

Louisville Historical Commission Meeting Agenda

August 21, 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 June 19, 2013 and July 17, 2013 regular meeting minutes and July 12, 2013 subcommittee meeting minutes – *see attached drafts*
- VI. Meeting as **Advisory Board** for the City of Louisville
 - A. Report from the Director of Library & Museum Services
 1. 2014 City Budget Requests for the Historical Museum
 - B. Report from the Museum Coordinator
 1. Approval of Deeds of Gifts from donors
 2. Advice sought on donations of other artifacts being offered
 3. Questions regarding Museum Coordinator's written report – *see attached*
 - C. Chairperson's Report
 1. Planning for presentation at City Council Study Session, Tuesday, September 24, 2013
 2. PowerPoint to be completed by September 9, 2013
 - D. Commission comments & discussion items for next meeting
 - E. Close Advisory Board Meeting

City of Louisville

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

- VII. Meeting as **Fundraising Board** for the Historical Museum
 - A. Presentation/Approval of Treasurer's Report
 - B. Creation of a separate foundation (pursuant to decision at April 2012 meeting)
 - 1. Discussion/approval of next steps to be taken
 - 2. Scheduling of next subcommittee meeting
 - C. Update on the planning for a memorial in honor of fallen officer Victor Helburg
 - 1. Receipt of donations to the Historical Commission for this purpose to be directed toward the Helburg Memorial Park fund
 - D. Membership, Fundraising, & Events
 - 1. Membership statistics report – *see attached report*
 - 2. Update on email/phone reminders to members to renew
 - 3. Update on Business Sponsor renewals
 - 4. Update on Commission's booth at Street Faire in June
 - 5. Planning for Labor Day parade
 - E. Discussion/Approval of projects and expenses
 - 1. Proposed distribution/sales of oral history CDs (dating from the 1970s to 1990) to family members
 - 2. Book publishing proposal based on *Louisville Historian* lead articles
 - F. Chairperson's Report
 - G. Commission comments & discussion items for next meeting
 - H. Close Fundraising Board Meeting & adjourn

Louisville Historical Commission Meeting Minutes

June 19, 2013

Louisville Public Library Meeting Room

951 Spruce Street

6:00 p.m.

- I. **Call to Order & Introductions:** Chair Dan Mellish called the meeting to order at 6:12 PM.

- II. **Roll Call:**
Commission Members Present: Dan Mellish, Dave Ferguson, Paula Elrod, Pat Seader, Marilyn Hunt, Lynn Koglin, Anne Robinson
Commission Members Absent: Gladys Levis-Pilz, Andy Williams
City Representatives Present:
Bridget Bacon, Museum Coordinator
Beth Barrett, Director of Library & Museum Services
City Representative Absent:
Jay Keany, City Council Liaison
Also Present: Former Commission member Jennifer Strand

- III. **Approval of Agenda:** Members approved the agenda.

- IV. **Public Comments on Items Not on the Agenda:** None

- V. **Approval of Minutes:** The minutes of the May 15, 2013 regular meeting and of the May 10, 2013 subcommittee meeting were approved.

- VI. **Meeting as Advisory Board for the City of Louisville**
 - A. **Report from the Director of Library and Museum Services:** Beth Barrett gave an update on the Library's Summer Reading Program. She also reported on the work of an intern who is researching grants for digitization and gave an update on the search for an IT director for the City of Louisville.

 - B. **Report from the Museum Coordinator**
 1. Approval of Deeds of Gifts from Donors: The Commission voted to accept the following donations.
 - a. From Monarch High School, a 2012-2013 yearbook.

City of Louisville

- b. From Janice Mudrock, items from the estate of her mother, Eleanor Green Brimble, including a photo album.
 - c. From Terry Nothnagle, a tool that appears to be a kind of small hammer that could be strapped to a man's belt.
 - d. From Shirley and Dick Bodhaine, prints of four photos of Frank Bodhaine, who served in World War I from Louisville.
 - e. From Cynthia Conarroe, a poster made for the 1976 Centennial showing a historical drawing of a view of the Valmont area.
 - f. From Gary Lazuk, photos of a framed picture from the American Legion of Walter Rhoades, who died in World War I and for whom the American Legion Post was named.
2. Additions to Bridget Bacon's written report:
- a. The insert to the City's utility bills to promote the membership program will be sent out with the bills in the near future.
 - b. The City is working on a maintenance issue in the Tomeo House.
 - c. Bridget also distributed the updated contact list for the Commission and nametags for Commission members to use at events.

