

Museum Advisory Board Meeting
April 20, 2023 4:00pm
Meeker Home Museum

Roll Call: Gary Alexander, Marcus Embry, George Junne, Floris Mikkelson, Emma Pena-McCleave, David Melendez, Nancy Masimer, Michael Weiland (Chair),

Staff Present

Introductions (if any)

- David Melendez
- Nancy Masimer

Approval of March 16, 2023 Museum Advisory Board Meeting Minutes

REPORTS (15 Minutes)

Culture, Parks and Recreation Department Report (John Dargle, Jr.):

Culture Division Report (Andrea Haring):

Museums Report (Chris Bowles):

- Additional Staff News
- Approval of Consent Agenda (JoAnna Stull)

Friends of the Greeley Museums Report (Nathaniel Johnson):

BOARD REPORTS (10 Minutes)

Public/Board Input - Committee Reports:

- Experiences Team (Mike/George) –
- Acquisitions Committee (Marcus/staff) –

Old Business (15 Minutes):

New Business (20 Minutes):

- Questions for staff from MAB
- Questions to MAB from staff

Next Meeting: Thursday, May 18 2023, 4:00 p.m., Greeley History Museum

Adjourn:

Museums' March 2023 Report

Major Events

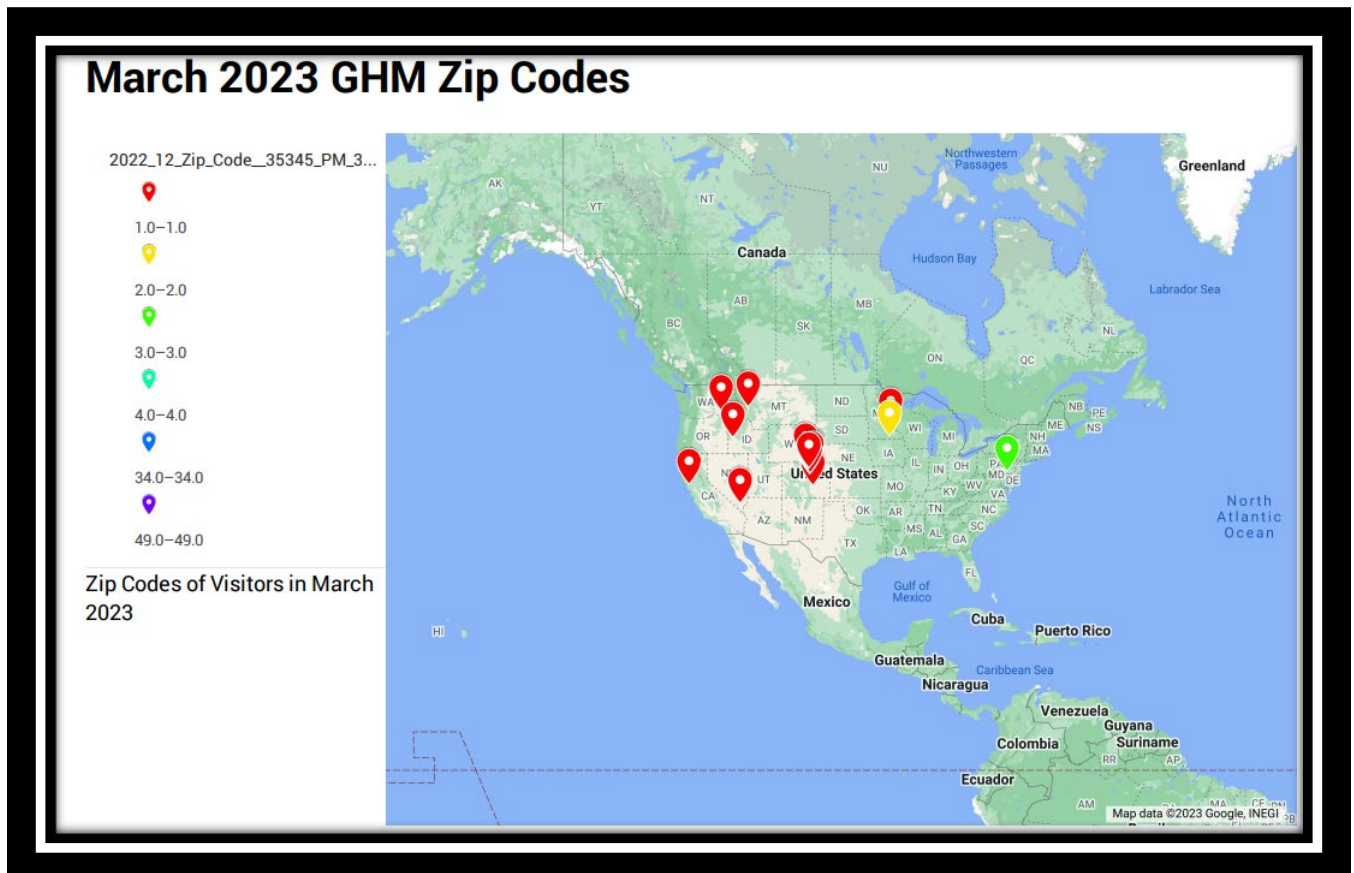
- Chris Bowles, Adriana Trujillo, JoAnna Stull and Katie Henry attended the Sand Creek Massacre Exhibit at History Colorado Center on March 14 in conjunction with other Front Range museums staff. It gave us insight into ways to collaborate with indigenous communities, how to display sensitive information, and an opportunity to network with other local museum professionals.
- Holly Berg, Katie Henry, Katie Ross, Adriana Trujillo and Geoff Havens UNC History Student Careers Chat on March 28th. We shared our career paths to show students the different paths they can take with a history degree.
- On March 29th, Adriana Trujillo, Katie Ross, Katie Henry, Holly Berg, and Geoff Havens did an assessment at Stevens Reynolds House to arrange the rooms on the second floor for the creation of the new virtual experience.
