

Minutes of Kinnelon Historical Commission Meeting

Date: July 12, 2016

Members Present: Caryl K., Kevin H., Bob R., Dave W., Tom K., Jill I. 8:00pm

Absent: Mary D., Paul T.

Friends: Cori, Nora

Council Liaison: Carol Sventy

Reading of Open Public Meeting Act: 7:30pm

Hearing from Public: Laura Olstein – would like to become a member of Historical Commission

Approval of Minutes: Motion to approve June 2016 minutes made by Caryl K. and seconded by Kevin H. All in favor. None opposed.

Friends Report: None

Discussion from Chairman: Tom K.

Tom K. received an email from Anne from the Friends of the Historical Commission. At the June meeting Tom K. thanked Bob R. for handling publicity and putting the articles in the Smoke Rise News regarding advertising of garage sale and contributions to garage sale; as well as all of those on the Historical Commission and The Friends, as well as private individuals and Michael; that came out to the museum and volunteered their time to make the garage sale the most successful it has ever been raising \$2,000.00. Tom K. was not aware of all the work that Anne and the library staff had contributed as well at the time of his "Thank you". Four email blasts each to 800 persons. There was a misunderstanding of where the initial contact of the Deinzer donations had come from. It was inadvertent and a mistake on Tom K's part not to thank Anne and the volunteers. He would like to formally apologize and feels that everyone's opinion is important here and wants everyone to have an opportunity to be heard and if he makes a mistake he would much prefer it be brought up immediately at the meeting, than to leave and feel slighted or upset. We are all volunteers and Tom K. felt bad to hear that she felt left out. Additional discussion was had by all to clarify.

Item#1 – Deaccessioning. Comments were made at the June meeting regarding getting rid of the piano. Tom K. feels uncomfortable with this because at this moment in time the museum has no written accessioning or deaccessioning policies. After researching museum governance books, everything within the museum is the property of the Borough of Kinnelon. A formal deaccessioning policy must be put in writing with step by step procedures of notification or disposal or permanent loan, etc. If piano is problematic with it's location at this moment in time it should be moved; and suggested that a workshop meeting be held to develop a deaccessioning policy. The policy must be in place prior to getting rid of anything within the museum.

Item #2 – Kinnelon Heritage Conservation Society Inc., will be to moving the organization to L'Ecole to be more in keeping with the town wide goal. Will house records in one four drawer file cabinet (KHCS to supply) and hold quarterly meetings as well. Will be using UPS Store PO Box

for mailing address rather than L'Ecole's. Since the Friends of the Kinnelon Historical Commission already use this location as their mailing address the Borough Attorney felt it would be a conflict of interest to have two 501c3's receiving mailings at one Borough address.

Item #3 – Review of Long Range Plan. Has not been updated since 2013. It gets included with every Grant application submission and must be done at next meeting. Further discussion at end of meeting and tie into 2016/2017 goals.

Liaison Report/Topics: Last month's Council meeting proceeded to make funds available in the amount of \$5,000.00 to provide a sprinkler system for the museum's lawn. Funds are available and ready to go. But many other projects need to be completed before the area is prepped for installation of a system, these would require additional monies. Carol will be having further discussions with John Whitehead from DPW to see how this can be accomplished.

Community Garden – Will not be located at L'Ecole. The Community Garden Committee toured all available Borough property and think they have located an alternative site.

Respectfully requested Historical Commission to have a goal to all be assigned and logged into the Borough email system by the end of the summer.

Connelly and Hickey Maintenance plan needs to be read and revisited with the DPW and Council representative to "Upgrade" the Maintenance log and manual.

Grant Reports:

Morris County Historical Preservation Trust – Stage II "Siding Grant" request was for \$160,000.00. The MCHPT recommended \$115,000.00. Margaret Hickey will put bid alternatives together to adjust for the monies that are now allowed. Freeholders meet in a week or two to ratify and then we will receive a Grant Agreement for Stage II from MCHPT. As a footnote the reduction of the monies was largely due to the ADA improvements. The MCHPT response to the request is what does ADA compliance have to do with Historic Preservation?

The Borough of Kinnelon will be responsible for \$22,000.00 for Stage II which will make the total budget \$137,000.00 for this project.

Prequalification of bidders "process" is still underway for "Roofing Grant". If contractors qualify they are invited to bid. At Public meeting of the Town Council qualified contractors that have picked up a bidding packet can ask questions at that time. Still have not gone out to bid yet.

We should here about the 2016 Grant funding in July.

Morris County Heritage Commission: None

National Register Nomination: None

Reports on Old Business:

Pathways Report – Kevin H. Received the information for the publicity. Information forwarded to Bob R. and to Jill I. at their Borough emails. Jill will be making up doubled sided flyers and needed the pdf.

Scout Projects Report: Caryl K. reported that Browyn Olstein's Police project and open house on May 14th was a lovely event and it made the paper for her. Caryl wrote her a thank you note and gave her a Historical Commission patch and signed off on her Gold award project of which she far exceeded the required hours for. It remains on display in the Main Room.

Staff Reports: Caryl K – Continues to turn in time cards to the Borough for Michael. Michael changed out all the photographs to summer, updated the Website to include information about upcoming Pathways Tour. Rotating display case has Baseball theme in it.

Building and Grounds Report: Dave W. - Caryl K. and Nora continue to do Museum housekeeping on a weekly basis inside and out. Tom K. requested Dave to try to find out what DPW will be doing on the museum grounds and what they intend to outsource. Caryl K. and Nora did amazing job on the grounds for the Fourth of July.

Publicity Report: None. Tom K. to forward Pathways pdf. to Bob R.

Special Programs Report: None

Research and Collections Report: None

New Business: Application for Laura Olstein to be appointed to the Historical Commission. Recommendation for Laura O. to fill vacancy of Russell Hannah. All in favor.

Tom K. and Caryl K. questions regarding this year's budget cut to Carol Seventy. Equipment is zero. Membership dues and building and maintenance supplies were cut as well. Total cut of \$800.00.? Carol S. will look into it.

Long Range Plan tabled AGAIN. Workshop date set for July 26th @ 7:00pm at the museum to update Long Range Plan and create deaccessioning policy.

Caryl K – Alarm Security list of keys, names and passwords need to be updated and shared with DPW as well.

Adjournment: Motion made to adjourn by Bob R. seconded by Jill I. All in favor.

Meeting adjourned at 9:10pm.

Next meeting Tuesday, August 9, 2016 at 7:30pm @ L'Ecole.