C. Chairperson's Report

- 1. Dan Mellish asked how the May program on the Jefferson Place survey went. Anne, Paula, Jennifer, and Bridget were present at the program and responded.
- 2. Dan noted that this was Marilyn Hunt's last meeting as a Commission member, as she has moved outside of Louisville and has therefore had to resign. However, she has offered to serve on the Foundation Board and to help it get up and running. The meeting attendees expressed regret that she has to leave the Commission.

D. Close Advisory Board Meeting.

VII. Meeting as Fundraising Board for the Historical Museum

A. Presentation of the Treasurer's Report

Category	May 2013
Prev. Balance	\$ 5,331.43
Expenses	\$ 893.60
Receipts	\$ 1,891.00
CD	\$25,216.51
Savings	\$31,492.65
Checking	\$ 6,328.83
Total	\$63,037.99

B. Creation of a separate foundation (pursuant to a decision at April 2012 meeting)

- 1. Jennifer and Bridget reported that they and Gladys met at the subcommittee meeting on June 14th and discussed possible people to approach to ask to be Foundation board members. The next meeting of the subcommittee will be on Friday, July 12, 2013 at

10:30 AM in the Board Room on the second floor of the Library.

- C. Discussion of process to fund a new museum building:** Nothing more was added to the discussion.
- D. Update on the planning for a memorial in honor of fallen officer Victor Helburg**
1. Possible receipt of donations by the Historical Commission to be directed toward the Helburg Memorial Park: Former Historical Commission member and current Cultural Council member Jennifer Strand was present to make a request of the Historical Commission. She gave some background on Victor Helburg, the assistant marshal for Louisville who was killed by a street peddler in 1915. A group of citizens, including Jennifer herself, Museum volunteer Robert Sampson, and former Commission member Brian Chamberlin, as well as Helburg's descendants, is working on a plan to raise funds and create a memorial by the 100th anniversary date in 2015. At this time, an architect is donating his time and the memorial is being envisioned as a relatively small park with benches by the Louisville police station. At the suggestion of the City, which would become the owner of the memorial, the group is making a request of the Historical Commission for the Commission to accept donations that are intended for the Helburg memorial. Lynn Koglin suggested that a separate account be created for this purpose. Dave Ferguson stated that he and a member of the the Helburg memorial group should be cosigners on the account and requested that someone from the Helburg memorial group be tasked with providing the thank yous and the forms with the Commission's tax ID number to donors to the memorial. The Commission approved the creation of a separate account for donations received for the Helburg memorial fund to be administered by the Historical Commission in its capacity as a 501c3 nonprofit fundraising organization.
 2. Consideration of whether a current Commission member should serve on the Helburg memorial committee: Commission Treasurer Dave Ferguson stated that he is willing to attend the Helburg memorial planning meetings when donations begin to come in.
- E. Membership, Fundraising, & Events**
1. Lynn, Anne, and Paula volunteered to contact members who have not yet renewed for 2013, as one last reminder to renew. Dan gave them the names and contact information of the non-renewing members.
 2. Planning for Labor Day parade: Lynn Koglin reported on his planning for the parade entry for this year.
- F. Discussion/Approval of projects and expenses**
1. Commission booth during June 21st Street Faire: Lynn Koglin and Bridget Bacon are coordinating what Lynn will need at the booth.
 2. Plans for using donated painting of the Historical Museum: The proposal to raffle off the donated watercolor painting of the Jacoe Store has had to be reconsidered. It was acknowledged that with the formation of a separate fundraising board and the desire to do more targeted fundraising, the new board may have a use for the painting in connection with a future fundraising project that would benefit the Museum, as the donor of the painting intended. The Commission decided to defer for now the decision of how to use the painting.

3. Update on pamphlet, "How Well Do You Know Louisville?": Bridget reported that members of the public can pick up the pamphlets from many locations in town. The response to the pamphlet has been good.
4. It was noted that Anne Robinson will give the first of her two summer Main Street walking tours on June 22nd.

G. Chairperson's Report: Dan Mellish noted that the Buona Sera market on Tuesday evenings in downtown Louisville has started.

H. Commission comments & discussion items for next meeting: As noted in minutes.

I. Close Fundraising Board Meeting & Adjourn: The meeting was adjourned at 7:16 p.m.

Louisville Historical Commission Meeting Minutes

July 17, 2013

Louisville Public Library Meeting Room

951 Spruce Street

6:00 p.m.

I. Call to Order & Introductions: Chair Dan Mellish called the meeting to order at 6:10 P.M.

II. Roll Call:

Commission Members Present: Dan Mellish, Dave Ferguson, Pat Seader, Lynn Koglin, Anne Robinson

Commission Members Absent: Gladys Levis-Pilz, Andy Williams, Paula Elrod

City Representatives Present:

Bridget Bacon, Museum Coordinator

Beth Barrett, Director of Library & Museum Services

City Representative Present:

Jay Keany, City Council Liaison, arrived as this shortened meeting was ending.

