

## ***Historical Commission Agenda***

***May 15, 2013***

***Louisville Public Library Meeting Room  
951 Spruce Street  
6:30 PM***

The following agenda has two primary parts, each of which represents a different function of the Historical Commission, which is both an advisory board for the Louisville City Council and a 501c3 fundraising board for the Louisville Historical Museum.

- I. Call to order
- II. Roll Call
- III. Approval of agenda
- IV. Public comments
- V. Approval of April 17, 2013 meeting minutes – *see attached draft*
- VI. Meeting as **Advisory Board** for the City of Louisville
  - A. Report from the Director of Library & Museum Services
  - B. Report from the Museum Coordinator
    1. Update of contact information for Historical Commission members
    2. Approval of Deeds of Gifts from donors
    3. Advice sought on donations of other artifacts being offered
    4. Questions regarding Museum Coordinator's written report – *see attached*
  - C. Chairperson's Report
    1. Reminder: the June 19<sup>th</sup> and July 17<sup>th</sup> Commission meetings will take place in the Library's second floor Board Room and will start at 6:00 PM instead of 6:30.
  - D. Commission comments & discussion items for next meeting
  - E. Close Advisory Board Meeting
- VII. Meeting as **Fundraising Board** for the Historical Museum
  - A. Presentation/Approval of Treasurer's Report

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**City of Louisville**

Louisville Historical Museum 749 Main Street Louisville CO 80027  
303-665-9048 (phone) 303-335-4550 (fax) [www.louisville-library.org](http://www.louisville-library.org)

- B. Creation of a separate foundation (pursuant to decision at April 2012 meeting)
  - 1. Update on progress
  - 2. Development of a strategy for approaching possible foundation members
- C. Continuation of discussion of process to fund a new museum building
- D. Membership, Fundraising, & Events
  - 1. Membership statistics & fundraising report – *see attached report*
  - 2. Email/phone reminders to members to renew
  - 3. Taste of Louisville – Saturday, June 1
    - a. Pizzelle making in front of the Museum
    - b. Signups for Commission members to help with Museum Open House, 10-12:30 or 12:30-3:00
  - 4. Planning for Labor Day parade
- E. Discussion/Approval of projects and expenses
  - 1. Commission booth during Street Faire, currently scheduled for Friday, June 21
  - 2. Plans for using donated painting of the Historical Museum
  - 3. Update on pamphlet, “How Well Do You Know Louisville?”
  - 4. Buona Sera Market – Tuesday evenings
- F. Chairperson’s Report
- G. Commission comments & discussion items for next meeting
- H. Close Fundraising Board Meeting & adjourn

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**City of Louisville**

## ***Louisville Historical Commission Meeting Minutes***

***April 17, 2013***

***Louisville Public Library Meeting Room***

***951 Spruce Street***

***6:30 p.m.***

- I. **Call to Order & Introductions:** Chair Dan Mellish called the meeting to order at 6:35 p.m.
- II. **Roll Call:**  
**Commission Members Present:** Dan Mellish, Pat Seader, Gladys Levis-Pilz, Anne Robinson, Marilyn Hunt, Paula Elrod  
**Commission Members Absent:** Dave Ferguson, Lynn Koglin, Andrew Williams  
**City Representatives Present:**  
Bridget Bacon, Museum Coordinator  
Beth Barrett, Director of Library & Museum Services  
Jay Keany, Louisville City Council  
**Members of the Public Present:** none
- III. **Approval of Agenda:** Members approved the agenda.
- IV. **Public Comments on Items Not on the Agenda:** None.
- V. **Approval of Meeting Minutes:** The minutes of the March 20, 2013 LHC and April 5, 2013 LHC Subcommittee meetings were approved.
- VI. **Meeting as Advisory Board for the City of Louisville**
  - A. **Report from the Director of Library and Museum Services:** Beth Barrett reported that the Library is getting ready for summer activities. She also reported that public response to the Faces of Louisville photo exhibit has been good.
  - B. **Report from the Museum Coordinator:**
    1. The Commission voted to accept the following donations as presented by Bridget Bacon:
      - a. From Isabelle Hudson, scans of photos of the Thirlaway family, Jane Ferguson, and the Louisville Grade School.
      - b. From Pat Finleon, scans of photos, original photos of the Jaycees float in the Labor Day parade, and Louisville High School items.
    2. Bridget Bacon reminded the Commission about the Open Government meeting to be held on April 29, 2013. Four Commission members are due to attend.

