

MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES

Regular Meeting

Wednesday, May 13, 2020 – 7:00 pm

Monroe County Museum – 126 South Monroe Street – Monroe, Michigan 48161
ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM MEETING

Pursuant to Governor Whitmer’s Executive Order No. 2020-75 (rescinding EO 2020-48) modifying the State’s Open Meetings Act issued April 14, 2020, this meeting will be held using remote participation via Zoom Meeting.

Public Comments may be submitted to the Monroe County Museum System Board of Trustees Museum Director, Andrew Clark, at andy_clark@monroemi.org until 4:00 p.m. on Wednesday, May 13, 2020 to be included as part of the public record for this meeting. Click [here](#) for the required format.

ASL Interpreters are available by request. Please click [here](#) to request an accommodation. Requests for accommodation must be submitted by 8:00 a.m. on Tuesday, May 12, 2020.

Zoom Meeting Details

When: **May 13, 2020 07:00 PM Eastern Time (US and Canada)**

Topic: **Museum System Board of Trustees**

Please click the link below to join the webinar:

<https://zoom.us/j/99644076629?pwd=ckYwY01lYmR4YWQyZGxxdGhkQ1BIQT09>

Password: museum

Or iPhone one-tap :

US: +13126266799,,99644076629#,,1#,025250# or
+16465588656,,99644076629#,,1#,025250#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346
248 7799 or +1 669 900 9128 or +1 253 215 8782

Webinar ID: 996 4407 6629

Password: 025250

International numbers available: <https://zoom.us/j/99644076629>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of March 11, 2020
5. Public Comment
6. Committee Updates
 - 6.1. Executive Committee
 - 6.2. Awards Committee
 - 6.3. Markers Committee
 - 6.4. Projects Committee
 - 6.4.1. Recommendations of the Projects Committee
7. New Business
 - 7.1. Museum Reports
8. Old Business
 - 8.1. Millage Update
9. Public Comment
10. Board Comments
11. Adjournment

Next Meeting: Wednesday, June 10, 2020 at 7 pm via Zoom Meeting

2020 MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES	2020 COMMITTEES
Chair: Brian Egen, District 6 Vice-Chair: Jeremy Potter, District 1 Secretary: Thomas Heywood, District 2 Trustee: Mary Strevel, District 3 Trustee: L William Conner, District 4 Trustee: Richard Micka, District 5 Trustee: Tony Trujillo, District 7 Trustee: Michael Humphries, District 8 Trustee: Nicholas Guthrie, District 9 Immediate Past Chair: Hobby Nels Trustee Emeritus: Richard Sieb	Executive Committee Chair: Brian Egen Members: Jeremy Potter, Thomas Heywood, Hobby Nels, and Andrew Clark Awards Committee Chair: Mary Strevel Members: Tony Trujillo, Thomas Heywood, and Andrew Clark Markers Committee Chair: Jeremy Potter Members: Brian Egen, Nicholas Guthrie, Michael Humphries, Lynn Reaume, and Andrew Clark Projects Committee Chair: Michael Humphries Members: Bill Conner, Brian Egen, Tony Trujillo, and Andrew Clark

Mission Statement of the Monroe County Museum System

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

MONROE COUNTY HISTORICAL BOARD of TRUSTEES
MEETING MINUTES

March 11th, 2020 at 9:00 p.m. at the Monroe County Museum

Present: Brian Egen, Chairman Jeremy Potter, Vice-Chairman Tom Heywood, Secretary
William Conner, Member Nick Guthrie, Member Michael Humphries, Member
Richard Micka, Member Hobby Nels, Past Chairman
Excused: Richard Sieb, Emeritus Mary Strevel, Member Tony Trujillo, Member

Museum Staff: Andy Clark, Director Lynn Reaume, Curator of Collections
Gerry Wykes, Interim Curator of Programs Guests: none

This later meeting time was due to board member attendance at the Frenchtown Township Zoning Board. The new fence was an agenda item, but their board did not meet due to lack of quorum.

This meeting was called to order at 9:00 p.m. and roll was taken. There was a quorum.

Motion was made by W. Conner to accept the meeting agenda; seconded by R. Micka and approved.

Motion was made by J. Potter to approve the February 12th, 2020 meeting minutes, seconded by M. Humphries and approved.

Public Comment #1: none

Executive: Chairman Egen explained there was nothing to report.

Awards Committee: Recommendations were Illumination Award: Dorothy 'Meg' Heinlein for her decades long work in local history, especially the Dundee area. Connection Award: Dora Kelley for her work on the Duncanson monument. Exploration Award: Monroe Catholic Elementary Schools for their annual Living Museum event. J. Potter made the motion to accept these nominations, seconded by N. Guthrie and motion passed unanimously. The glass awards are ordered.

Markers Committee: L. Reaume reported a small glitch that occurred concerning the Berlin Township text, but it was quickly resolved by S. Hawkins without any delay in the marker process.

