

# **MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES**

*Regular Meeting*

**Wednesday, June 10, 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](mailto: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: Jun 10, 2020 07:00 PM Eastern Time (US and Canada)

Topic: Monroe County Museum - Board of Trustees Meeting

Please click the link below to join the webinar:

<https://zoom.us/j/95022796214?pwd=MIA2Zk1CS3cxYlJneHdQWmN6TmpKdz09>

Password: museum

## **Or iPhone one-tap:**

US:

+13126266799,,95022796214#,,1#,419161# or

+16465588656,,95022796214#,,1#,419161#

## **Or Call In By Telephone:**

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

US:

+1 312 626 6799 (Illinois) or

+1 646 558 8656 (New York) or

+1 301 715 8592 (Maryland) or

+1 346 248 7799 (Houston) or

+1 669 900 9128 (California) or

+1 253 215 8782 (Washington)

Webinar ID: 950 2279 6214

Password: 419161

International numbers available: <https://zoom.us/u/ac9Cj1megc>

---

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of May 13, 2020
5. Public Comment
  - 5.1. Introduction of Deputy Director
6. Committee Updates
  - 6.1. Executive Committee
  - 6.2. Awards Committee
  - 6.3. Markers Committee
  - 6.4. 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, July 8, 2020 at **8 pm** – Zoom or In-Person TBA

<b>2020 MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES</b>	<b>2020 COMMITTEES</b>
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	<b>Executive Committee</b> Chair: Brian Egen Members: Jeremy Potter, Thomas Heywood, Hobby Nels, and Andrew Clark <b>Awards Committee</b> Chair: Mary Strevel Members: Tony Trujillo, Thomas Heywood, and Andrew Clark <b>Markers Committee</b> Chair: Jeremy Potter Members: Brian Egen, Nicholas Guthrie, Michael Humphries, Lynn Reaume, and Andrew Clark <b>Projects Committee</b> 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 MUSEUM SYSTEM  
BOARD of TRUSTEES  
Regular Meeting, Wednesday, May 13<sup>th</sup>, 2020  
Conducted via the internet, a 'Zoom' meeting

Board Present: Brian Egen, Chairman      Tom Heywood, Secretary      Mary Strevel, Member  
                         Richard Micka, Member      Michael Humphries, Member  
                         Nicholas Guthrie, Member      Hobby Nels, Past Chairman

Excused: Jeremy Potter, Vice-Chairman      Richard Sieb, Emeritus      Tony Trujillo, Member  
Absent: William Conner, Member

Museum Staff: Director Andy Clark      Local History Division: Lynn Reaume

Guests: IT Director Colleen Hinzmann

The internet meeting was hosted by the IT Director and Chairman Egen. As previously posted, at the start of the meeting there were no public comments submitted electronically to the Director. Calls during the meeting were to be accepted and limited to 3 minutes each. Voting was to be verbal except when not unanimous, then members would be polled.

The meeting was called to order at 7:19 p.m. by Chairman Egen and roll was called.

Motion was made to approve the Agenda as published by R. Micka, seconded by M. Humphries; approved.

Approval of the March 11, 2020 regular meeting was made by a motion by M. Humphries, seconded by R. Micka; approved.

Public Comment #1: none received

Committee Updates: Executive: Chairman Egen said they had met with Millage Committee Chairman M. Humphries to discuss the status of this year's millage. This is deferred to Old Business.

Awards: M. Strevel said due to the COVID-19 situation, the awards event would be put off to the Fall, or perhaps to next year; this is unsure at this time. Director Clark will contact the glass award maker to find out their status.

Historical Markers: L. Reaume related that the Sewah Studio was closed and a staff member was still working on the new logo motif. The Newport groups are eagerly awaiting the marker creation to schedule their event. Director Clark said the project to continue pulling the old posts has slowed down due the virus. He is hoping that county parks personnel may help in removal and replacing at least the new posts while awaiting the new tablets.