- Geoff Havens coordinated, MC'd, and assisted in setting up and tearing down the first Museum at Twilight for 2023. This very successful historic fashion show had nearly 40 visitors. Thanks to all staff and volunteers who participated!
- Staff have been working hard at thinking 5 years ahead and creating a new org chart that sees a return to normal next year, and growth in succeeding years. There has been a lot of background activity in negotiating with Finance and HR in advance of budget setting
- There was a recent appeals process to the 2023 Pay Plan that was put together through an HR Comp and Class process last year. Museums appealed a number of classifications, and recently had great news that long-time staff Barry Alvarado and Anne Abbath were successful in their appeals. Congratulations to both! Very well deserved. Further decisions are pending.
- We have new staff. We hired a new lead interpreter, Visitor Services Coordinator, and 1 new Interpreter 1. Flew and recruited for an additional Interpreter 1, Seasonal Groundskeeper, and P/T Groundskeeper. Assisted in training new VSC, Kerry Gunby. Welcome all!
- Geoff Havens worked with local business to establish a new uniform store for Museum Staff to utilize. Staff can now order individual pieces and no longer have to wait until enough items are required to do a bulk ordering process.
- On March 6, Holly Berg and JoAnna Stull installed the traveling exhibit *Weld Towns: 1861-Today* at the Riverside Library and Cultural Center in Evans. It will stay up for the full six-week display period. Holly and JoAnna will deinstall and return the display on 4/17.
- Led by Katie Ross, staff have completed removing collections items from the kitchenette room of Shaw House collections storage ahead of asbestos abatement.

