

THE LITTLE FALLS HISTORICAL SOCIETY

Board Meeting Minutes

December 7, 2016

Present: Jeff Gressler, Heather Dawes, Scott Kinville, Rocco Scarano,
Mike Smith, Robin Prinzhorn

Absent: Louis Baum, Esther Brown

Guest(s): Missy Smith

***Next meeting:* Wednesday, January 4, 2017**

President Jeff Gressler opened the meeting at 9:30 AM with a welcome to new board member Michael Smith and guest, Mike's wife, Missy Smith.

I. Secretary's Report

The Secretary's Report from 11/2/16 was approved as written with a motion made by Robin, seconded by Mike. A copy will be placed on file.

II. Treasurer's Report

The Treasurer's Report was approved as written with a motion by Robin and seconded by Heather. A copy will be placed on file. The bill for chimney repair has been paid in the amount of \$500.00 (\$100.00 below initial estimate) and will appear in next month's Treasurer's Report.

Rocco gave a breakdown for the Christmas Luncheon:

\$680.00 collected

\$690.00 + \$50.00 tip paid to Ruth Petkovsek

\$135.00 paid to Overlook Mansion

Cost to Historical Society = \$195.00 (with a discrepancy of \$10.00)

III. Leftovers: Insurance, Dehumidifiers, Maintenance

Insurance: Jeff will speak with Sue and Carol at Herkimer County Historical Society.

Dehumidifiers: Heather inquired about grants from Walmart for new dehumidifiers; an application needs to be submitted on-line to their corporate headquarters by: December 15, 2016, for January awards to local non-profit groups. Scott and Heather agreed to continue to work on this project.

Maintenance: Rocco reminded us that we need to establish a "Routine Maintenance Checklist". Scott suggested contacting Dave Burleson for his ideas. Jeff is working on the checklist.

IV .Elections

Jeff congratulated returning board members, Heather Dawes and Robin Prinzhorn, along with new board member Michael Smith. He complimented the nominating committee and also spoke with Esther Brown who will continue to be informed of board activities.

V. 4th Grade Visit & Myjava Pen Pal Project

Jeff reviewed the 4th grade visit on December 1st, it was again a success with the children enjoying the tours, decorating the tree and starting the "Myjava Pen Pal Project". A short discussion included the challenges of making the best use of the time that the children spend at the museum to possibly include some additional time for questions and exploration.

VI. Building Work

Jeff said that the building is in good shape for winter after the completion of needed repairs to the roof and chimney as previously mentioned. Heather said there is a big gap behind the furnace in the basement. A brief discussion on ways to respond to keeping mice out including sonic devices, traps, balsam repellent. Jeff also said that the water on bathroom floor noticed on the day of the 4th grade visit was checked out by Kaufmann who determined it is not a plumbing problem. It may stem from an old leak or as yet an undetermined source. Heather described some of the past leaks and repairs made including above the dropped ceiling, Rocco said leaks can show up intermittently especially after heavy rain.

VII. Petty Cash

Jeff said the Treasurer expressed concern regarding 2 recent issues:

1. The petty cash box was short by \$10.00
2. The petty cash was changed from assorted denominations to all \$1.00 bills.

The Treasurer suggested waiting for about a month and should another unexplained irregularity occur, the box can be locked and approval for spending petty cash may be required.

After a brief discussion, Scott made a motion to approve the purchase of and use a small lock for the petty cash box with the key to be stored in an envelope in the office desk, Robin seconded the motion, which was passed.

VIII. Christmas in Little Falls

Christmas in Little Falls is on Saturday, December 10th. Jeff said additional help is needed to have 4 people working each time slot.

IX. Peter Adasek Buildings

Jeff said that Dr. Peter Adasek is considering willing one or both of his properties in Little Falls to the Historical Society. A short discussion followed with concerns and possibilities expressed resulting in the recommendation that Jeff speak with Sue Perkins of the Herkimer County Historical Society as they own and maintain two historic buildings. Jeff agreed and will also speak with Sue about insurance coverage. He also asked that this subject remain confidential as Dr. Adasek is just considering all possibilities at this stage.

X. Exhibits & FaceBook Updates

Exhibits: Jeff reviewed the 2017 exhibit topics saying the exact details will be worked out later, with nothing coming down or going up without an overall plan for the use of space.

FaceBook: Robin will contact Bobbie Chase, Jeff contacted Kevin Kannister, who administers the "Little Falls Remembers" website. Heather is getting information from Kandy Love and Jay Love; their mother Eileen played with the symphony, Jay played in local bands and ran the "Love Inn" where many bands played in the 80's. Jeff spoke with Hank Brown and is sending him specific questions about the rock & roll era in Little Falls. Heather suggested contacting Gary Vanvegthen.

XI. Tabled

Ward Square and Burke signage discussion.

XII. Other

Loans:

Heather said that the Herkimer County Historical Society is planning a 2017 exhibit on WWI. She made a motion to loan the Herkimer County Historical Society our WWI uniform and any other memorabilia for the purposes of a display, Scott seconded and the motion was passed. Heather agreed to take responsibility for the loan. Heather said MWP institute is also planning a display, "Roaring into the Future: New York 1925-35" from June 17th through October 9th, 2017 in Utica. Maureen Marton, Decorative Arts Trust Intern is asking for an appointment to research material at our museum that might be part of this exhibit. Heather said this is a great compliment to our museum and we do have a Roaring Twenties outfit in good condition. Jeff said a collaboration will be mutually beneficial. The board expressed interest in this project and when further information is obtained the board will make a formal decision.

Mohawk Valley Hockey Club: Scott thanked members of the board for their recommendations about funding sources at the November meeting and the results have been very positive. He also said that the Cub Scouts have asked him to conduct a museum tour for them which he scheduled for Monday, December 12 from 5:45PM – 6:30PM. Scott welcomed any board members to attend, Heather said she would look for Boy Scout scrap books and photographs.

Luncheon:

Heather talked about the "behind the scenes" extra work and challenges that she and Rocco handled with the Overlook and Ruth Petkovsek and her team. Many compliments were received about event, the menu, location, Robin's punch, the short history of the Overlook Mansion and the overall success of Heather and Rocco's teamwork. Jeff also said that among Mayor Blask's comments at the end of the Common Council meeting later that same day included what a pleasure it was to be at the luncheon and listen to all the stories about Little Falls.

Policies & Procedures, By-Laws, etc.:

Rocco reminded us that policies are to be added to the docent training manual, and possibly in addition other procedures and by-laws. The secretary will be responsible for this.

*Funeral Parlor Envelopes:

Rocco would like to continue to pursue printing our own funeral parlor donation envelopes.

*Continuing Chronicle of Little Falls History:

Rocco suggested that we keep a journal of important events and activities pertaining to Little Falls and will talk with Pat Stock about working on this. Rocco will get a book for recording this information to be kept at the front desk.

*Committees:

Rocco suggested developing committees, creating a list with descriptions. Heather said that we might consider offering training through the museum and that there is on-line training available.

*Jeff asked that these topics be added to the January agenda for further discussion and planning.

XIII. Adjournment

Scott made a motion for adjournment, Robin seconded. The meeting was adjourned at 10:50 AM.

minutes submitted by:

Anita Dulak, Secretary