

<p>Notice of Public Meeting Tuesday, January 15, 2019 11:30 a.m.</p>	<p>MUSEUM & ARCHIVES COMMITTEE</p>	<p><i>Door County Government Center Chambers Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i></p>
<p><i>Oversight for the Door County Historical Museum & Archives</i></p>		

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of the November 20, 2018 Committee Meeting**
5. **Correspondence**
6. **Public Comment**
7. **Curator Report**
 - ◆ Friends of Museum Report
8. **Continuing/Pending Business (Review/Action)**
 - ◆ Archives Update
 - ◆ Status of Acquisition of Younkers Home Store Building
 - ◆ Status of Videotaping of the Museum
9. **New Business (Review/Action)**
 - A. Discussion / Recommendation on Parcels 2811085260101 and 2811085262502 (442 Michigan St)
10. **Requests for Agenda items for next meeting**
11. **Next Meeting Date: tbd**
12. **Meeting Per Diem Code:**
13. **Adjourn**

Deviation from the order shown may occur

**Monday, November 20, 2018
Minutes**

**MUSEUM & ARCHIVES
COMMITTEE**

*Door County Government Center
Door County Museum
18 N 4th Ave, Sturgeon Bay, WI*

Oversight for the Door County Historical Museum & Archives

Call meeting to order

The Tuesday November 20, 2018 Door County Historical Museum & Archives Meeting was called to order at 12:00 pm. by Chairman Linda Wait at the Door County Museum on 4th Avenue.

Establish a Quorum ~ Roll Call

Committee members present were: Linda Wait, Helen Bacon, David Englebert, Dan Austad and Susan Kohout. Ken Fisher was absent. Joel Gunnlaugsson was excused.

Others Present: Maggie Weir- Museum Curator, Ken Pabich, County Administrator, Tina Kakuske, Library Director, Steve Rice, Archives Intern and other museum workers/volunteers.

Adopt agenda/Properly noticed

Motion by Austad, seconded by Bacon to adopt the agenda. Motion carried by unanimous voice vote.

Approve the minutes of the September 10, 2018 meeting

Motion by Englebert, second by Austad, to approve the minutes of the September 10, 2018 meeting. Motion Carried by unanimous voice vote.

Correspondence

None

Public Comment

None

Curator Report

Maggie Weir gave her curator report. Maggie handed out a spreadsheet on 2018 Visitors and Donations. The museum received about 50% of suggested donations based on total visitors signed in.

Winter projects: Continue to work on accessioning all the items brought in and archives, Label and number items that will go into exhibits for next year. Also working on a "Golden Girls" exhibit, and finishing exhibit of the Sister City over at the Community Center.

With the DC Advocate moving out of their building, they have offered up all the negatives and files to the museum. They will bring those over by November 29th. They also offered to the museum all the actual newspapers since 1862. Pabich will check with Buildings & Grounds to look for room in the Government Center building to retain those. The County can also have the stone county replica and the newspaper replica on the outside of their building, but we will need to remove it ourselves.

The Sidewalk Blocks project regarding the sidewalks that had the street names on them, turned out really well. Also have an app that can give you a tour and details of each block.

Bill Rice is going to work on new lighting in the museum.

Friends of the Museum Report

Maggie Weir stated that the Friends of the Museum purchased a Quick Books program and laptop to run the accounting of the Friends of the Museum through.

Continuing/Pending Business

Archives Update

Tina Kakuske introduced Steve Rice as the new archive intern to work with the archives and determining the scope of work and items for the county. Rice stated he has already started on Phase I by sending a survey to 18 core historical groups throughout the county. More than half are already returned. He intends to start Phase II soon by working with and interviewing select groups individually to get more detail on their archives. He also will be sending the survey out to more of the smaller historical groups soon. Rice estimates about 600-700 cu.ft of archive space would be needed based on the responses so far.

Status of Younkers Home Store Building

Pabich stated that we are still in contact with the realtor and waiting to hear back from them on the status.

New business

Videotaping of the Museum

We are working with Laddie Chapman to video all the items of the museum to have as back-up for insurance. Maggie Weir will meet with Laddie the beginning of December to see what all needs to be done. Austad will check with the Pioneer Fire Company to confirm that the 3 firetrucks are covered under their insurance as they belong to them.

Strategic Plan Update

Pabich stated the Strategic Plan is status quo, and that it has been accepted and the committee continues to move forward with it.

Request for Agenda Items

Archives Update

Videotaping of the Museum

Status on Younkers Building

Recessed for a lunch at 1:05

Reconvened to go on tour of the archive building at 1:35.

Next meeting date: Tuesday, January 15, 2019 11:30 a.m. at the Government Center.

Meeting Per Diem Code:

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Adjournment

Motion by Kohout, second by Bacon to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 2:08 p.m.

Respectfully submitted, Barb Pavlik

“These minutes have not been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”