Museums' March 2023 Report

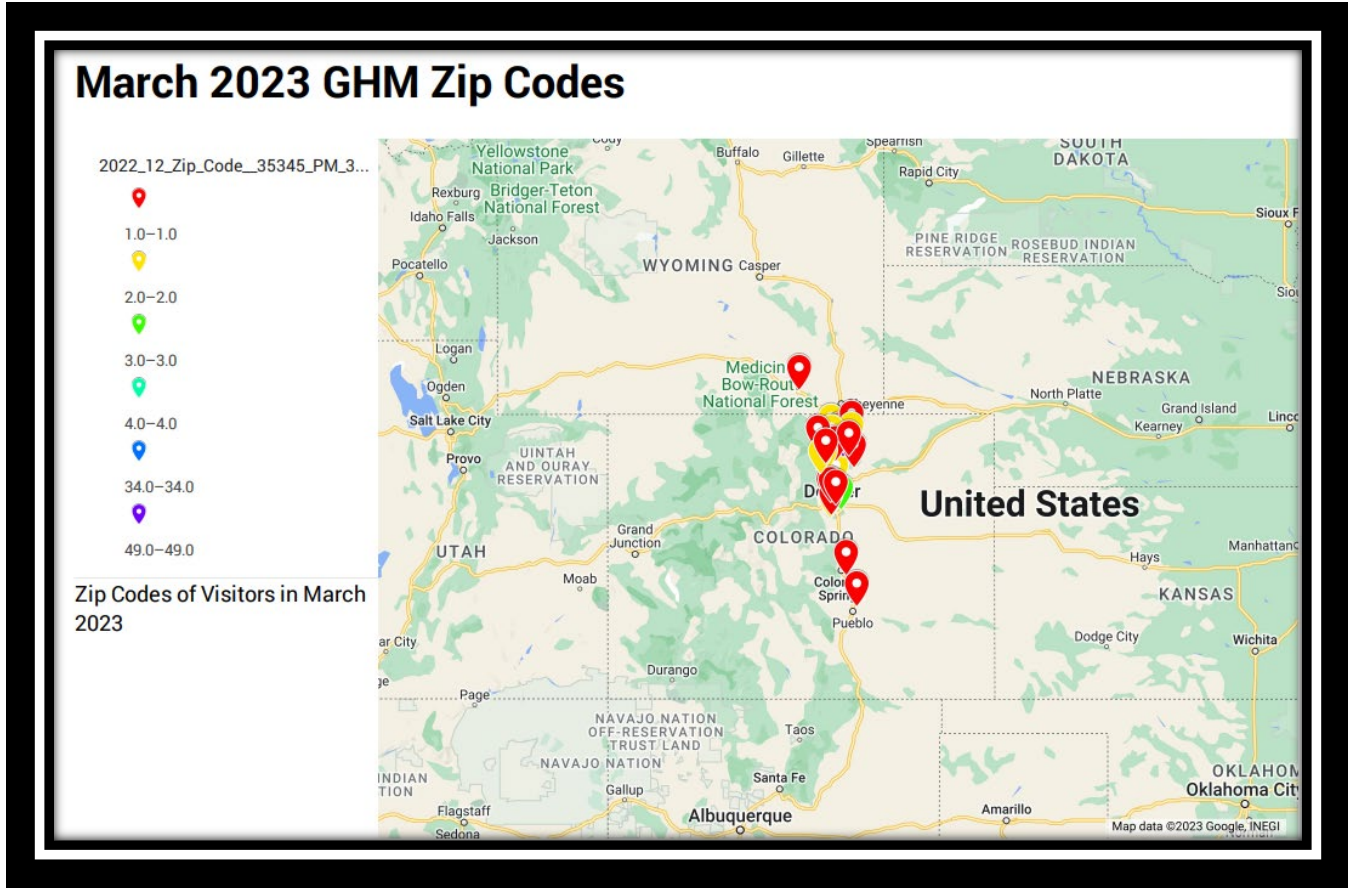
Visitor Services - GHM

	March 2023	February 2023	March 2022
Attendance	376	280	235
Admissions	\$1332.00	\$1740.75	\$1232
Store	\$1146.25	\$1400.75	\$361.40
Research Center	\$540	\$46.50	\$167.50
Donations	\$0	\$0	\$150
Facilities Rentals	\$0	\$0	\$0
Combined Revenue	\$3018.25	\$3468	\$1910.50

Where Did They Come From?



