

Sibley County Historical Society Board Meeting
October 24, 2019,
Jeff DuCharme Residence
beginning at 12:00 PM

President Jeff served a delicious lunch and then called the meeting to order at 12:30 pm.

Members Present: President Jeff DuCharme, Joy Cohrs, Vicki Stock, Eldrene Elbert, Mike Reinhardt, Wendy Evenson, Holly Harjes, Karen Klenk, Rich Nagel and Executive Director Laura Gilman.

Approval of Agenda: One addition: Sharon Haggemiller asked if the Christmas Program could be held as in previous years. Motion by Joy to approve agenda, second by Vicki: motion passed

Approval of 9/16/19 minutes

Treasurers report by Rich Nagel. Motion to accept Treasurers report by Jeff. Second by Joy. Motion passed.

Old Business:

- The PA System which was paid for with the Schmidt Foundation grant has been received. Ready to use.
- President Jeff reported that Museum access and alarm system is fixed.
- Mike reported that trees, branches and shrubs have been trimmed around the Museum..
- Legacy Grant site meeting will be held on October 29 with Todd Mahon of MN Historical Society with Jeff, Rich, and Laura of SCHS and Claudia, The Museum Lady to assess the progress on the inventory. As of October 22 a total of 11,223 items have been inventoried. (For full Report dated October 24, 2019 by Claudia see attachment to these minutes.)

New Business:

- Laura Gilman was introduced to the Board. Laura was offered and has accepted the position of Executive Director. Her official duties will begin on November 1st. \$20/hour with no benefits. She will be paid bi-weekly. Currently she is unable to be at the Museum 30 hours/ week (60 hours max/pay period) due to another commitment at the Sibley East Elementary School. She will be physically present Tuesday and Thursday afternoons and Sundays when the museum is open. Her hours will increase during the summer months and school breaks.

- A luncheon will be held on Tuesday, November 26 beginning at 12 pm at the Museum in appreciation of Claudia, Luke and Todd for the work they have done on the inventory project. Pizza will be ordered. **It was decided that because the regularly scheduled Board meeting falls on Thanksgiving, the November meeting will be held directly after the Volunteer Appreciation event.**

- Future Board meetings will be held at the Museum on the fourth Thursday of each month beginning at 5 pm.

- A Motion made by Vicki that Karen Klenk will vacate her Director position, and be appointed to the unexpired term of Secretary: said term expiring at the annual meeting in 2022. Holly Harjes be appointed to fill the vacant Director position that has an unexpired term ending at the annual meeting in 2020. Motion second by Wendy. Motion passed.

-Holly Harjes suggested that a Volunteer Appreciation be held. A date of **November 12** was set. It will be held at the Museum beginning at noon. The Board will provide food and refreshments. Laura Gilman will create an invitation. Eldrene Ebert will contact Marie Main for a list of Sunday volunteers.

- Rich Nagel, Treasurer, informed the Board that he does not have experience with payroll functions (which are now necessary with the hire of an Executive Director). He has reached out the Schad, Lindstrand in Arlington and the cost would be \$55/month. Other possibilities would be Jim Poquette, Gaylord, or possibly the County as in-kind. Joy will check on the possibility of the County assisting.

- Sharon Haggemiller is inquiring if a Christmas program will be held on January 5, 2020 as has been done in the past. After much discussion, Laura Gilman suggested that we do not hold the event with the inventory project going on. A suggestion was made to hold a grand reopening event in the spring after the current inventory is done. Further discussion will take place as to possibilities. Rich made a motion that the Christmas gathering not be held; Mike seconded and the motion passed.

- Jeff informed the Board that the New Country School would like a tour for students K – 3. The subject is technology. Jeff will inform Sharon Haggemiller of the request.

- Luke informed Jeff that the steps to the attic are getting soft. It was also mentioned that there is poor lighting in that area.

Meeting adjourned at 1:45 pm

Respectfully Submitted by Karen Klenk and Vicki Stock

Report to the Board of Directors Sibley County Historical Society October 24, 2019

Progress to date:

As of close-of-business on Tuesday, October 22, Todd Sasse and Luke Koran have completed the inventory of 11,223 objects. They are currently working in the attic, which is a challenging space, and will be much more difficult to work in as the temperature outside drops.

A major issue has become identifying the difference between Christmas decorations that are accessioned objects in the collection, versus those that are merely props. They should be treated differently, although they absolutely can be used in decorating for the holidays, providing proper precautions are taken to ensure their safety and security. However, Luke and Todd have had difficulty differentiating between accessioned objects and prop collections. We hope to be able to work with some volunteers to separate them, to ensure that we capture the actual collections items in the physical inventory.

They believe that by the current end of the grant project, they will have inventoried an additional 1750 objects (between now and the end of November). They are quite near the end of the inventory project.

Because the grant project is not likely to continue into the next year, Luke Koran will be moving out of his apartment in LeSeuer and relocating. His last day is November 26.

Status of the Grant Project:

In order to get the last bit of the grant funds from the Minnesota Historical Society, SCHS is hosting a site visit for Todd Mahon, from the Grants Office, to assess progress, and find out whether the project will be finished by year-end. This visit will take place on Tuesday, October

29, at 10 a.m. To my current knowledge, both Jeff DuCharme and Rich Nagel will be there to represent SCHS. I will be there representing The Museum Lady.

Mahon had mentioned the possibility of an extension, and that will be a subject discussed at the meeting. A fairly short extension (provided more money comes with it) ought to allow us to finish the physical inventory completely. Although working in December in the attic might be highly problematic.

You may recall that the Phase II Legacy grant that SCHS submitted (rejected by MNHS), included time to do a “reconciliation” of they physical inventory completed by The Museum Lady, and the electronic records in PastPerfect that SCHS already

has. This work is ordinarily done at the completion of a physical inventory to ensure that records are the same for any given object. Because not all of the SCHS accessions recorded in the Accession Logs are in the PastPerfect database, data entry for those objects would be helpful to do as well. This work was, I believe, begun with a volunteer who worked with Amy. I do not know the current state of that project.

I can strongly recommend that you consider finding a way to reconcile the Google spreadsheet that we will turn over to you at the conclusion of the inventory with the PastPerfect database, at a minimum. If possible, you should also consider a data entry project to ensure that all of the accessions in your accession logs are in the electronic database as well.