Projects Committee: Applications are due at the end of the month. A second round could be considered if little or no funds are used during this round.

New Business: Museum Report: Motion was made by M. Humphries to accept, seconded by W. Conner and it was passed unanimously.

Chairman Egen encouraged members to be present at the County Board April 7th for the 'state of the museum' presentation in support of the millage. The final language is due by May 12th at the County Clerk office.

Director Clark said the Frenchtown Township Board has been moved to the April 29th meeting and should be done approximately by 7:30 p.m. Motion was made by N. Guthrie to change the trustees meeting to April 29th, seconded by M. Humphries and passed unanimously.

Old Business: Monroe County History Day: Chairman Potter said the committee met and the letter is ready to send to the partners for the October 13-14th event. Bussing will be covered for the program.

Millage Update: The County Board needs to approve the language for the millage. A website has been purchased at Monroe-stories.org and plans are made for social media use and seeking corporate donors. Director Clark emphasized that there be a very clear understanding of what the millage will do and provide clarity for all.

Public Comment #2: none

Commissioner comments: There was a thank you to members who took the time to attend the Frenchtown Township Zoning Board meeting which was rescheduled for April.

With no other business, motion was made by M. Humphries to adjourn, seconded by T. Heywood and the meeting was ended at 9:36 p.m.

Lynn W. Reaume
Acting recording secretary
18 March 2020

With no other business, the meeting was called to adjourn at 8:20 p.m. by motion of J. Potter, seconded by H. Nels and the meeting was closed.

Lynn W. Reaume
Recording Secretary
25 February 2020

MEMO

Date: May 13, 2020

To: Monroe County Museum System Board of Trustees

From: Michael Humphries, Historical Projects Fund Committee Chair

Re: 2020 Historical Projects Fund Applications

For 2020, the Monroe County Museum System received two applications to the Historical Projects Fund. One was from the Dundee Old Mill and the other was from the Milan Area Historical Society. Together the projects total \$16,000.

Project Summaries:

Organization: Dundee Old Mill Museum

Requested amount: \$10,000

Project category: Preservation

Project description: Removal and replacement of furnaces on first and second floor of the Old Mill Museum.

Organization: Milan Area Historical Society

Requested amount: \$6,000

Project category: Preservation

Project description: Maintenance repairs to the cupola of the Milan Old Fire Barn.

The Historical Projects Fund Committee makes the following recommendations to the Monroe County Museum System Board of Trustees:

Approve the request of the Dundee Old Mill Museum. Project funding not to exceed \$10,000.

Approve the request of the Milan Area Historical Society. Project funding not to exceed \$6,000.

Approve a second round of Historical Projects Funds sometime later in 2020 with the remaining \$14,000.

MONROE COUNTY MUSEUM SYSTEM

Director's Report

Submitted by Andrew Clark, Director

Wednesday, May 13, 2020

COVID-19 Reopening

At present, I do not know exactly when the Monroe County Museum System will be allowed to resume operations. As you all know, the stay at home order continues through May 28th. Prior to the extension for everyone, museums and other places of public accommodation were to continue being closed until May 28th. I do believe we will be open in June – I just cannot say with certainty when.

When we reopen, we will initially have a more limited schedule in order to maintain safe operations for guests and staff. Additionally, some programs and services that we have traditionally offered will need to be modified to meet the new safety guidelines for operations. I anticipate a great reduction in pre-COVID-19 sorts of programs and activities for a number of months.

Presently, I am working with vendors to reduce the points of contact within the county museum that could be potential areas of transmission. I am currently working with the county to find an outside contractor to clean our restrooms so we can use our resources to better attend to the other public areas of building.

During this pandemic, the county has thankfully not laid off any of the non-essential personnel. While we are not working out of our sites, staff have been adapting to working from home like millions of other Michiganders. I greatly appreciate the adaptability of the local history and programs divisions in utilizing our social media platforms to still deliver engaging content to our guests. Additionally, museum staffers have used their special skillsets to produce over five hundred masks for use by county employees so they can have a safer work environment once they return.

There is one last observation I wanted to share. During the last economic crisis, the museum was faced with permanent closure. Luckily, as a response to that moment, the museum millage was secured and provides us with our own stream of income to weather the current economic storm. We, of course, don't know yet how COVID-19 will fully impact the museum system, but I know with a certainty it will be another transformative moment in the history of the organization.

Maintenance and Operations

Museum

Working with the county IT department, we are making great strides in getting the wifi network established here at the museum. I hope to have further information on the progress of the wifi network at our June meeting. Prior to COVID-19, I always referred to wifi as another tool in our toolbox. As stay at home orders are lifted but still having to live in a COVID-19 world, I think wifi will have a greater role in daily operations than originally imagined and will be of greater importance to programs, tours, and collections.

Work continues on the Post Office Box reinstallation exhibit.

Territorial Park

The Frenchtown Township Zoning Board of Appeals meeting to resolve the fence issue on March 11th was cancelled due to a lack of quorum. All other meetings have been postponed as a result of COVID-19. Presently, the ZBA meeting is scheduled for June 10th at 7 pm.