Museums' March 2023 Report



Visitor Services - CV

	March 2023	February 2023	March 2022
Attendance	0	0	0
General Admissions	\$0	\$0	\$0
Homesteaders			
Holidays	\$0	\$0	\$0
Store	\$0	\$0	\$0
Donations	\$0	\$0	\$0
Facilities Rentals	\$0	\$0	\$0
Combined Revenue	\$0	\$0	\$0

Museums' March 2023 Report

Collections

	March 2023	February 2023	March 2022
Donations completed	2	0	18
Items cataloged	44	0	78
Images added	58	0	126
Items inventoried	88	0	153
Research requests	21 (2 onsite, 19 offsite)	22 (6 onsite, 16 offsite)	23 (2 onsite, 21 offsite)
Reproduction orders	9 images	60 images	18 (2 images)

Exhibits and Programs

	March 2023	February 2023	March 2022
Beyond Suffrage Virtual Tour	123	30	55
Meeker Home Virtual Tour	113	316	179
Centennial Village Audio Tour	7	12	32
Viewfinder Exhibit	17	10	0
War Comes Home Virtual Exhibit	50	43	25
Exhibit-related Virtual Programs	0	41	0

Education

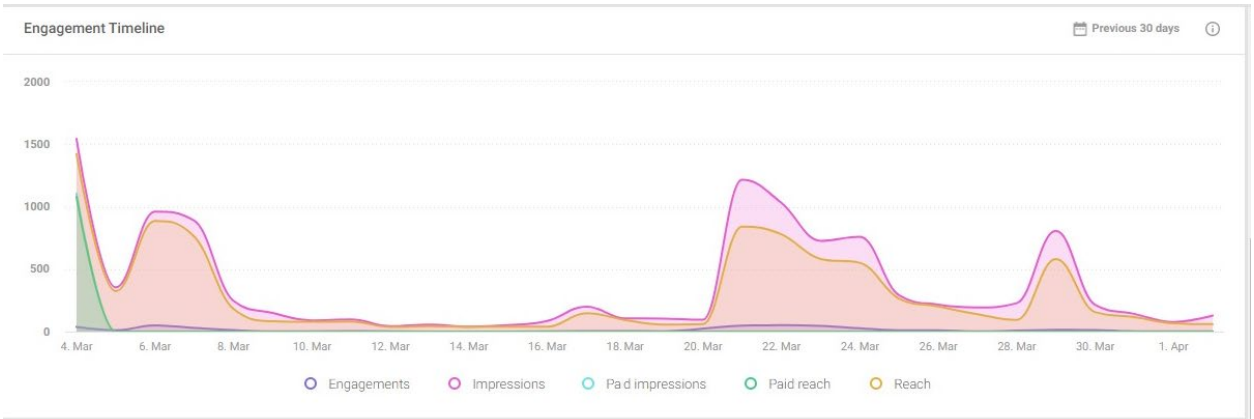
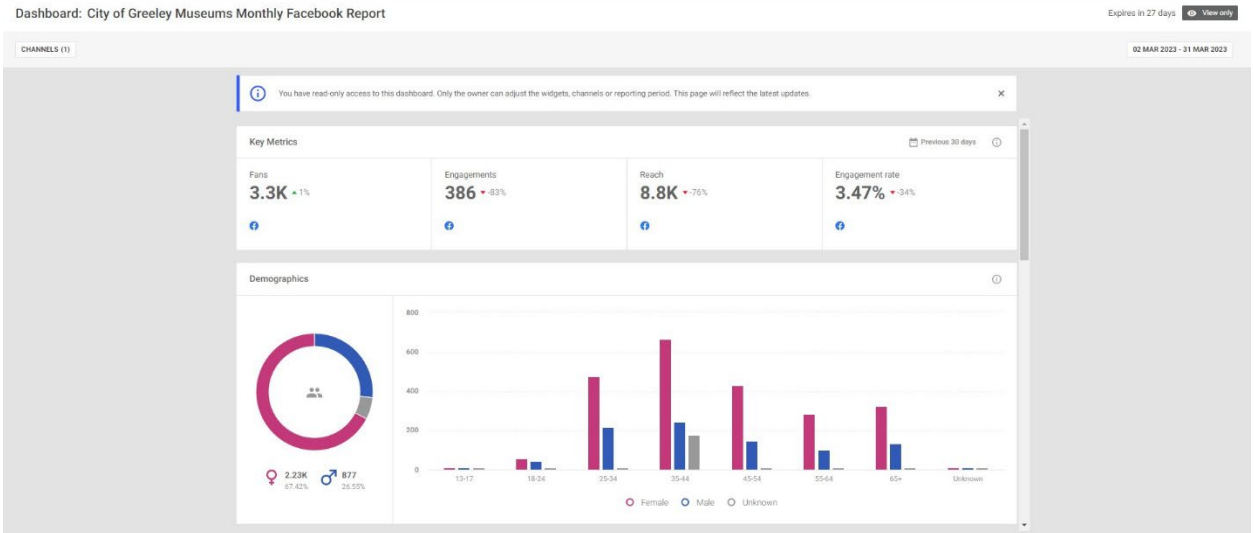
	March 2023	February 2023	March 2022
Group visits	0	0	0

