

**Layland Museum Advisory Board Meeting  
Minutes---May 21, 2019**

Roll Call and call to order by Tammy Miller @ 5:10 pm.

**Advisory Members**

P Patsy Downing	P Tammy Miller
P Guy James	P Chloe Northrop
P Trish Kilburn	P Sandra Tinley
P Ron Layland	

**Administration from Museum**

P Stephanie Montero

Approval of Minutes for March 2019.

	Motion	Second	Aye	No	Abstain	Absent		Result
Downing		X					X	Approved as presented
James			X					Approved as amended
Kilburn			X					
Layland	X							
Miller			X					
Northrop			X					
Tinley			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Approval of Treasurer’s Report, March 2019. April has not closed yet.

	Motion	Second	Aye	No	Abstain	Absent		Result
Downing	X						X	Approved as presented
James		X						Approved as amended
Kilburn			X					
Layland			X					
Miller			X					
Northrop			X					
Tinley			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

**PRESIDENT’S REPORT**

Fund 81      \$45,015.87

Fund 82      \$52,708.68

Girl Scout Committee Update

## Fundraiser Discussion

The Board wants to hold a car show fundraiser. Bryan Zimmerman only has one date left for 2019, September 28. Patsy Downing suggested that perhaps the car show could be held in the Splash Station parking lot on the same day as the Engine #3417 Centennial, October 19. Stephanie will check to see if there is a conflict at Splash Station at that time.

## Staffing Update

The new part-time Railroad Museum Assistant is in place, and the full-time Museum Assistant will start work on June 3. Interns will be selected from among several strong candidates as soon as museum staff are informed whether funding for a second internship will be received from Heritage Assembly. Interviews for the Museum Educator position are in process.

## Long Term Goals

The offsite storage buildings are being constructed and should be delivered in the next several weeks. No public purchase bids were received for the track lighting project so staff is now looking for quotes. A selection of small fossils have been installed in the wall case above the large fossil display and the wall panel is ready to print. The protective glass and framework is in process.

## Elevator Fund Update

As requested by the board, Stephanie Montero investigated ways to use the second floor. Several fundraisers 5-10 years ago were specifically directed towards an Elevator Fund, which now has a balance of \$19,846.62. In 2016 and 2017, a Board-created Elevator Committee investigated the feasibility of adding an elevator; but that effort was abandoned when it became clear that the funds in hand were only a tiny percentage of what would be required.

Stephanie reached out to the Fire Marshall regarding fire safety, while Parks and Recreation Director Aaron Dobson asked the City Attorney for their perspective regarding historic preservation and ADA.

Per the Fire Marshall, a new fire escape and a new door that is not through a window would be required to use the upstairs for programs or rentals. That alteration of the building would require approval of the Texas Historical Commission (THC). However, it is permissible to use the upstairs as is for office space and the research files, which would free more space on the first floor for exhibits and programs.

Per the City Attorney, the upstairs may not be used for programs or rentals without full ADA compliance including an elevator, a second staircase, ADA compliant restrooms on both floors, and a new wheelchair ramp. This can only be accomplished with an addition on the side of the building, approved in advance by the THC. Cost was in the \$500,000-\$1,000,000 range several years ago, and would likely be higher now.

Chloe Northrop proposed that Stephanie should speak with city management and finance about reallocating the funds in a way that would respect previous Boards' desire to improve the

condition and function of the historic Carnegie Building. Tammy Miller seconded the request and the other board members agreed.

### Monthly Report

April Visitors: 173

Researchers: 0

Volunteers: 1; 8 hours

Programs: 3 with 111 attendees

### Railroad Museum

Visitors: 106

Volunteer: 3; 39 hours

Program: 4; 136 attendees

### Upcoming Events

The Hands on History exhibit opens May 28; seven activities team with the museum displays. Rather than museum camp, we are holding two workshop series, Throwback Thursdays for ages 7-11 and Fossil Fridays for ages 3-6. On June 12, we are co-sponsoring a Buffalo Creek Walk with the library. On July 24, we are invited to speak to Cleburne ISD social studies teachers. And we are beginning to work on the 19<sup>th</sup> century weapons exhibit planned for the fall.

The Golden Spike/Engine #3417 exhibit continues at the Railroad Museum. We are working on dates for the next Story Train program for children and is also in planning stages for the Engine #3417 centennial at Hulen Park.

Adjourn: 5:45 pm.