

**MUSEUM AND HERITAGE FUND ADVISORY BOARD  
QUARTERLY MEETING  
October 23 , 2018**

Pete Wither called the meeting of the Museum and Heritage Fund Advisory Board (MAHFAB) to order. Jim Peterson Ellen Bonnifield, Becky Hicks, Diane Holly, and Mike Lewis, Museum and Heritage Fund Advisory Board members; Katie Adams, Tread of Pioneers Museum; Laurel Watson, Hayden Heritage Center; and Nita Naugle, Tracks and Trails Museum; were present. Tegan Anderson prepared the minutes.

**EN RE: REVIEW OF MINUTES**

**MOTION–APPROVAL OF MINUTES**

Ms. Holly indicated that she found a typo in the minutes. The word “porch” was misspelled in the Historic Routt County update. Ms. Anderson stated that she will make that correction.

Mr. Peterson moved to approve, as corrected, the minutes of the Museum and Heritage Fund Advisory Board’s regular quarterly meeting of July 24, 2018. Ms. Bonnifield seconded; the motion carried unanimously.

**EN RE: CAPACITY BUILDING GRANT APPLICATIONS**

**TREAD OF PIONEERS - ORAL HISTORY TRANSCRIPTION PHASE IV**

Ms. Adams stated that this is the fourth phase of the Oral History Transcription project so it should look very familiar to the Board. The transcription project provides community access to the recordings and helps establish this collection as a legitimate archive. Through the Three Wire Winter digitization project a company was located that is able to transcribe much more quickly and accurately than relying solely on volunteers therefore they are moving through the transcriptions quickly. This company charges by the minute of recording transcribed.

Mr. Peterson asked if this phase is all audio recordings or if video recordings are also being transcribed. Ms. Adams replied that they are beginning to get into transcribing the brown bag video series that began in the 1990s. They anticipated that this phase will consist of approximately 100 interviews being transcribed.

Ms. Holly asked how many more video or audio recordings exist that need to be transcribed. Ms. Adams responded that there are maybe a few hundred left. She anticipates that there will not be many phases after this one is completed.

## **MOTION**

Ms. Holly moved to approve to recommend the funding of \$5,000 from the Capacity Building Grant Fund towards the Tread of Pioneers - Oral History Transcription Phase IV Project; Mr. Lewis seconds. The motion passed unanimously.

## **HAYDEN HERITAGE CENTER - COLLECTION STORAGE & STEWARDSHIP PROJECT**

Ms. Watson stated that the Hayden Heritage Center has been moving towards an expansion and as part of that larger project they completed a Collection Asset for Preservation (CAP) Assessment last year. During that assessment a collections assessor and a building assessor helped determine where and how the collections can be best stored at the museum. It was determined through the assessment that the freight room of the depot is the best location for storage due to the concrete floors, high ceilings, and fairly consistent room temperature. Hayden Heritage Center was awarded a grant from YVEA the previous year for data logging devices to measure the room temperature throughout the museum and that data supports the freight room as being the best storage space.

The grant funds would go towards freestanding storage shelves, a heater, UV protectant window coverings, and storage boxes. These items will be used in the freight room to store their collections while they are not on display. The freestanding shelves were selected because they do not require any modification, such as bars in the floor, to the historic structure. The freight room also has a loading dock and it is cut off from the remainder of the museum which are both desirable characteristics for a collection storage space.

Ms. Watson added that she has included a drawing of the layout plan in the grant application. Some file cabinets and other storage items have been acquired already for the space. The Hayden Heritage Center has recently modified their catalog and retention policy to make sure only relevant items are being archived and stored.

Mr. Peterson asked what the freight room is currently used for. Ms. Watson replied that there is some storage items that will be moved to offsite storage, file cabinets, a hospital exhibit and a taxidermy exhibit. While they are in the process of moving forward with the expansion plans the museum has been tight on space however they have been reviewing their space needs and coming up with a master plan.

Ms. Hicks asked how much storage space is being gained. Ms. Watson replied that the current storage area is about 100 square feet and the freight room is 700 square feet. Having the storage on the first floor will be beneficial so volunteers are not carrying items up and down the narrow stairs to access the current upstairs storage area. With new storage boxes and shelves the hope is to store items more efficiently as well.

Ms. Watson added that she included 10% contingency just in case they have issues with the electrical when they install the heater in the storage room. Ms. Watson gave a breakdown of the labor hours expected during each leg of the collection storage project. Administrative costs are anticipated to be 3% of the total project costs.