Social Media Reach (see below for charts)

	March 2023	February 2023	March 2022
Posts	10	2	13

Museums' March 2023 Report

Reach	6002	33,580	7876
Impressions	5098	2190	8298
Events Reach	0	0	262



Museums' March 2023 Report

Organic Content Performance							0 Filters	Previous 30 days	
DATE	POSTS		REACTIONS	COMMENTS	SHARES	IMPRESSIONS	REACH		
	10		179	8	11	5.98K	6.02K		
6 Mar 5:10 PM		From parasols to puffed sleeves, our historic fashion s... Greeley Museums museum at twilight +2	51	5	2	1.2K	1.1K		
6 Mar 5:10 PM		Greeley Museums	7	1	0	1.2K	1.1K		
21 Mar 4:00 PM		History is full of exciting stories about the Black Ameri... Greeley Museums	14	0	4	882	843		
21 Mar		Greeley resident and inventor Paul Lewis had fascinati... SHOW MORE							
6 Mar 5:10 PM		Greeley Museums	7	1	0	1.2K	1.1K		
21 Mar 4:00 PM		History is full of exciting stories about the Black Ameri... Greeley Museums	14	0	4	882	843		
21 Mar		Greeley resident and inventor Paul Lewis had fascinati... SHOW MORE							
Paid Content Performance							1 Filters	Previous 90 days	
DATE	POSTS		PAID IMPRESSIONS (AI)	PAID REACTIONS	PAID COMMENTS	PAID SHARES	PAID LINK CLICKS	PAID REACH	
	1		8	5	2	1	2	4.59K	
28 Feb 3:33 PM		Attend a historic fashion show at the Greeley ... Greeley Museums Promoted museum at twilight	8	5	2	1	2	4.6K	

New vs. Returning Visitors

- New: 81%
- Returning: 19%

Device Breakdown

- Desktop: 55%
- Tablet: 2%
- Mobile: 43%

Top 10 Countries

1. United States	3,317
2. United Kingdom	66
3. Ireland	52
4. Canada	43
5. Unknown Country	29
6. France	22
7. Sweden	19
8. Australia	14
9. India	9
10. Netherlands	9

[View Countries Report](#)

Top 10 Referrals

1. facebook.com	201
2. m.facebook.com	41
3. cdhs.colorado.gov	39
4. us12.admin.mailchimp.com	33
5. colorado.com	26
6. poudrelibraries.org	24
7. thegroupinc.com	22
8. greeleygov.com	20
9. l.facebook.com	20
10. newspaper.denverpost.com	16

[View All Referral Sources](#)

[See Quick Links](#)

Museum Advisory Board Meeting
March 16th, 2023, 4:00pm
Greeley History Museum

Meeting digitally recorded; transcribed by Samantha Ashton

Call to Order: 4:00 PM

Roll Call:

Members Present- Gary Alexander, Marcus Embry, George Junne, Nancy Masimer, Floris Mikkelson, Emma Pena-McCleave, Mike Weiland (Chair)

Staff Present- Chris Bowles, Geoff Havens, Katie Ross, JoAnna Luth Stull, Samantha Ashton, John Dargle

Approval of December 15, 2022, Museum Advisory Board Meeting Minutes Motion to approve by Floris Mikkelson, seconded by Marcus Embry. Motion passed unanimously.