Papermill School restoration work was scheduled to begin on April 1st. Due to COVID-19, that project is on-hold and I am working with the contractor to get it rescheduled.

Portable toilets have not yet been placed at the park due to COVID-19.

Personnel Updates

Due to being classified as non-essential, all open positions are currently on hold for filling until Governor Whitmer's stay at home order 2020-77 is lifted.

Historical Markers

Removal of historical markers has been placed on hold due to COVID-19.

Upcoming Closures

The museum system will be closed for the observance of Memorial Day on May 25th.

LOCAL HISTORY DIVISION
Report for March and April, 2020

Due to the COVID-19 pandemic, staff have not been in the office since March 23.

Robert handled 7 calls & 32 emails. Before leaving, he continued with the basement military cataloging and added to Past Perfect. He is handling image use communications. He has made initial maps for the Capaul and attic storage areas, and was cataloging and storing the Country Store artifacts removed a while ago.

Rachel handled obituary requests and the new obituaries, looking up obits online, preparing obituary envelopes. She filed old clipped obituaries (we continuously add obituaries.) She publishes the e-newsletters giving updates on program cancellations, museum news, and other updates to the public.

Both have continued to do work from home as can be done. We all answer emails; most people have been aware of our out-of-the-office status and have been understanding.

Since I have newspaper delivery, I have continued to clip the obituaries and appropriate topics and prepare envelopes for our files. I did not want to have this work waiting for us. However I had to retrain my husband to not immediately recycle the newspaper. Since getting a vpn at home (about 1 month in) I have been adding current obits to our obituary website.

I have also been able to do a Friday Facebook posting using some saved 1960s Monroe Evening News images. Unfortunately I didn't anticipate the length of the exile and will have to find more images. Also unfortunately my home internet system is way slower than the county's and it all takes a lot of time!

Since acquiring the vpn I have been slowly adding the data of a half box of 1968 Monroe Evening News proofs (a continuing project) to Past Perfect. I will need to scan all of the images later.

Since I do not have access to my physical March calendar, I cannot report Archives numbers nor visitors during those 3 weeks.

We will have a lot of work when we get back, but are all staying safe, and that's the main thing during this time.

Lynn W. Reaume
Monroe County Historian

8 May 2020

Monroe County Historical Commission

March/April 2020 Museum Programs Report

Submitted by Gerald Wykes – Interim Curator of Education

School Programs				
In-house (at museum facilities)	No. of programs	0	No. of people	0
<u>Outreach (at school facility)</u>	<u>No. of programs</u>	<u>0</u>	<u>No. of people</u>	<u>0</u>
Total		0		0
Public Programs				
In-house (at museum facilities)	No. of programs	1	No. of people	50
<u>Outreach (visiting facility)</u>	<u>No. of programs</u>	<u>2</u>	<u>No. of people</u>	<u>40</u>
Program Totals	No. of programs	3	No. of people	90
Cyber Programs (online offerings)				
Facebook	No. of “programs”	18	No. of people	5904
<u>Instagram</u>	<u>No. of “programs”</u>	<u>3</u>	<u>No. of people</u>	<u>140</u>
Cyber Program Totals	No. of programs	21	No. of “people”	6043
Volunteers (direct program assistance) 0				

Needless to say, the Covid 19 crisis impacted our museum programming numbers tremendously. Before the “shelter at home” order took effect in mid-March Lisa & Megan visited two senior centers with presentations. One, Carleton Co-op, was a new addition to the line-up. This program series was picking up steam as spring approached, so we can only hope it can resume where it left off once things return to normal (whatever that is).

Very soon after the shut-down, however, program staff (Lisa and myself) switched gears and began to offer up a series of online offerings. Since these all involved some level of public participation and preparation on our part, they can be considered programs and are here recorded as Cyber Programs (for lack of a better name). I am including measurable numbers for the sake of this report, although keeping them separate for the time being. If nothing else, they are a measure of our continued outreach. “People”, in this case are records of actual interactions such as clicks, comments, reactions, and shares. Currently the museum has some 4613 Facebook followers and 379 Instagram followers. Lisa manages this process and has done a terrific job.

Some of the online offerings included a downloadable craft sheet, with detailed instructions, on how to make a native “birch bark” Makuk and a small beaver lodge in

honor of national beaver day!. Another included an opportunity to dress up Marcel, our front lobby muskrat figurine, I created an “un-dress” version of Marcel (down to T-shirt and suspenders) that folks could cloth in any manner they wished using their online drawing capabilities.

Every Tuesday & Thursday, mystery artifacts are posted with an opportunity for folks to guess what they are. The answer follows the next day. To date we’ve posted 14 items ranging from cow magnets to a slate roofer’s tool. This “What’s It?” program was adapted from one of the new Senior Center presentations that was ready to go on the road. We have enough visual material to last for another month and a half (which seems like a world away at this point).