Projects: M. Humphries noted that two projects were requested- the Dundee Old Mill Museum for \$10,000 to replace the furnaces on two floors, and the Milan Historical Society request for \$6,000 for repairs and maintenance of the wood cupola on the Milan Old Fire Barn. The committee recommended both applications. Motion was made by R. Micka, seconded by N. Guthrie to accept the Dundee Old Mill recommendation. There was no discussion and the request was unanimously approved. Motion was then made for the Milan Fire Barn cupola by M. Humphries, seconded by T. Heywood. There was also no more discussion and approved unanimously.

Committee Chairman M. Humphries made the motion, seconded by R. Micka, to offer a second grant round for the balance of the 2020 funds, as discussed by Director Clark. This passed unanimously.

After some discussion concerning the special use of operating funds previously barred from the grant, M. Humphries made the motion to include operating funds in this second offering due to the COVID-19 crisis, seconded by N. Guthrie and this was approved unanimously. Director Clark will submit this to the county legal department pending final approval.

Director Clark updated the group that the Exeter Historical Society has the barn foundation in place and await the actual moving of the barn soon.

Museum Reports: L. Reaume had an addition to her Local History Division report noting that the cyber (Facebook) presence for March & April was 11,103 for postings. Discussion concluded that the internet presence will continue to be a form of 'visitation' for the museum system offerings. M. Humphries suggested the use of museum-related 'apps.' M. Strevel had a question about visitation at Heck Park; Director Clark said the counter is waiting to be installed. Also mentioned were virtual visits to museum sites, and the use of filming and video work.

In this same line conversation was on documenting the COVID-19 crisis locally. L. Reaume stated that files have already been started and maintained, but the possibility of physical objects, oral history, municipal response and local images would be a good addition to this collection.

Old Business: Millage Update: M. Humphries noted that the SOS committee will not be pursuing the millage renewal and increase this year, but focusing on May of 2021. Director Clark noted perhaps a partnership with the Monroe County ISD might occur since they are seeking a renewal as well.

Public Comment #2: IT Director Hinzmann said the Museum WiFi system has been ordered and confirmed and installation will follow. The Board members were grateful and appreciative.

Board Comments: Director Clark noted that the June board meeting will also be online in the 'Zoom' format.

M. Strevel commented that the Berlin Township groups are eagerly awaiting the installation of the marker.

R. Micka noted he is helping Historical Society board member David Eby on making history placemats.

Chairman Egen noted a moment of silence in honor of deceased Museum volunteer and local history enthusiast Beverly Heck.

With no more discussion, motion was made by M. Humphries, seconded by R. Micka to conclude the meeting and the meeting closed at 8:22 p.m.

Lynn W. Reaume  
Recording Secretary  
14 May 2020

## **MONROE COUNTY MUSEUM SYSTEM**

### **Director's Report**

Submitted by Andrew Clark, Director

Wednesday, June 10, 2020

### **Reopening**

Below is our limited operating schedule for the MCMS while our region is in Stage Four: Medium Risk of the COVID-19 pandemic.

Monroe County Museum  
Thursdays, Fridays, and Saturdays – 10 am to 5 pm  
Sundays – 12 pm to 5 pm

Monroe County Archives  
Research will be by phone or email only; no on-site research in the archives will be permitted.

Territorial Park  
Grounds open; historic/al buildings remain closed to the public.

Once our region has been placed into Stage Five: Low Risk, hours of access and services will be increased.

### **Maintenance and Operations**

#### *Museum*

Using leftover exhibit supplies, workstations around the museum have been fitted with a variety of custom-built barriers to enhance staff safety during the pandemic. Many thanks to JJ and Robert for doing the work to make this possible.

The front desk is going to be reconfigured and fitted with glass barriers.

The gift shop is temporarily closed in museum-wide efforts to help reduce public contact points.

All standard restroom faucets have been replaced with motion sensing faucets.

Water fountains have been turned off.

Soap and towel dispensers are not getting upgraded to contact free variants.

The museum was wired for the wifi network over the course of several days in late May. Wireless access points are scheduled for installation on all three levels of the museum on June 11th. We should have a functioning wifi network shortly thereafter.