**C. Chairperson's Report:**

1. The June 19<sup>th</sup> and July 17<sup>th</sup> LHC meetings will begin at 6:00 instead of 6:30 PM and will be in the Board Room on the 2<sup>nd</sup> floor. The LHC approved this change.
2. Dan reported that Martin Ogle's presentation was well attended and well received.
3. Dan stated that he attended the City Council meeting during which the Comprehensive Plan was discussed. The statement of the goal of having an additional museum building and other language re: preservation, access, and donations that were requested by the Historical Commission have been included in the plan.

**D. Commission Comments and Discussion Items for Next Meeting:** Nothing further

**E. Close Advisory Board Meeting.**

**VII. Meeting as Fundraising Board for the Historical Museum**

**A. Treasurer's Report:** The Treasurer was absent. His report will be given at the next meeting.

**B. Creation of a Separate Foundation.** The subcommittee continues to make progress re: creating the Louisville Historical Museum Foundation (LHMF). Dan and the other subcommittee members reported on the following items discussed at the last meeting:

1. Plans are for potential LHMF Board members to be approached. No more than two may also serve on the LHC at the same time. LHC members are encouraged to identify possible candidates and to let Dan know if they are personally interested. Persons with fundraising skills and a desire to help raise money for the Museum would be good candidates.
2. Dan reported that the subcommittee has drafted proposed bylaws for the Foundation as well as proposed new mission statements for the Historical Commission (as an advisory board only) and LHMF. These items were part of this meeting's packet. Dan particularly highlighted the proposed mission statement for the LHMF. The Commission members had a positive response to the proposed documents and particularly the proposed LHMF mission statement.
3. The next meeting of the subcommittee will be Friday, May 10, 2013 in the Board Room.

**C. Discussion re: the process of funding the new museum building.** Jay Keany stated that he brought up this topic at the City Council study session and that it received a positive response and encouragement from Council members. He stated that he received guidance that the LHC may go ahead and arrange to fund the creation of architectural plans. The LHC is strongly encouraged to obtain at least three verbal bids. The project will then have to go through the City's planning process. This includes the Planning Department, the Planning Commission, and the City Council. Jay stated that the City Council will also want to be kept informed about the project at a future study session. Bridget Bacon noted that a needs assessment by a museum consultant should first be sought so that the architectural plans can be based on the assessment of needs. The discussion continued re: the needs to be addressed by the new building and the amount of funding from the Historic Preservation Fund that might be requested from the City.

**D. Membership, Fundraising, and Events**

1. Dan Mellish reported that the flyer we included in the Chamber of Commerce brochure already yielded results. Great Western Bank, a past sponsor, has joined again as a Business Sponsor for 2013.
2. On the subject of renewals, Bridget noted that membership renewal reminders go out in November. About 75% renew at this time. A second letter will go out soon to the 25% who have not yet renewed for 2013. LHC members will call or email those who do not respond to this letter, and several members indicated they would be willing to do this. There are currently approximately 600 paying members of which about 400 have been asked to renew for 2013.
3. The LHC will make pizzelles in front of the Museum during the Taste of Louisville on Saturday, June 1. Paula Elrod volunteered to take over from Pat Seader, who will be absent. Commission members are needed to be on hand for the Museum open house. Gladys Levis-Pilz volunteered for the first shift (10-12:30) and Anne Robinson and Marilyn Hunt volunteered for the second shift (12:30-3:00).

