

Minutes Historical Museum Advisory Board September 3, 2009

Minutes of the Historical Museum Advisory Board held on September 3, 2009, 9:00 a.m., at the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, Arizona.

Board Present:

Lisa Roach, Chair
Anne Chandler
Betty Enz
Dan Killoren
Robert McKinley
Julie Symopoulos

Board Absent:

Jean Berry
Gail Fisher

City Staff Present:

Adrienne Richwine, Deputy Community Services Manager, Library and Cultural Services
Amy Douglass, Museum Administrator
Jerri Copenhaver, Administrative Assistant
Clay Workman, Library Operations Supervisor, Tempe Public Library

Guests Present:

Victor Linoff

Meeting convened at 9:04 a.m.

Chair Lisa Roach called the meeting to order.

Agenda Item 1 – Consideration of Meeting Minutes for June 4, 2009

MOTION: Betty Enz moved to approve the minutes of June 4, 2009.

SECOND: Robert McKinley

DECISION: Carried unanimously.

Agenda Item 2 – Communications

- **Dr. Amy Douglass** reported that Frank Schmuck has resigned from the Board. She said no new Board members have been appointed.
- She also said that there was a good article about the museum's renovation in *The Arizona Republic* on August 12.

Agenda Item 3 – Update on Library Renovation – Clay Workman

Clay Workman, Library Operations Supervisor, talked about his background at the library and gave a brief history of the library's renovation project.

- He explained that the library is remaining open during the renovation and said no services are being curtailed.
- **Mr. Workman** said the renovation project will be completed by July or August 2010.

- He gave a PowerPoint presentation that showed the highlights of the renovation, including: additional computers for public use; an expanded and enhanced youth library and teen area; one central service counter; and a new entrance on the northeast side of the library, near the museum.
- **Mr. Workman** said the lower level is currently under construction and the entire library is operating on the main floor. The lower level will be open by the end of the year.
- In response to a question, **Mr. Workman** indicated that the new northeast entrance would not be completed until May 2010, after the museum reopens.

Agenda Item 4 – Museum Staff Update

Dr. Amy Douglass gave an update on the **museum staff**.

- Due to the fact that **Ann Poulos**, Curator of Collections, retired in June, there is a curator position open. Recruitment for her position is ongoing.
- She said that current city policy requires an internal recruitment before any outside recruitment takes place.
- There is one internal candidate that meets the position's qualifications. That candidate will be interviewed.
- **Dr. Douglass** also reported that the Curator of History position will not be eliminated, due to **Ms. Poulos'** retirement.

Agenda Item 5 – Renovation Project

Dr. Amy Douglass reported on the progress of the museum **renovation**.

- She said the front façade should be complete by the end of September. This is making it easier to see the defined spaces of the community room, lobby and entry court.
- **Dr. Douglass** said the renovation of the building will be completed in November and exhibit installation will begin in December.
- The public opening is scheduled for Saturday, February 27, 2010. There will also be an invitation-only reception, the evening of Friday, February 26.
- **Dr. Douglass** said the staff is working very hard to keep pace with the project deadlines.
- She suggested that the Board take a tour of the construction site, in conjunction with the board meeting on October 1.
- **Chair Lisa Roach** and **Dan Killoren** asked to see the exhibit content and provide feedback.
- **Dr. Douglass** offered to email the documents containing the exhibit content to the Board. She said their comments need to be submitted by October 1.

Agenda Item 6 – Reopening Event Planning

Dr. Amy Douglass reported that, due to the museum staff's workload, other public arts staff are assisting with the **reopening event planning**.

- She said **Maja Switzer**, Arts Coordinator, is in charge of coordinating all the planning.
- There is a large committee consisting of other city staff, representatives from the Tempe Historical Society board, and **Julie Symopolous** from this board.
- **Dr. Douglass** said there was a very productive brainstorming meeting on September 1, which included members of the committee, museum staff and museum docents.
- The meeting generated several good ideas for the Friday evening reception and the opening event on Saturday.
- **Dr. Douglass** indicated that subcommittees have been formed to handle various aspects of the planning.

Agenda Item 7 – Board Standing Committee and Representative Reports

7A Petersen House Endowment Committee

There was no report.

7B Public Programs Representative

There was no report.

7C Policy, Procedures and Accessions Representative

Anne Chandler read the **Policy, Procedures and Accessions Committee** report.

- There are currently 16 provisional deposits. There was one loan and two new accessions.
- Over the summer, the collections volunteers were working on an inventory of the museum's three-dimensional collections.
- The goal was to record a location code for each artifact that would correspond with its record in The Museum System (TMS) software.

7D Historic Preservation Representative

Dan Killoren reported that he was unable to attend the **Historic Preservation Commission's (HPC)** meeting in August, but he read from the finished agenda.

- The design guidelines for the Roosevelt Addition Historic District were finalized.
- Money has been allocated for a plaque program that would identify historic properties and districts.
- **Mr. Killoren** said the City has allocated funds to update the survey of historic resources.

7E Tempe Historical Society Representative

Betty Enz reported that the **Tempe Historical Society's** lunch talks would resume this fall.

7F Diversity Awareness Representative

There was no report.

7G Oral History Representative

Robert McKinley reported that the **Oral History Committee** met on August 11.

- He said they are working on prioritizing the list of potential oral history interviewees.
- **Mr. McKinley** said some interviews and transcriptions were completed, over the summer.

Agenda Item 8 – Board Announcements

- **Lisa Roach** announced that the **Papago Park Regional Master Plan** website will be updated to show the final concepts.

Agenda Item 9 – Future Agenda Items

- Museum staffing
- Update on exhibit content
- Board goals
- Ideas for attracting volunteers, patrons and sponsors
- Fundraising ideas

The Board's next meeting will be October 1, 2009.

Meeting adjourned at 10:10 a.m.

Prepared by: Jerri Copenhaver

Lisa Roach
Chair, Tempe Historical Museum Advisory Board