Also Present: Debby Fahey

VI. Meeting as Advisory Board for the City of Louisville

Due to the imminent departure from the meeting of Chairperson Dan Mellish due to another obligation, which would cause the Commission to no longer have a quorum for this meeting, the Commission members present decided to skip ahead on the agenda to the Fundraising Board section of the meeting and to the one item that was time sensitive (for reasons of the City budget calendar).

VII. Meeting as Fundraising Board for the Historical Museum

A. Continuation of Discussion of process to fund a new museum building

Discussion/Approval of statement of cost sharing with City of Louisville for needs assessment: Beth Barrett reported that during a City Council budget retreat, there was interest expressed in possibly having a needs assessment conducted for the Historical Museum next year. There is interest in the possibility of a new museum building (to provide ADA accessible restrooms, work space for volunteers, collection storage for historic photos and artifacts, and to meet other needs) becoming a higher priority for funding by the City as part of the City's Capital Improvements Projects Fund. Beth asked the Commission members if they would be willing to

approve a statement to the effect that the Commission is willing to pay a portion of the cost of a needs assessment. She indicated that this would demonstrate the Commission's strong support for the project and its good intentions. Bridget reported that she has researched what would be a ball park figure to have a needs assessment performed by a professional museum consultant who is knowledgeable about museum standards and the recommended museum space for different functions, and is experienced at ascertaining community needs. She reported that she was given the figure of \$30,000 as a ball park figure. The Commission members present expressed that they were pleased at the possibility of having a needs assessment conducted, and discussed whether they should approve a certain proportion of the total or up to a certain figure.

After discussion, the Commission approved the following statement: "The Historical Commission is willing to apply \$10,000 of the Commission's funds toward an assessment."

B. Close Fundraising Board Meeting & Adjourn

Due to Dan Mellish having another obligation and departing the meeting, the Commission no longer had a quorum and the meeting was adjourned at 6:35 p.m.

Louisville Historical Commission

Subcommittee Meeting Minutes

July 12, 2013

Board Room, Louisville Public Library

951 Spruce Street

10:30 AM

Commission Members Present: Lynn Koglin, Dan Mellish

Also Present: Bridget Bacon, Museum Coordinator, Jennifer Strand, Marilyn Hunt

Gladys Levis-Pilz and Beth Barrett were not able to attend.

The attendees met regarding the Historical Commission's decision last April to pursue the creation of a separate foundation.

At this meeting, it was noted that Dan, Lynn, Jennifer, and Marilyn all expressed a willingness to initially serve on the new Foundation board.

Trends in fundraising for new museum buildings were discussed, and it was noted that museums in Boulder and Longmont currently have capital campaigns going on.

The attendees also discussed other steps in the process towards creating a separate foundation.

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: August 13, 2013
Re: Museum Coordinator's Report

The Summer 2013 *Louisville Historian* has been mailed to the membership. Brian Chamberlin will lead a Brown Bag discussion based on his *Historian* article, "My Two Hometowns: Louisville and Lafayette," on Thursday, September 5, from 12:00 to 1:00 at the Louisville Public Library.

The City Council's Study Session with the Historical Commission has been rescheduled for the evening of Tuesday, September 24.

I made a presentation about coal mining in this area to about 25 children at the Louisville Public Library in July as part of the "Junior Miners" program.

Earlier this month, I welcomed to the Museum members of the Carveth and Dalby extended family who congregated in Louisville for a reunion from different out-of-state locations. In addition to visiting the Museum, they also saw the houses in Old Town where members of the family had lived in the late 1800s and early-to-mid 1900s. Historically, members of the family in Louisville owned and operated Carveth Bros. & Dalby store in what is now the State Mercantile Building. Other recent Museum visitors from out-of-state were members of Louisville's DiFrancia family and the Cannon family that played roles in the development of both Louisville and Lafayette.

As a reminder about summer walking tours, Anne Robinson's second "Main Street Stories" tour is scheduled for Sept. 14, leaving from the Library. Diane Marino's second "La Farge to Memory Square" tour is scheduled for Sept. 28, leaving from the Museum. Both will start at 9:30 AM and have a "suggested donation" of \$5.00. Diane's first walking tour in July had attendance of 20.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): July visitors: 281; YTD: 1390.

**Membership Statistics for August 2013 Historical Commission Meeting
(as of August 13, 2013)**

New Paid Memberships for 2013:

YTD new individual & family memberships for 2013:	49
<u>YTD new Business Sponsorships for 2013:</u>	<u>3</u>
YTD new memberships & sponsorships for 2013:	52

Total new paying memberships & sponsorships for:

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