#### *Territorial Park*

The Frenchtown Township Zoning Board of Appeals meeting has once again been rescheduled. It is now scheduled for Wednesday, July 8th at 7 pm.

With the general reopening, portable toilets have now been placed at the park for the 2020 season. One is in the Papermill School lot and the other is by the eastern service entrance.

Staff from county parks will begin installing a gravel service drive parallel to the fence sometime in June.

If the county fair takes place in August as planned, the interior of Eby Log House will need to be reconfigured so it can be operated with decreased touch points and minimum staff and volunteers.

### **Personnel Updates**

As the restrictions have been lifted, we are beginning the process of hiring regular and seasonal part-time staff as approved earlier this year by the county board of commissioners.

### **Upcoming Closures**

The museum system will be closed for the observance of Independence Day on Saturday, July 4th. (Full-time staff will observe the holiday on Friday, July 3rd.)

MONROE COUNTY MUSEUM SYSTEM

Deputy Director's Report Submitted by Jeffrey J. (JJ) Przewozniak

Friday, June 5, 2020

**Preliminary statement:**

I offer up my wholehearted thanks to all who have welcomed me to MCMS. Please consider this sentiment extended to all who have taken part in the creation of the Deputy Director position. I'm eager to deliver meaningful results, influence, and cultivation to the MCMS team, which deserves recognition as a resourceful and effective force in realizing our mission statement.

**Orientation and remote work (5/19 to 6/3):**

Since my orientation on May 19, time has been spent meeting staff and engaging in an ongoing introduction to MCMS with Director Clark. The principal objective is to gain a rapid and accurate understanding of all moving parts of MCMS. Over the following remote-work time, Director Clark introduced me to the staff via videoconference, after which I followed up with several individually to gain a more thorough understanding of their roles. Following my orientation, Director Clark gave a thorough presentation of the museum, and provided historical and organizational reading materials, which are currently undergoing mental digestion.

Work has begun on making a final, informed recommendation on a vendor to create digital tours for MCMS. This recommendation will consider long-term viability and dynamic capability. In conjunction with that, creation of a comprehensive social media policy has begun.

**On-site (6/4-5):**

My first on-site working days were spent focusing on preparing the museum for opening. Following Director Clark's plan, I finished and fabricated several sneeze-guards for staff desks/workspaces, and participated in general discussion on workplace safety and distancing practices.

In addition, brief time was taken capturing photo and video of the protest, and acquiring several factory carts for museum use.

LOCAL HISTORY DIVISION      MONTHLY REPORT for May, 2020

For the month of May we continued the state's "Stay At Home" order.

Robert reported he answered 12 emails and Rachel continued her state of Michigan History Day judging via Zoom on May 3<sup>rd</sup>. She was Team Captain for the Junior Papers. Winning "Breaking Barriers" topics were women crafting guitars, Susan B. Anthony and the vote, and Loving vs Virginia inter-racial marriage.

Robert, Rachel and myself "attended" the Historical Society of Michigan's 3 hour online conference via Zoom on May 22<sup>nd</sup>. The program was on "Fading Photos I: How To Identify, Scan, Restore and Archive Historical Photographs" with well-known state historian & educator Robert Myers. He followed a timeline from daguerreotypes to Kodak. He talked about storage of films and prints, cataloging, scanning, etc. Mr. Myers kept the material rolling, took questions, and did a good job covering a lot of material. It helped refresh my knowledge and reinforce the techniques we already use at the archives.

Rachel & Robert had very positive comments on the content and presentation, so it was well worth it.

Robert, Rachel & myself "attended" a 2 hour internet meet/greet with Andy and the new Assistant Director J.J. Przewozniak to talk about Archives & Collections and to introduce ourselves (about as "social distanced" as we could be!)

We talked about collecting COVID-19 materials. I have already contacted the Monroe High School Tech dept. that produced PPE (Personal Protection Equipment) face shields and mask extenders for a donation of those items and a small 3-D printer used by the group. I have not yet heard back from my contact at Monroe County Community College on the same production. Director Clark and I have taken a few photographs showing signs of the business closures, but frankly the world doesn't look that much different on the exterior. We will be looking for oral interviews or recollections, and developing some other ideas.

