

**Kinnelon Historical Commission Meeting
Meeting Minutes
January 10, 2017**

Meeting Called to Order (Time 7:40pm)

Reading of Open Public Meeting Act:

Members present: Tom Kline, Mary DiBrigida, Caryl Keyser, Laura Olstein, Kevin Heron, Dave Wilding, Bob Roy, Council Liaison: Carol Sventy

Absent: Paul Tiajolloff, Jill Iannino

Friends: Cori, Nora (Anne absent)

Annual re-organization: Nomination for Chairman-Tom Kline; motion to approve made by Caryl Keyser, seconded by Mary DiBrigida. Nomination for Vice Chairman-Dave Wilding; motion to approve made by Caryl Keyser, seconded by Mary DiBrigida. Nomination for Secretary-Caryl Keyser; motion to approve made by Dave Wilding, seconded by Mary DiBrigida. All in favor, none opposed.

Hearing from the Public-None

Approval of Minutes: Motion to approve November 2016 minutes made by Bob Roy and seconded by Dave Wilding, all in favor, none opposed.

Discussion from the Chairman on various topics--Goals for 2017: 1) Mary-interested in talking to the schools about the museum. Would like to schedule a workshop about what kind of things are at the museum that would be appealing to the schools. Promote the museum with issues of citizenship, local government and documents (specifically maps). Come up with inventory of the materials at the museum that would be useful to schools, to either bring to the schools or have the students come to the museum. There are reference materials/books/newspapers/maps at the museum that students could possibly use as research materials. Let the library know what is at the museum so patrons can also be made aware of possible resources. Expand book collection-have Michael get them all catalogued on an Excel spreadsheet so everyone is aware of what is here. 2) Maps-get them digitized so more people can have access to them. Documents as well. 3) Get the garage sale going. 4) Better attendance at Pathways-maybe run own advertising campaign to get more people in. People like to come to lectures. Current posters not addressing L'Ecole specifically. Advertise at Cedar Crest as well. 5) Museum needs its own Facebook page? That should drive people to the website and museum. 6) Website-nothing is getting posted. Can the museum to have its own website as opposed to being on the Borough's website? Friends could get it set up-without permission from the town-but they need at least one more member to continue their existence. 7) Would like to set up a program for all collections in museum-the software program is called Past Perfect. Essentially an inventory. Should Friends buy it? Find out costs, etc., vote on it at February meeting. 8) Would like to see Friends have regular activities/presentations at museum. Will need advertising. Can have traveling shows come in; need to be insured. Friends main purpose is to raise money. 9) Change the ordinance for the Historical Commission-it was drafted before the town owned the museum. It doesn't address the museum or who is in charge. Tom to meet with councilperson to get straightened out. 10) Security--museum should probably have cameras.

Sub-committees: Pathways (Kevin), scout projects (Laura), staff (Caryl), building and grounds (Dave), publicity (Bob), special programs (Mary), research and collections (Tom).

Old business: 1) Long Range Plan-nothing to report. 2) Changing ordinance-nothing to report. 3) De-assessioning policy-needs to wait until ordinance issue is straightened out. 4) Museum maintenance-nothing to report. 5) Sprinklers system schematics--has been purged and winterized. Carol Sventy put in request to John Whitehead to see the updated maintenance manual. New thermostat installed and well-covers have been cleaned out. Why are some radiators cold and some not? Carol will speak with John.

Friends Report. Cori--1) Would like to have their re-organization meeting. Need a fourth person for committee. Will ask Paul Tiajolloff. 2) Holiday shop money (\$78.75) should go to Friends (Anne). 3) Garage sale-it's a Friends event, not Historical Commission's event.

Pathways: Kevin Heron--Attended follow-up meeting on Tuesday, 11/15 at 7pm at Butler Museum. Attendance down everywhere. Need to work on advertising.

Scout Projects: Girl Scouts projects are due September 30th every year. Boy Scouts projects are generally worked on in the spring until the end of the school year. Book restoration? Report on possible projects at next month's meeting, then let the Scouts know what projects are available.

Grant Reports: Morris County Heritage-nothing to discuss. Morris County Historic Preservation Trust-about to start construction-met with contractor and architect, need a building permit, they will then have 120 days, weather-permitting, to finish project. Re-do roof and siding. Two possibilities for grants going forward: 1) Seek out a historic preservation landscape architect for a proposal for a historic preservation plan for the outside. The preservation plan gives history of the building, why it's historically important, shows current conditions of museum, gives maintenance plan, shows grounds, gives recommendations for improvement-the County won't fund any money unless this preservation plan is in place. 2) File an application for a contract document and bidding specifications for Phase III of the restoration plan, which deals with internal issues-the doorways are too narrow and therefore not ADA compliant; the bathroom is not ADA compliant; there should be air conditioning to preserve artifacts. ADA requirements-need to make public aware before events of any shortcomings. At next construction meeting, ask Margaret about ADA compliance issues-if necessary, will County fund it? If not, use the Open Space Trust Fund? Tom will read grant agreement to see if it is specified.

Old Pequannock Day--Tom, Caryl and Cori went, about ten towns were invited, about seven attended, L'Ecole was well-represented with awesome display, but light attendance, possibly due to no lectures. Each town should have given short presentation of their exhibits.

Staff report: Caryl Keyser--With Michael, going thru Roy's pictures, scanning, putting in protective covers and filing them. Will continue working every weekend.

Building and Grounds Report: Dave Wilding--No news to report.

Publicity Reports: Bob Roy-No news to report.

Special Programs: No news to report.

Research & Collections: Tom found photograph of Kakeout Reservoir under construction in 1937 in the state archives. He will look into costs to have the photograph made to add to the collection and will present costs at the next meeting. Caryl--photograph shop we've been using not doing framing any more-use Gatehouse Gallery, although expensive?

New Business: Regarding grant-Tom will reach out to one of the landscape architects recommended by Margaret and come up with cost estimate for next meeting; must submit letter of intent by end of February and completed application by end of March to get into this year's funding round.

Next Meeting: Tuesday, February 14, 2017 – 7:30 pm

Adjournment: Time 9:20pm, Motion made to adjourn by Bob Roy or Dave and seconded by Kevin Heron. All in favor, none opposed.

At the February 14, 2017 meeting, on a motion by Bob Roy, and seconded by Caryl Keiser, and the affirmative voice vote of all members present, the January 10, 2017 minutes were approved.