Approval of February 16, 2022, Museum Advisory Board Meeting Minutes Motion to approve by Floris Mikkelson, seconded by Marcus Embry. Motion passed unanimously.

Culture, Parks, and Recreation Department Report (John Dargle): Finalized interviews for selecting consultant for department master plan, we selected Barry Dutton out of Denver. Kick off for the 2024 budget process will begin in April. In the end of May beginning of June we will have our high level recommendation figured out. In September these will be presented to the City Council for Approval.

Culture Division Report (Andrea Haring): Still in the process of hiring the Cultural Affairs Manager hope to have the position filled in March.

Museums Report (Chris Bowles): Chris explored linkages between Museums and the Pawnee Scenic and Historic Byway. Chris attended Saving Places. Chris, Holly, and Katie Ross manned a booth in the new Freezy Daze event on February 25th. Looking forward to future events and was able to reach out to attendees at this event. The Greeley History Museum exhibit's team and Aims Community College collaborated for the Aims' "Tell Me Who You Are" All Campus Read. Adriana and Esthela presented "Bittersweet Harvest: Carrying the Family Legacy" on 2/2/23, which involved the history of the Bracero Program and personal family stories. Adriana and Holly finished installing the "Viewfinder: Cameras through Time" exhibit in the West Gallery on 2/23. The exhibit opened on 2/24. Museums switched from Bi-weekly all staff meetings to a monthly all staff meeting and a monthly manager meeting. Geoff worked with management team to outline goals and format for new Museum Management Team meetings and served as notetaker/timekeeper for first iteration of meeting. Geoff worked with interpretive and facilities staff to identify and plan needed maintenance work on Steven Reynolds House

prior to photography of the second floor for digital project. JoAnna attended a virtual workshop titled “The Cost of Voicing the Past: The Trauma of Historical Interpretation” hosted by The American Association for State and Local History, the four-hour workshop was mixed between presentation, information, and Q&A. Katie Ross completed a review of different collection management system options with staff hoping that our preferred choice will be an option for our IT Department. Led a behind the scenes tour of collections for the Museum Advisory Board.

Friends of the Greeley Museums Report (Floris Mikkelson): Review website for Board Members. Discussing the budget for the 2023 Potato Day. New system for signing up members will kick in at the end of March. The New President of the Friends of the Greeley Museums is Nathaniel Johnson. Hoping to increase membership this year.

Public/Board Input - Committee Reports:

- Experiences Team (Mike/George) – Experience Team did not meet last week. Shaw House, ceiling was patched, drywall and ceiling repair to continue later this year after artifacts are moved out of the current location, replaced boards on the deck outside. Maintenance shop is getting new siding. New stair case at the carriage house. Partnering with the city to become ADA compliant through out Centennial Village including bathrooms and the Rail Road Depo. Baby Animal Days will be April 14th through 16th and April 19th through April 23rd. Potential partnership with CSU Extension with the revival of White Plumb Farm to get assistance in running it as Farm and having it give back to the community including District 6 and our Local Foodbank.
- Acquisitions Committee (Marcus/Staff) – Deaccession of Meeker Family Genealogy from 1993. As we have an updated Genealogy from 2001. Motion to Approve Motion to approve by Emma Pena-McCleave, seconded by Floris Mikkelson. Motion passed unanimously.

