

SILVER CITY MUSEUM BOARD MEETING

January 26, 2012

Present: Lucy Whitmarsh, Tracy Spikes, Robert Schweitzer, Norman Roebush,
Susan Musgrove, Aaron Hozid, Bonita Montz, Ida Caffey

Meeting called to order at 5:16 PM by Lucy.

Minutes of October 27, 2011: Bob Schweitzer motioned that the minutes be accepted as read, Aaron seconded the motion, minutes accepted as read.

Museum Society Board Report: (See attached "Collection Report – January 6, 2012)

Directors Report: (See attached).

Committee Reports:

Finance: This committee needs another member from the Museum Board.

Rotary Club Auction: (See attached.) Aaron needs members to submit a list of donations for the auction by February 3.

Research Library: Would like to establish oral history program as part of the Research Library. One idea to help finance it is to apply for a grant. Also need to recruit more volunteers.

Norman Ruebush Issues Advisory Committee: Susan motioned to form an advisory committee to sort out the Silver City Museum issues concerning Norm's involvement with the museum. Bob seconded it, motion carried. Norm, Tracy, Susan and Bonita will be on committee. Bob will notify the Society that they also need a member from their board to sit on the committee.

Annual Retreat: Board members need to let Liz Mikols whether or not plan to attend.

Election of Officers:

Robert Schweitzer elected president - Lucy nominated Robert, Norm seconded, elected by acclamation.

Aaron Hozid elected vice-president – Susan nominated Aaron, Norm seconded, elected by acclamation.

Bonita Montz elected secretary – Norm nominated Bonita, Susan Seconded, elected by acclamation

Additional Board Member Needed: Need a new member to be alternate secretary. Lucy agreed to be temporary alternate.

Adjournment: Norm motioned that we adjourn the meeting, Ida seconded the motion. The meeting was adjourned at 6:39 pm.

Submitted by: Ida Caffey, Alternate Secretary

Collection Report - Jan 6, 2012

Status of collections after roof failure

On December 13th 2011, the director (Tracy Spikes) and I discovered water leaks from the ceiling in the following areas:

Curator of Collections/Photo Archivist office; eventually causing a ceiling tile to fall.

Collections hallway, in front of Curator of Collections office; as well as a leak between in wall between office and hallway.

3 separate leaks in the exhibit workroom

Leak in Photo Archives: The entire photo collections had to be evacuated. It is currently being housed in several locations within the collection area. We are currently working on temporary housing within the collection wing.

2 leaks in paper archives, some of the archives had to be evacuated

Leaks in large collection housing.

Leak in collection hallway in front of Photo Archives

Leak in light fixture in collection workroom

On Wednesday Dec. 14th. Museum staff and volunteers took precautionary procedures to further protect the collections. Heavy grade plastic have been installed on all shelving units to help protect artifacts from any future leaks, until the roof can be properly repaired.

We anticipate that the photo collection can be put in temporary housing within the next two weeks, by the week of January 23rd.

We are scheduled to receive a new roof by spring of 2012

On Jan 5, 2012 the roof was patched by Mark Hotchkiss, hopefully that will be a stop gap measure until we receive our new roof.

Current projects

Past Perfect Software

We are now live with 2 of our databases: Collections and Photo Archives.

Joe Bagg and Ron Phair have been working very hard getting Past Perfect up to speed.

Paper Archives is taking a bit more time; the mapping is a little more complicated. But should have it up and running in the next couple of weeks.

Once the databases have been exported from File Maker Pro to Past Perfect there is a lot of clean up to do. Every record has to be gone through.

Currently Ron Phair and I are the only 2 people currently doing record clean-up.

I will be training 2 more volunteers to assist in the database clean up.

Our goal this year is to have a complete physical inventory of all three collections. This will also include our off site facility.

The inventory will help in the following ways

To get a good handle on how many registration problems we do have; we estimate at this time there are approximately 4500.

Help to create a list of suggested artifacts to be either deaccessioned or placed in our Use/Education collection.

Give the museum a clear picture on gaps within our collections.

A complete physical inventory will help the collection better support the museum in research, education and exhibitions.

We also plan on doing as much digital photograph of our collections as time allows.

January 26, 2012

Director's Report for January 2012 Silver City Museum Board Meeting:

- I want to take this opportunity to thank each and every board member for their continued support and a special thanks to all of you who have become active in the various working committees. It has been my pleasure to be a part of each committee and the progress we have made in such a short time is commendable and appreciated.
- Victorian Christmas Open House, my first, was charming and successful. AmBank's sponsorship of free admission and the children's activities was well received by many of our guests. Attendance through the night was estimated at about 300. Please see Charmaine's financial reports section for comparison of 2010 to 2011 income and expenses for this event. I would like to thank all of the Board members who helped with all of the planning, preparation and clean-up. It was also a pleasure for me to see so many board members attending the event.
- On the heels of Victorian, the museum staff and many board members helped to make the January 6, Statehood Centennial event a success as well. The museum hosted a variety of children's activities including a new scavenger hunt utilizing the Centennial exhibit's state symbol boxes and partnered with the public library in their introduction of their Lego Mindstorm program. Over 50 children and numerous families got a first glimpse of our centennial exhibits and how our museum can be a family destination.
- The rains and snows of December along with some neglected preventive drain maintenance contributed to many roof leaks in the collection wing work and storage area. Repairs have been made to the exterior and the Town Manager has agreed that a new roof scheduled for next fiscal year should be moved up for completion in the spring and early summer of this fiscal year.
- As a preventive measure due to the roof leaks, photo archives will be moved temporarily to a more secure roof location. Due to the emergency removal and new placement, photo orders will be delayed. The leaks and change to the photo archive storage location prompted many non-collection items to be moved to the annex for storage.
- The search for a curator of exhibitions continues with the staff selection committee (curator of education, curator of collections and the museum director) completing initial interview of the top candidates. Over 20 applications were received by the Town's Human Resources Department. Of those, 11 met the minimum requirements and 5 were selected for initial phone interviews. We will now ask the two top candidates to come to Silver City for a follow up interview. We hope to have those completed by mid February and a selection made. I will work with the Society and Town Board presidents in arranging a meet and greet with the candidates during the days they are scheduled to be in town.
- To better serve and to develop more program opportunities for the community to experience the museum and to increase our volunteer and staffing coverage of the weekends, the weekly work schedules for the curator of education, the volunteer and events coordinator, and the museum director will be changing. Effective January 24. Jessa and I will be shifting to a Tuesday through Saturday regular schedule while Barbara's duties as volunteer and events coordinator will shift to a Thursday through Sunday schedule beginning Thursday, February 9th.
- Related to the schedule changes and new program development, I have been working with Jessa, Charmaine and Barbara on developing new programs and training opportunities for volunteers. Charmaine and Barbara will be offering regular monthly training programs with the first one taking place on Friday, January 19 at 10 a.m. Jessa, Barbara and I are working on the initial development of a new guided tour program in preparation of increasing tour program opportunities with schools, tour groups and weekend visitation.