I answer emails as I can. Most research will have to be done back in archives. I continued to post Monroe Evening News images to our Facebook page, loosely tying them in with our current COVID-19 situation. I also posted a memorial to Mrs. Mary May, another volunteer who died. Several GSMC members have died as well. I continued to cut and post obituaries and topical files, though this task will be returning to Rachel in June.

I added (slowly) to PastPerfect from our Monroe Evening News photo proof collection. Since starting a year and a half ago, I have added 3,480 images from this group alone! Like April, May had no donations accepted though we have a few waiting in the wings.

On-line presence: #1 county website Obituary search 14,045; #49 Museum 313 (quite down).  
May Facebook posts from Collections 7,194 and one by Andy for Memorial Day 9,176.

I have also continued to make fabric masks for use at the museum if needed.

Lynn W. Reaume  
Monroe County Historian  
5 June 2020



# Monroe County Historical Commission

## May 2020 Museum Exhibits Report

Submitted by Gerald Wykes – Exhibits Coordinator

The merry merry month of May was everything but, however, in terms of the Exhibit Dept. things moved along nicely. With the transfer of Emily Phillips, this unit officially became a department – albeit a remote one for the time being.

Most of the work was done remotely with two major exceptions. Finishing work on the re-installed P.O. Box was completed by Ron K.'s company early in the month. Apart from installing the recycled sliding window units on the Sieb Gallery side, some superb retouch work was conducted to cover up the nasty verdigris oxidation on the South Gallery side. Fence work planning continued at the Territorial Park. Although much of the measuring and concept work was done on “paper” (Luddite speak for “computer screen”) actual measurements were required at the site from time to time.

Installation of the P.O. Boxes has re-ignited planning for the overall P.O. exhibit. Part of this plan involves replacing the 80-some lock tumblers that were long-ago removed from the boxes. My kitchen table was converted to a casting lab in order to make the necessary number of faux Yale locks that will be inserted into the unit doors. As of this report, the casts are complete and only await painting. This final procedure will occur in the museum workshop at the strong advice of my wife who, for some archaic reason, holds the belief that dining tables are meant for dining.

We are in the last stages of the Woman's Suffrage Exhibit which will consist of three free-standing panels. Final research, text writing, and graphics preparation brought us to the lay-out phase. Should things progress in order, and the creek don't rise (again), the exhibit should be ready for fabrication order by late June.

June 5th, 2020

**Monroe County Museum System Board of Trustees**  
Guest Services Division Report ❖ Spring 2020

In light of the COVID-19 pandemic, the proceedings of the Guest Services Division have looked markedly different over the past few months. The last day of in-office work for the division was Wednesday, March 18th at which time the transfer to remote work was made. In communication with the Operations and Programs Divisions, I've been working on compiling procedural manuals, researching potentialities for our gift shop, helping provide social media content, and educating myself on proper reopening procedures for cultural institutions. I also helped assemble fabric masks in the County's effort to increase their employee PPE supply levels.

The procedural manuals are in preparation for any new hires the Division will onboard in the future, and covers guest interaction, location of supplies and other resources, and how to process sales and inventory related to the gift shop. It is a document under continual revision in order to best convey our institutional needs to any recent employees. My Gift Shop research included looking at affordable vendors, local merchandise sources, and customizable clothing distributors.

I was approached by Lisa Gessner of the Programs Division for some social media content—the primary way in which we've been interacting with the public during this time—and I provided her with short summaries on Elizabeth Custer, Elizabeth Upham McWebb, and the Appomattox Surrender table. In terms of reopening preparations, I've read materials from the CDC, Institute of Museum and Library Services, the National Center for Preservation Technology and Training, and the American Association for State and Local History on proper removal and disposal of PPE, virus behavior on surfaces, best practices for re-entry, and recommendations for how to disinfect more fragile cultural resources.

As we slowly make our return to the workplace, I am in the process of inventorying the Gift Shop and helping to prepare us to safely serve the public once again in any capacity that I can.

Submitted by Megan Mullins, Guest Services Coordinator