** to approve the minutes as amended. Debbie Dahl seconded the motion, which was passed by unanimous vote (4-0).

**DIRECTOR’S REPORT**

**Volunteer Update**
Jana Taylor has volunteered to head the social media for the Museum. The Board discussed the Museum website and possibly meeting with other departments to advertise for and with the Museum.

The Teacher Open House was cancelled due to contact through letters. The Davis School District has made policy change and requires all activities and programs be advertised to all educators in the County via email, or to the principal of the school. The Whitaker Museum Board agreed to advertise school fieldtrips to the Whitaker Museum through the Davis School District via email.

Letters will be sent to the churches in Centerville inviting groups to schedule a tour to the Museum and the DUP cabin.

**Keeping the Story Alive – September Overview**
The Girls Life in Centerville with Judy Brown Cella, Helen Carr Roberts, Nina Carr Beers, and Ruth Forsberg Tingey went very well. There were 65 guests in attendance.
Cemetery Tour – October Overview
Bruce Smith will be the chair for the Cemetery Tour, and Jeanne Randall volunteered to also help. The Tour will be held on October 8th at 7 p.m., and on October 12, at 11 a.m. It would be helpful if Board members could attend this event. Chair Packer volunteered to carry the sound equipment system. There is no fee for this event.

Clara Goudy Day – September 2nd
Clara Goudy’s daughter came to the Museum and gave a $25 gift card in honor of Clara Goudy Day. A thank you letter for the gift card was sent to her daughter.

FY 2019 Project Review with City Council
Chair Spencer Packer will present a project overview of the Whitaker Museum to the City Council on October 15th.

Calendar of Events – Three Month Outlook:
- Volunteer Thank You Dinner will be on October 7th at Pizza Pie Cafe. RSVP is due by October 1st.
- Christmas at the Whitaker will be on December 3rd, 10th and 17th. Santa Claus will be coming, and the Youth Council will answer letters to Santa. The Museum will be closed the week of Thanksgiving, Christmas, and New Year’s.
- January Pot Luck Lunch with Volunteers and Board Members is tentatively scheduled for January 14, 2020 at 12:00 p.m. at City Hall.

Donation Box Receipted
The donation box received $10 in donations for September.

Newsletter Items:
- Willow Tree – The willow tree is going to be removed.
- Thank You (Redd Family & Missionaries). A thank you letter will be sent to the Redd family for their labor in the Museum gardens.

Willow Tree
An arborist has determined that the willow tree is dead and must be removed. The tree is 60 years old, and does not have any historical value. The benches have been removed from under the tree, and the geo cache is gone. Bids for the removal of the tree have been received, and a bid for $2,394 has been awarded. Lisa Linn Sommer will talk with the City Manager to see what account the money will be taken from for the tree removal.

Mortar & Mice
The mortar around the outside of the Museum has holes where the mice have chewed through into the plaster on the inside. Two bids have been received to repair the mortar.
BOARD REPORTS

Landscape Committee Update
Lisa Linn Sommer reported the Parks Department is working to do the basics for the landscaping, but the Island View Park renovations must be done first before any more work can be completed at the Museum. The Board discussed having flood boulders placed on the southeast side of the Museum to tell the story of the floods in Centerville, and an outdoor hand water pump system that children could possibly drink from when touring the outside of the Museum.

Archival Report
Robin Jensen talked to his colleagues on the digitizing of the audio/visual records and textiles at the Museum. The purpose of digitizing is for sharing online and preservation of records. The digitizing would need to be high resolution, and it would need to be non-compressed images. For the VHS cassettes, it would be possible to do this as a Board, or outsource the work. There can be problems with digitizing the cassettes, as the tapes can disintegrate. The exact footage of the VHS tapes will need to be determined. Mr. Jensen talked to an employee at the LDS Church History Museum, and they are willing to come to the Museum to give advice on how to protect textiles. Temperature control and protection from insects and rodents is crucial for preserving textiles.

Fence & Banner Bracket
Chair Spencer Packer will do measurements for the fence immediately after this meeting.

POTENTIAL FLOODING FROM FIRE OF AUGUST 30th

Stephanie Ivie, City Council Liaison, reported there is a potential for flooding following the fire on the hillside that occurred on August 30th. Most people do not have basement flood insurance for external water. If there is a possibility for external flooding in the basement of the Museum, the Board may want to consider flood insurance.

NEXT MEETING

The next Whitaker Museum Board meeting will be held on Tuesday, October 22, 2019 at 5:00 p.m. at City Hall.

ADJOURN

At 6:25 p.m., Nancy Smith made a motion to adjourn the meeting. Robin Jensen seconded the motion, which was passed by unanimous vote (4-0).
Centerville City Whitaker Museum Board
Minutes of meeting
September 24, 2019

Leah Romero, City Recorder

Connie Larson, Recording Secretary

October 22, 2019
Date Approved