

**Layland Museum Advisory Board Meeting
Minutes---August 18, 2020**

Roll Call and call to order by Tammy Miller @ 4:59 pm.

Advisory Members

P Sherri Bell	P Ron Layland	P Linda Wallace
P JoAnn Ellis	P Tammy Miller	
P Teresa Ferens	P Chloe Northrop	
P Trish Kilburn	P Sandra Tinley	

Administration from Museum

P Stephanie Montero – Museum Manager
P Crista Cagney – Secretary

Guest Present

A Patsy Downing

Approval of Minutes for July 2020, with changes to the Long Term Goals section.
Changing of “NA” to “Native American” under Long Term Goals.

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

Approval of Treasurer’s Report, July 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					
Northrop			X					
Tinley			X					
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Treasurer’s Report

Fund 81	\$ 62,297.55	Fund 82	\$165,207.03
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Long Term Goals

- Updates to the Layland interior and exhibits.

- A new weapons case is in the beginning stages of overall design. Stephanie Montero has spoken with a Design Build Company that specializes in museum cases. They have given Montero some preliminary drawings of a case for weapons display.
- Railroad Expansion
 - Out to bid for contractors – a month long process. A required meeting for contractors is scheduled for Monday, August 24th.
 - Sealed bids for September 8th
 - Committee Meets September 12th
 - 4B will either meet on October 1st or 8th and be given a report and recommendations from the Committee, and 4B will make their final decision.
 - Council meets October 13th
- Move plan
 - After Saturday, August 29th staff members will proceed to move everything out of the three buildings located at 204, 206, and 208 N. Main Street.
 - Asbestos abatement will then proceed as well.

Fundraiser Discussion

All outdoor events for more than 10 people must be approved by the mayor, per the governor’s order. Regulations for city events are under even more attention than non-city events. In order for Mayor Cain’s approval of the Car Show Fundraiser, the Museum will need to rent barricades and place them around the entire space used for the car show, which would also require even more space due to keeping up social distancing practices. This, in turn, would cost much more than what has been budgeted for the fundraiser, and would surpass what the fundraiser would make. Montero recommends to postpone the car show until 2021. It can be rescheduled, all the lists etc. use as a head start for next year’s fundraiser.

Motion to postpone the October Car Show Fundraiser until further notice.

	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					
Northrop			X					
Tinley			X					
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Sandra Tinley makes the suggestion of an Antique Car Parade. Montero states that this is possible, but the need to maintain social distancing regulations is still applicable for this activity/ fundraiser.

Montero suggest to make a type of silent and online auction. Items for the auction can be arranged and displayed at the museum. Guests can then either visit the museum to make their bid, or do so online. There would be a deadline on when the auction winners need to collect their bids. Bidding can be open for about 2 to 3 weeks, but can be up for discussion. The Board will need to assist in reaching out to the public, bringing items for donation to be placed for bidding, as well as extending the proper documentation to individuals that would want to donate items. Montero also asks the board for suggestions on what the Fundraiser Goal should be, and suggests that it be a goal that is attainable and is mentioned to donors and bidders as something the Museum will need and will use for the future. Montero will also email friends of the museum for donations.

Motion to make a Silent Auction the new fundraiser for this year.

	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					
Northrop	X							
Tinley			X					
Wallace			X					
X	<i>Motion Carried</i>		<i>Motion Failed</i>					

Manager's Monthly Report

Layland Museum Attendance:

July

Individuals: 252
 Information: 155
 Researchers: 14
 Volunteers: 0; 0 hours
 Programs: 136; 2 programs
 Total Guests: 557

Railroad Museum Attendance:

July

Individuals: 84
 Volunteers: 3; 10.5 hours
 Programs: 0; 0 programs
 Total Guests: 92

The Railroad Museum was closed July 12th-27th.

Social Media Update:

Month	Likes/Follows	Views	Reach	Engagement	Video Views
July	3,392	36	188	23,611	753

Railroad Museum Update:

Graffiti Bash: Has been a wonderful hit with the public, with the Museum reaching capacity in four hours.

KTVT Story: Local TV channel did a segment on the Museum Expansion and Graffiti Bash.

Preparing for the move is going slower than Montero would like, but nevertheless a good amount of progress has occurred. Both the Museum Assistants have worked diligently in moving forward with the move plan.

Upcoming Events

August Events

Aug 1st – 22nd: Graffiti Bash

Aug. 6th: Teacher Appreciation Night

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					
Northrop			X					
Tinley	X							
Wallace			X					

X	<i>Motion Carried</i>		<i>Motion Failed</i>		
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Adjourn 5:49 pm.