

LITTLE FALLS HISTORICAL SOCIETY

Wednesday August 3, 2016

BOARD OF DIRECTORS MEETING

ATTENDING: Louis Baum, Heather Dawes, Jeffery Gressler, Scott Kinville, Robin Prinzhorn
Rocco Scarano **ABSENT:** Esther Brown

1. SECRETARY'S MINUTES

Scott moved to accept the minutes from the Wednesday, July 3rd meeting as written, Louis seconded and the motion passed. A copy is on file.

2. MONTHLY FINANCIAL REPORT

Copies of the July, 2016 Treasurer's Report were distributed. Some purchases were reviewed including the new children's books about the canal life. The top line should read: \$7,604.93. Scott moved to accept the amended report, Robin seconded. The motion was passed and a copy of the report is on file.

3. DOCENT SCHEDULE FOR CANAL DAYS CELEBRATION, REST OF SUMMER AND GARLIC FESTIVAL

Louis said the schedule is set through September 2, with a need to fill some evening hours for Canal Days on Saturday. Friday and Saturday are very busy and extra help would be appreciated. Louis will be making additional keys for docents and all the keys are numbered. Both the police and fire departments have keys. Third Thursdays was discussed - if main events are scheduled for Canal Place the museum will not stay open as we don't get enough traffic. About 15 docents are scheduled to keep the museum open Monday through Friday afternoons and Saturday mornings. Although the coverage is good, additional docents would be very helpful. Keeping the back doors open for Farmer's Market people to access the bathroom was discussed.

4. INTERNS/VOLUNTEERS UPDATE

The intern placed through Working Solutions has not returned to work. Some extenuating circumstances were discussed. Jeff noted that the program counselor had a recent death in the family. Anita will try to contact Andrea again and will also touch base with the counselor. Scott suggested giving student memberships to interns, Louis agreed, as we have done so in the past. Jeff said that Madison Blask will be volunteering. She is Mayor Blask's daughter and a senior at Cortland majoring in journalism. She has already started some writing projects including a virtual museum tour and a "Myjava/Sister City" newspaper article.

5. COMPUTER STATION UPDATE

Robin said that the computer is all set up with internet connection, she placed a set of instructions including how to access the alumni site on the computer table. Mike Potter's slide show is also available to view alphabetically or by subject. Additional information to include, including a list of class registrars was discussed. Rocco asked about any additional furniture

needed for the computer area. Louis asked how we will allow and monitor public use of the computer.

Jeff offered to write a policy to be reviewed at the next meeting.

6. SOCIETY/SCHOOL DISTRICT INTERFACE UPDATE

Rocco and Jeff attended a meeting with Little Falls high school personnel. The response was cooperative and optimistic. They will be visiting the museum on Wednesday, August 31st at 1:00 PM. A theme based curriculum is proposed based on local history topics like social, military, transportation. Rocco said the goal is to get students involved with learning about local history and reviewed plans for this affiliation between the Historical Society and the high school.

7. COPIER/SUPPLIES POLICY

Louis talked about the need to designate someone to assume responsibility for copier supplies. Allison and Anita will talk about organizing and maintaining supplies. Louis is also getting the petty cash updated and better organized. There was a 3 year backlog of petty cash slips, some going back to 2013. The money in the petty cash was \$39.72, new petty cash slips are also in the box. The slips and the amount of cash should always add up to a fixed number. Jeff said the policy is that no cash should be removed other than for specific society purposes and must be backed up with a slip containing the date, amount, and purpose of expense, and signed. Robin made a motion to have Jeff talk with Dave Krutz to oversee petty cash, Scott seconded and this motion was passed.

8. SIGNAGE UPDATE

Louis said the Myjava Sister City signs are in place by City Hall, and city entrances. The Dept. of Public Works set up the signs. Scott suggested sending them a thank you, Louis agreed and after all the signs are in place a thank you will be sent. Louis also talked about the changes for the park signs. After careful consideration and looking at many other area signs, Louis concluded that the proposed park signs should be larger than previously planned and when completed they will complement the Myjava signs, being a similar color and with gold engraved lettering, but will measure a larger 5 X 3. Although the park signs will take longer than anticipated, the larger size will be much more visible. Jeff said that the cost of all signs are covered by donations: city signs by Tinkler/VanHorn funds, Myjava by Martin Babinec, Cheese market, by Ken Bagley. Jeff said this is a vote of confidence by these people and demonstrates a close working relationship with city of Little Falls. Jeff said he also spoke about the sign project at the end of a recent common council meeting.

9. OFF-SITE STORAGE UPDATE

Jeff talked about the planned rental of space in a building owned by Fred Urich that will cost \$40.00 per month. Heather asked if we will have a contract and insurance. Rocco asked if we would pay yearly. Louis asked about how to get in and out of the storage area and who will have a key. Jeff said Gorden Ackerman, as manager, will provide access to the building. We will have a key to our storage area. Jeff said he would look further into the other questions

along with talking with Dave Reed about insurance coverage. He also recommended waiting until fall to start reviewing items that might be suitable for moving off-site and begin looking at items in the basement after the September meeting. There was additional discussion about the merits of a professional appraisal and inventory.

10. OLD BUSINESS

Rocco contacted Vista Print, regarding the envelopes for making donations to the Historical Society to be available at local funeral parlors. He will go ahead with the purchase.

Heather was contacted by local resident who wants to donate a rare, authenticated copy of an Andrew Wyeth print. Discussion about how we would use the print such as owning it to enhance the museum collections, fundraising exhibit, etc. Louis asked Heather to call the Brandywine museum to ask about value of the print. Jeff agreed to call the prospective donor.

Heather will borrow band, gym, and sports uniforms for her 50th class reunion.

11. NEW BUSINESS

There was no new business at this time.

12. OTHER

Jeff said that both Louis and Terry Tippin recently celebrated their birthdays.

Jeff showed items that Robin's brother can make for our gift shop, Robin will get prices.

Louis made a motion to have Jeff work out the details with the Canal Celebration Committee in order to sell Canal t-shirts in the gift shop. The motion passed.

Fall Speakers: Scott said that Dave VanMeter will talk about the Cheese Market at the September membership meeting. In October, Mike Potter will talk about his work on the slides. Scott is looking for a November speaker. Many suggestions were offered including: Gary Ford, Underground Railroad, local Native Americans, Historical Society History, Matt Derby's son, Frances Spinner, famous local residents. Scott will look into the suggestions.

Anita and Robin are updating the museum brochure. Heather said more local brochures are needed including the Herkimer Home.

Jeff said that WKTV is coming to the museum today at 2:15. Jeff will speak about the 100th Anniversary of Lock 17.

Adjournment:

Louis moved to adjourn the meeting, Scott seconded. The meeting was adjourned at 11:55 AM.

Next meeting: Wednesday, September at 9:30 AM

*Submitted by:
Anita Dulak, secretary*