

# **Darwin R. Barker Library & Museum Association**

## **Board Meeting Agenda**

**March 20, 2024**

### **Agenda:**

#### **Review of Minutes:**

#### **Correspondence:**

**Treasurer Report:** Kitty Crow

**Librarian Report:** Graham Tedesco-Blair

**Curator Report:** Max Walters

**Town Representative:** Chris Schaeffer

**Village Representative:** Michelle Twichell

**Old Business:** \*Museum roof repair status

\*Museum air handling system project

**New Business:** \*Finance updates

\*Roberts Rules of Order

#### **Calendar:**

#### **Adjournment:**

# **Darwin R. Barker Library & Museum Association**

## **Board of Trustees Meeting Minutes**

February 21, 2024

**Members Present:** Graham Tedesco-Blair, Kathy Petersen, Jon Weekly, Max Walters, Linda Prechtel, Mark Twichell, David Dengler, Catherine Oag-Miller, Kitty Crow, Margaret Gray, Pat Stokes

**Absent:** Jeff Adams

**Village Representative:** Michelle Twichell

**Town Representative:** Chris Schaeffer

**Guest:** Mayor Ferguson

**Review of Minutes:** Mark moves to accept, Margaret 2nds, accepted

**Correspondence:** Graham received a letter notifying DRB of the death of Dr. Elizabeth Jacka: a portion of her retirement fund has been left to us. More details later.

Max has received a letter & donation from the author of the Alonzo Cushing song. Max is looking for singer & tech help to record for museum.

**Treasurer Report:** Kitty reviews new format of the combined reports. Mark moves to accept, Margaret 2nds, accepted

**Town Representative:** Chris reports no movement on new Pomfret building

**Village Representative:** the roof repair is approved (Tom Hawk). Mayor Ferguson gives info on Restore New York Fund & suggests DRB submit a needs list

**Librarian Report:** Graham reviews written report. Mark moves to accept, Kathy 2nds

**Archivist Report:** Catherine reviews written report. Margaret moves, Kitty 2nds

**Curator Report:** Max reviews written report. Mark moves, Jon 2nds

**Old Business:** Graham has filled out paperwork for combined M&T bank account (another fraud was caught). Graham & Max will each have a credit card with \$2500 monthly limit, balance to be paid monthly (no more debit cards).

Museum AC & heat: Max will budget for replacement of 1 furnace & AC. Mark moves to accept, Dave 2nds, approved. Max has one quote for work, & will forward to village for inclusion in grant application.

**New Business:** Library roof is leaking (membrane leaking) – needs replacing. Kathy moves to allow Graham to pursue quotes & options for new roof. Margaret 2nds, passed.

Employee retirement account will be moved to Jason Stronz at Courier. Employees voted to remain with SEP (5%). Jon moves to table this in order to explore other options, Mark 2nds

**Calendar:** March 20, 4:00pm

**Adjourn:** Mark moves, Jon 2nds

NOTE: Village Rep: roof will be repaired vs. New Business: roof needs replacing

Minutes submitted by Kathy Petersen, Sec'y.

# **Darwin R. Barker Library & Museum Association**

## **Board Meeting Library Report**

**March 20, 2024**

**Library/Museum wiring project** – Advent Communication Systems, a company out of Pittsburgh, installed all the networking racks necessary for connecting the library and museum’s internet, then performed all the wiring, wireless access point, and port installation to upgrade the museum fully. They did a fantastic job, were very professional, and the upgrades are subtle and inobtrusive.

**Exterior Wi-fi Access Point** – Wiring is all set, waiting on delivery of WAP to CCLS so we can schedule installation. This will provide free wireless internet access to the entire commons.

**Scott Creek Collective Art Exhibit “Artistry and Alchemy”** – We are proud to display the work of this local pottery studio, including bowls, vases, fish head statues, rabbits, and other works of art. They provided a fantastic small exhibit on their process, detailing how the creation of a work happens from start to finish. Our opening had 40+ attendees, and we have received numerous compliments from patrons. Big thanks to Elizabeth for her work in scheduling and setting up the exhibit, and for coordinating the gala.

**Nick Smith Poetry Reading** – local SUNY professor, filmmaker, and poet Nick Smith gave a reading from his latest collection on Saturday February 24<sup>th</sup>. We were very happy to showcase the talents of a newcomer to our area, and look forward to working with him more in the future.

**Jackie Damore Opening** – local painter Jackie Damore’s work went up on Monday March 18<sup>th</sup>, featuring her oil paintings of birds both local and exotic. A gala will be held Thursday March 21 from 5-7 pm. Big thanks to Elizabeth for her work with the art coordination, and to Tom Annear for helping to connect us with local artists!