**E. Discussion/Approval of projects and expenses**

1. The LHC will have a booth at the Street Faire on June 21, 2013. This is a change from the original date that was planned. Lynn Koglin is in charge of the booth, but other LHC members are welcome to help. The LHC approved the purchase of 10 pounds of root beer barrels from Assorted, the candy store on Front Street. The cost is between \$6.00 and \$7.00 per pound. Gladys Levis-Pilz will order the candy.
2. The LHC decided to pursue obtaining a raffle license, or requesting that the Elks use its license, to raffle off the watercolor painting of the Museum donated by Connie Quigg. The suggestion was made that the raffle tickets be \$1.00 each or 6 for \$5.00. The painting could be on display at the Museum with a copy to be shown at various public functions beginning with the Taste of Louisville. Marilyn Hunt offered to photograph the painting. The drawing could be held during the Labor Day celebration at Community Park. Bridget Bacon will ask the artist if the Commission may also make cards to use and sell at the Museum. Anne Robinson requested that a budget for the raffle that would include the cost of printing raffle tickets and of making a copy for display outdoors be presented at the next meeting.
3. The LHC discussed the "How Well do you Know Louisville" pamphlet. The final revision was presented. The new URL will be added. The LHC voted to purchase 5,000 copies of the pamphlet for \$387.
4. Dan Mellish purchased and donated a new URL to the LHC. It is [www.HistoricLouisvilleCO.org](http://www.HistoricLouisvilleCO.org). People going to this URL will be redirected to the Museum web pages at the Library website. The URL will be included in the Louisville pamphlet.
5. Bridget Bacon told the LHC about the new Tuesday evening event being organized by Commission member Andrew Williams called "Buona Sera." It is to be held in the Steinbaugh Pavilion parking area from June 4 through October 15. Andy mentioned that he is looking for volunteers from the LHC to sell tickets with the idea that the LHC would benefit from the proceeds. Dan Mellish stated that he will seek more information on this event and the proposal.

**F. Commission Comments and Discussion Items for Next Meeting:** nothing further.

**G. Close Fundraising Board Meeting and Adjourn:** The meeting was adjourned at 8:15PM.

## Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Coordinator  
Date: May 7, 2013  
Re: Museum Coordinator's Report

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The June 6<sup>th</sup> Brown Bag at the Library (from 12 to 1 in the meeting room) will be on the topic of "Bert Niehoff and Baseball" to tie in with Kathleen Jones' lead article about Bert Niehoff in the new issue of the *Louisville Historian*. Jesse DeGraw, Sports Supervisor for the City of Louisville, will lead the presentation and discussion.

I attended the annual conference of the Colorado-Wyoming Assn. of Museums in Golden on April 25-27. I attended sessions on exhibit installation, a review of a grant-funded museum cataloging project in Summit County, museum volunteer management, and internships. The conference drew over 300 attendees.

Volunteer Kate Gerard represented the Museum at the April meeting of the Assn. of Northern Front Range Museums in Broomfield.

A public program on the findings from the survey of Jefferson Place, Louisville's oldest residential neighborhood, is scheduled for Thursday, May 30, 2013 at 7 PM at the Library. Avenue L Architects surveyed a total of 89 historic buildings. Resources from the Historical Museum made it possible to research the social histories of each historic Jefferson Place building. I hope you'll be able to come to the program and find out interesting stories about early families of Louisville as well as hear the recommendations from Avenue L.

Saturday walking tours will be returning this summer! Anne Robinson's "Main Street Stories" tour is scheduled for June 22 and Sept. 14, leaving from the Library. Diane Marino's "LaFarge to Memory Square" tour is scheduled for July 20 and Sept. 28, leaving from the Museum. Both will start at 9:30 AM and have a "suggested donation" of \$5.00.

The City has adopted a new photo reproduction policy and form for the Historical Museum to use. This brings it more in line with the photo reproduction policies of other museums and libraries in terms of both provisions and fees. The policy is being put up on the website. Reproduction fees will be paid to the City of Louisville, which owns the photos in the collection.

City staff is holding a community meeting to discuss potential parking modifications on South St. between Main and Jefferson. This includes the section of South St. next to the Historical Museum. The meeting is on May 22<sup>nd</sup> at 6:30 in Council Chambers at 749 Main St.

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Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): April visitors: 161; YTD: 559.

**Membership Statistics for May 2013 Historical Commission Meeting**  
**(as of May 7, 2013)**

**New Paid Memberships for 2013:**

YTD new individual & family memberships for 2013:	16
YTD new Business Sponsorships for 2013:	<u>2</u>
YTD new memberships & sponsorships for 2013:	18

Total new paying memberships & sponsorships for:

- 2012 – 75
- 2011 – 92
- 2010 – 120
- 2009 – 118
- 2008 – 117
- 2007 – 68
- 2006 – 52