Old Business:

New Business:

- Questions for staff from MAB
 - Q. (Floris Mikkelson) Is Katie Henry taking over all the Volunteers?
 - A. (Geoff Havens) I am handling the recruitment, onboarding, and training. Katie is handling Volunteer scheduling.
 - Q. (Mike Weiland) Is Volunteer Training coming up?
 - A. (Geoff Havens) Volunteer Training is April 1st 10am to 4pm at Hall House. Training will focus on interpretation rather than just education.
 - Q. (Floris Mikkelson) Any updates on Meeker Home?
 - A. (Geoff Havens) Katie Henry will have updates at our next Museum Board Meeting.
 - Q. (Emma Pena-McCleave) Are we going for any of the American Rescue Plan Funds?

- A. (Chris Bowles) Yes, we are going to apply for funds for the Grounds Keeping at Meeker Home, Collection Storage, Railroad Depo; possible conversion to a Visitor Center, Retail store and potential office space.
- Questions to MAB from staff
 - (Chris Bowles) Will ask questions at our next meeting to reserve time.

Next Meeting: Thursday, April 20th, 2023, 4:00 p.m., Greeley History Museum



Adjourn: Mike adjourned the meeting at 5:18 PM

<p>~ Museums Acquisitions Committee ~ Deaccession Recommendations 16 March 2023</p> <p>To</p> <p>~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~</p> <p>As</p> <p>Consent Agenda Considerations 19 April 2023</p>	<p>2023</p>
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<p>City of Greeley Museums Collections Management Policy, Part I, Sections 1-5, Introduction; Mission, Scope, and Descriptions of Collections; Ethics; Acquisitions of Collections; Deaccessioning and Disposal of Artifacts, and Loans apply in all actions taken by the Museums Acquisitions Committee and Museums Advisory Board.</p> <p>Greeley Museums Acquisitions Committee (AC) presents their Recommendations for Deaccessions for Museum Advisory Board (MAB) consideration, and recommendation to the Culture, Parks, and Recreation Director (or Designee) whose signature is required for final approval.</p> <p>Acquisitions Committee Recommendations for Deaccession with Recommendations for Disposal options from the Museums Acquisitions Committee Minutes dated <u>March 16, 2023 as Approved by</u> Museums Manager Chris Bowles.</p>	<p>The Culture, Parks, and Recreation Director or any MAB member may request to have an item pulled from the Consent Agenda for further discussion or to request further research before a final decision is reached.</p> <p>The Consent Agenda can be approved as written or amended before approval. The Consent Agenda, once approved, becomes a part of the MAB Minutes.</p> <p>Please contact the Museums Registrar and/or the Curator of Collections with any questions about any item included on this Consent Agenda.</p>
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<p>Object ID Number: <u>2006.59.0002</u></p> <p>Object Description: Telephone Book <i>The Mountain States Telephone and Telegraph Company No. C 8-B, Winter 1926-27</i>. Telephone Directory with listings for Ault, Briggsdale, Eaton, Evans, Gilcrest, Greeley, Hardin, Keota, Kersey, La Salle, Nunn, Pierce, Platteville, and Windsor produced by The Mountain States Telephone and Telegraph Company for Winter 1926-27. Includes alphabetized combined business and residential listings of names, addresses and telephone exchanges.</p> <p>10/22/2018 The cover is falling apart with missing pieces and has tears. The cover is detaching from the rest of the directory. [mmgs]</p> <p>Recommendation Reason & Comment by Acquisition Committee from discussion at 2-15-2023 meeting.</p> <p>⊗ Duplicative and Redundant and in Fair Condition.</p> <p>Recommendation to AC:</p> <ul style="list-style-type: none"> • Recommend Deaccession from the Permanent Collection. • Recommend Transfer to a Level 3 Collection as a (RB) for use in the Hazel E. Johnson Archives. • ACQ Recommended preservation of the copy by using a process such as lamination. <p>AC Recommendation on 16 Mar. 2023: AC approved the deaccession of the <i>Mountain States Telephone and Telegraph Company No. C 8-B, Winter 1926-27 Telephone Directory</i> with the Recommendation for Transfer to Level 3 Collection as a Reference Book (RB).</p>	<p>Donor/Statement of Legal Title: <u>Noe, Norm</u> Donated to the City of Greeley Museums unconditionally and irrevocably on a Deed of Gift signed by the donor on July 24, 2006.</p> <p>Relation to Mission & Collection: The Acquisitions Committee recently accepted a telephone directory in much better condition (<u>2023.07</u>).</p> <p>At the Feb. 15, 2023 AC meeting, the members discussed deaccessioning and replacing telephone directory (<u>2006.59.0002</u>) currently in the Permanent Collections and in fair condition with the newly accepted telephone directory (2023.07).</p> <p>AC requested that Registrar place Telephone Directory (<u>2006.59.0002</u>) on the AC Agenda for discussion of deaccession, but retention for use as a Level 3 Reference Book (RB) as telephone directories for this era (pre-1930 federal census) and area are in demand for research.</p>
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<p>~ Museums Acquisitions Committee ~ Deaccession Recommendations 16 March 2023</p> <p>To</p> <p>~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~</p> <p>As</p> <p>Consent Agenda Considerations 19 April 2023</p>	<p>2023</p>
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Signatures Attesting to Affidavit of Title Research	Affidavit of Title for Due Diligence Research
<p>DocuSigned by:  SIGNATURE _____ DATE 4/3/2023</p> <p>DocuSigned by:  SIGNATURE _____ DATE 4/3/2023</p>	<p>The City of Greeley Museums staff by their signature(s), affirm that they have researched ownership of the item considered for deaccession with due diligence for transfer of title. A Contract of Gift and an Accession Sheet was located and Greeley Museums was unconditionally and irrevocably given <i>The Mountain States Telephone and Telegraph Company No. C 8-B</i>, Winter 1926-27. Telephone Directory on a Deed of Gift signed by the donor on July 24, 2006.</p>
City of Greeley Museum Advisory Board Signature	City of Greeley Museum Advisory Board Approval by
<p>_____ SIGNATURE _____ DATE</p>	<p>Museum Advisory Board Chair</p> <p>or</p> <p>Museum Advisory Board Chair Vice Chair</p>
Culture, Parks & Recreation Department Signature	Culture, Parks & Recreation Department Approval by
<p>_____ SIGNATURE _____ DATE</p>	<p>Culture, Parks, & Recreation Department Director</p> <p>or</p> <p>Culture, Parks, & Recreation Department Cultural Affairs Manager as Designee*</p> <p>*The Cultural Affairs Manager may not sign for both Museum Manager's approval and final Culture, Parks, and Recreation Department approval as Designee.</p>