**Door Count for February 2024:** 2,905, versus 2,365 in 2023

## **February 2024 Programming Stats**

### **CHILDREN**

Storytime Sessions: 7

Storytime Attendance

Kids 49

Adults 26

ABCD visit 2/9

Kids 6

Adults 1

Master Builders

Sessions: 1

Attendance: Kids 4

Adults 2

### **YOUNG ADULT**

Kids Takeover 2/19

42 attendees

### **ADULTS**

Book Club 2/10

6 attendees

Seed Sowing at SUNY Fredonia  
2/16

14 Attendees

Seed Sowing 2/17

5 attendees

Poetry Reading 2/24

12 attendees

Computer programs

Training: 1 session,  
2 attendees

Individual tutoring:

5 participants

Ukulele Lessons

Sessions: 3

28 Attendees

# **Darwin R. Barker Library & Museum Association**

## Board Meeting Archives Report

March 20, 2024

### *Grape Belt Digital Collection*

- Items Catalogued = 728
- Items Online = 263

### *Clark-Collesano Family Collection*

- Finished arrangement of the Clark-Collesano Family Collection (#4082), a collection of 89 items: correspondence, financial documents, and property deeds.

### *Collections*

- Work continues on the Ellis-Rowley Collection (#4086) and the Village Papers Collection (R887)
- Individuals Collection and Business Collection: updated locations of all items in Past Perfect and when necessary, assigned numbers to the items and created catalog records for items not already in the system. (200+ items reviewed)

### *Home Locations*

- 48 new archival accessions were cataloged into Past Perfect and housed in their respective collections.

### *Website*

- The museum's website is now hosted through WordPress. I have taken this opportunity to give our website an updated look, as well as add new and engaging content.
- Created new membership tiers and perks associated with each membership type
- Pages added: Grape Belt Digital Collection, Outreach, and Staff

## *Women's History Month*

- For each week of March, a historical Fredonia woman is featured with a brief biography and photographs. Posts have gotten positive reactions and shares!

# Darwin R. Barker Library & Museum Association

## Board Meeting Curator's Report

March 20, 2024

### Collections

- Recent acquisitions include an adding machine from 1923, and an original “Fredonia March.”
- 91 artifacts from the Ellis-Rowley collection donated last month have been cataloged, or about 90% of that collection.

### Exhibits

- *Fredonia UnCensored: The History of the Local Press* to open Saturday, April 27 with an open house from 11-7PM
- Labels are nearly finished and three local printing presses have been located; one letterpress has arrived on loan from the Observer.
- 56 items are assembled, with a handful more expected, including type sorts, historically significant newspaper issues, printing plates, and documents independently produced from local presses post-1960s.

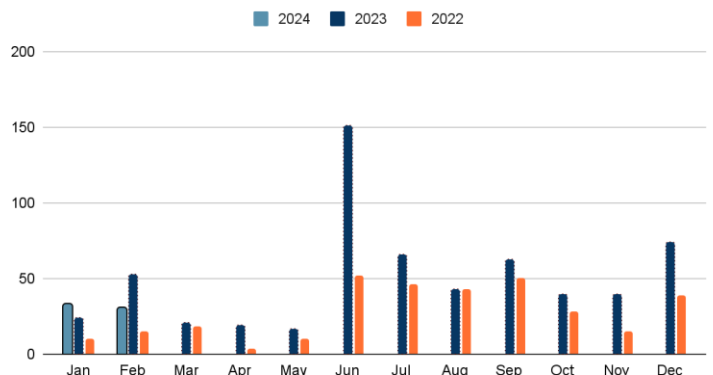
### Programs

- Summer programs designed for kids in conjunction with printing exhibit will include participants creating their own newspaper and printing plates.
- Dr. Mirosława Wielopolska-Szymura, the Fulbright Scholar in Residence at SUNY will lecture here on Saturday March 23 at 2PM.

### Annual & Monthly Statistics

- Visitation in February: 31

Visitation





## **From Robert's Rules of Order, Revised 4<sup>th</sup> ed.**

### **Art. IX. Committees and Boards**

**Section 50:** In large boards business is transacted the same as in the society meetings; but in small boards the same formality is not necessary or usual, the informality observed by committees being generally allowed.

In a board meeting where there are not more than about a dozen present, for instance,

- it is not necessary to rise in order to make a motion,
- nor to wait for recognition by the chair before speaking or making a motion,
- nor for a motion to have a second;
- nor is there any limit to the number of speeches,
- nor does the chairman leave the chair when making a motion or discussing a question.

The formalities necessary in order to transact business in a large assembly would hinder business in so small a body.

**Section 53:** A very common error is, after a report has been read, to move that it be received, whereas the fact that it has been read shows that it has been already received by the assembly. Another mistake, less common, but dangerous, is to vote that the report be accepted, which is equivalent to adopting it [see next section], when the intention is only to have the report up for consideration and afterwards to vote on its adoption.

**Section 54:** (1) If the report contains only a statement of fact or opinion for the information of the assembly, the reporting member makes no motion for its disposal, as there is no necessity for action on the report. But if any action is taken, the proper motion, which should be made by someone else, is to "accept the report," which has the effect of endorsing the statement and making the assembly assume responsibility for it.

If it is a financial report, as in case of a board of trustees or a treasurer, it should be referred to an auditing committee, as the vote to accept the report does not endorse the accuracy of the figures, for the assembly can only be sure of that by having the report audited. Whenever such a financial report is made, the chair, without any motion, should say it is referred to the auditing committee or auditors, if there are any. If there are none, then the proper motion is to refer it to an auditing committee to be appointed by the chair. When the auditing committee reports, this report should be accepted, or adopted, which carries with it the endorsement of the financial report.