

**Layland Museum Advisory Board Meeting
Minutes---January 19, 2021**

Call to Order by President, Tammy Miller at 5:03 pm.

Advisory Members

P Sherri Bell	P Ron Layland	P Linda Wallace
P JoAnn Ellis	P Tammy Miller	
P Teresa Ferens	P Christy Morton	
P Trish Kilburn	A Sandra Tinley	

Museum Administration

P Stephanie Montero – Museum Manager
P Crista Cagney – Secretary

Approval of Minutes for December 15, 2020

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell		X					X	Approved as presented
Ellis			X					Approved as amended
Ferens			X					
Kilburn			X					
Layland	X							
Miller			X					
Morton			X					
Tinley						X		
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Approval of Treasurer’s Report, November and December 2020.

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell			X				X	Approved as presented
Ellis			X					Approved as amended
Ferens	X							
Kilburn			X					
Layland			X					
Miller			X					
Morton		X						
Tinley						X		
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

November 2020		Fund 81	\$ 62,269.31
Fund 81 \$ 61,993.91		Fund 82	\$176,703.38
Fund 82 \$176,804.82			
December 2020			

Stephanie Montero welcomes Christy Morton to the board as the newest board member.

President's Report

Nominations for the two officer positions, President and Treasurer.

Nomination for the President:

Sherri Bell, nominated by Trish Kilburn. Bell accepts the nomination

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell							X	Approved as presented
Ellis			X					Approved as amended
Ferens			X					
Kilburn	X							
Layland			X					
Miller			X					
Morton			X					
Tinley						X		
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Nomination for the Treasurer:

Teresa Ferens, nominated by Linda Wallace. Ferens accepts the nomination.

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell			X				X	Approved as presented
Ellis			X					Approved as amended
Ferens								
Kilburn			X					
Layland			X					
Miller			X					
Morton			X					
Tinley						X		
Wallace	X							
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Motion to table discussion of the Annual Fundraiser until newly appointed Treasurer, Teresa Ferens, has gone through the financials and the responsibilities of this role.

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell		X					X	Approved as presented
Ellis			X					Approved as amended
Ferens	X							
Kilburn			X					
Layland			X					
Miller			X					
Morton			X					
Tinley						X		
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Manager's Monthly Report

Layland Museum Attendance:

December

Individuals: 508

Researchers: 9

Volunteers: 63; 4 hours

Programs: 110; 2 programs

Total Guests: 691

Social Media Update:

Month	Likes/Follows	Reach	Engagement	Video Views
November	3,730	7,080	400	378
December	3,635	29,357	1,701	114

Programs and Event

- 11/25-12/12 – All Aboard Shopping with the Chamber of Commerce
- 12/4 – 19 – Candle Walk Tour of Lights

Railroad Museum Update

- Demolition is complete and the framing is in the building. The galleries look good.
- The architect is almost done with the final design for the Work and Storage areas.
- Museum Assistant Nick Hefner and Montero are working on respected projects for the Railroad Museum:
 - Hefner is working on a tour app and has conducted research on objects, their history and timeline.
 - Montero is working on the overall layout of the building, FFE, wall panels, and the grand opening.

Linda Wallace asks Montero if this project is ahead of schedule. Montero responds stating that the project is on schedule, this is mainly due to the schedule being a very meticulous and short schedule established by the construction group. She also states that this schedule does not include what comes after the building is completely renovated; installation of exhibits, signage, and other necessary tasks will need to occur before the building is ready for public and guest attendance.

Christy Morton asks Montero if the construction crew were going to build cases into the building that will host collection items. Montero states that the contractors will be building the main desk, the model train work area, a sink area in the multi-media room, but are not building cases for objects.

Morton also asks if the Railroad Museum is accepting donations. Montero answers, responded with yes and no. The museum is accepting items for the Railroad Museum, but is very selective on what type of items due to lack of storage space. Archival objects are being accepted at this time.

Montero informs the board that both museums are instigating the use of a new form for potential donations. Individuals who wish to donate objects to either museum will need to fill out this form and submit it to Montero for review.

Morton then asks if Montero knows the projected opening date. Montero states early fall, with how smoothly the construction project is going, though she does remind the board that things may change according to construction supplies arriving on time or on backorder.

Wallace asks if a decision has been made on the commemorative bricks that are in storage. Montero has an idea of what will happen to them and where they may go, but will withhold this information until further notice.

Long Term Goals – Exhibit Refresh

- The new weapons display case: Weapons will be added to this case on January 26th.
- Nick Hefner has worked on creating a digital and interactive slide show to the *On the Right Track* exhibit.

Upcoming Events

Due to COVID-19 and an empty Museum Educator position, the museums will be cutting back on programs for the time being. The museums will, however, participate in partnering programs with local organizations, schools, business, and etc. It is also noted that during the pandemic take-home projects have done really well with guests of the museum.

Montero asks the board to keep an eye out for social distancing activities that the museum can use for outreach and to please offer these ideas to the museum for use.

Crista Cagney read aloud to the board a letter of thanks from board member Jo Ann Ellis.

Motion to adjourn

	Motion	Second	Aye	No	Abstain	Absent		Result
Bell			X				X	Approved as presented
Ellis	X							Approved as amended
Ferens		X						
Kilburn			X					
Layland			X					
Miller			X					
Morton			X					
Tinley						X		
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Adjourn 5:51 pm