Ms. Watson noted that she is not nailed down on the shelving products yet. She will continue to shop around to find a deal. Because shipping costs are so high she may put in a joint order with the Tracks & Trails Museum to save on the shipping costs.

Ms. Hicks noted that the support letter is from a Hayden Heritage Center board member and she doesn't know if that is what the Board is really looking for. Mr. Peterson replied that with this being a collection storage project would not make sense to have an outside individual sending a letter of support. A Hayden Heritage Center board member would understand the need for collection storage whereas they would not want members of the public seeing their collection storage for a number of reason including security of exhibit items. Ms. Hicks added that maybe the MAHFAB grant needs to clarify that a letter of support is not necessary for a project like this.

### **MOTION**

Ms. Hicks moved to approve to recommend the funding of \$5,178 from the Capacity Building Grant Fund towards the Hayden Heritage Center - Collection Storage & Stewardship Project; Ms. Bonnifield seconds. The motion passed unanimously.

### **HISTORICAL SOCIETY OF OAK CREEK & PHIPPSBURG - ARCHIVE SUPPORT PROJECT**

Ms. Naugle stated that she is requesting \$800 to supplement archiving supplies for their archiving project. The Tracks & Trails Museum has a great need for archiving supplies and although this will not fill the need it is a good start. The supplies listed in the grant application are not set in stone, she will continue to price check and shop around for supplies at a better price. As Ms. Watson mentioned, they can look into co-ordering in order to save on some of the shipping costs.

Ms. Naugle added that they have a support letter from Linda Long, who is not a Historical Society of Oak Creek & Phippsburg Board member, however she is a member of the museum and she sees the great need for archival support. Currently items are not being stored in the best way for them to be preserved.

Ms. Hicks asked for an estimate of how many items need to be archived. Ms. Naugle replied that there are countless items. About half of their photographs are in proper archival boxes but the remainder are in plastic sleeves that aren't appropriate. They also have textiles packed in boxes without enough breathing room for proper long term storage.

## **MOTION**

Mr. Peterson moved to approve the recommendation for funding of \$800 from the Capacity Building Grant Fund towards the Historical Society of Oak Creek & Phippsburg Archive Support Project; Ms. Hicks seconded; Mr. Peterson recused himself; the motion carried unanimously.

## **EN RE: OTHER BUSINESS**

### **SUGGESTED CHANGE TO GRANT APPLICATION - Project type category**

Ms. Anderson stated that she was contacted by Candice Bannister from the Tread of Pioneers regarding the “project type” category on the capacity building grant application. The feeling is that the current options are more directed towards historic preservation projects and they do not cover many of the applications that are submitted to MAHFAB for review. The current project type options are acquisition & development, survey & planning, and education.

Ms. Anderson asked if the board is interested in reworking all of the project type options. Ms. Hicks replied that she would prefer seeing an “other” option. Mr. Peterson added that he doesn’t want to see applicants boxed in by the options so he supports an “other” option as well.

## **MOTION**

Ms. Holly moved to add an “other” option to the Project Type section of the MAHFAB Capacity Building Grant application. Mr. Peterson seconded; the motion carried unanimously.

## **UPDATE FROM HRC - JULIE HARRIS THEATRE PROJECT**

Ms. Anderson noted that Ms. Katzman from HRC sent an update regarding the Julie Harris Theatre project. Ms. Katzman has a meeting scheduled with the new director of Perry Mansfield to discuss this project. She will provide more information regarding the progress of this project once that meeting happens.

## **PUBLIC HISTORIAN STUDENT PROJECTS**

Ms. Bonnifield stated that she attended the Western History Conference the week prior. At that conference she met some public history students from CSU. They expressed

interest in lending themselves for public history projects in our area at no cost to the museums. Ms. Bonnifield offered herself as a contact for these students.

### **EN RE: NEXT MEETING**

The next regular meeting of the Museum and Heritage Fund Advisory Board will be held on Tuesday, January 29, 2019, at 6:00 p.m., in the Commissioners' Hearing Room, 3<sup>rd</sup> Floor of the Historic Courthouse. At this time the **Board will be reviewing the 2018 Financials and the 2019 Budgets.**

All information is due to the staff assistant, via email, by January 18, 2019.

### **EN RE: ADJOURNMENT**

#### **MOTION—ADJOURNMENT**

At 7:15 p.m., Ms. Bonnifield moved to adjourn the meeting. Ms. Holly seconded; the motion carried unanimously.

No further business coming before the Board, same adjourned sine die.

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Tegan Anderson, Administrative Assistant

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Pete Wither, Chairman