<p>~ Museums Acquisitions Committee ~ Deaccession Recommendations 16 March 2023</p> <p>To</p> <p>~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~</p> <p>As</p> <p>Consent Agenda Considerations 19 April 2023</p>	<p>2023</p>
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Collections Management Handbook, Section 5.1	Collections Management Handbook, Section 5.4
<p>Objects in the Level 1, Level 2, or Permanent Collections may be deaccessioned for the following reasons only:</p> <ol style="list-style-type: none"> 1. <u>Non-relevance</u>: Any artifact no longer relevant or compatible with the City of Greeley Museums' mission statement may be disposed of properly. 2. <u>Maintenance</u>: Any artifact that cannot be safely stored, preserved, or used in a professional manner to ensure its integrity may be disposed of. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances. 3. <u>Hazards</u>: Any artifact containing an infestation or inherent chemical hazards that may imperil the condition of other artifacts or people may be disposed of by destruction or discard. Destruction or disposal of hazardous chemicals or objects of a dangerous nature will be coordinated with the authorities having the appropriate jurisdiction and knowledge, which could include Greeley Police, Greeley Fire, or others as deemed appropriate. 4. <u>Fraud</u>: Any artifact determined to be fraudulent, or a gross misrepresentation of an authentic artifact may be disposed of as fraudulent. 5. <u>Quality</u>: Any artifact subject to irreversible deterioration or of such poor quality that it hinders the upgrading of collections and occupies valuable storage space may be disposed of. 6. <u>Illicit Property</u>: Any artifact acquired contrary to the regulations set forth regarding illicit property may be disposed of. 7. <u>Native American Grave Protection and Repatriation Act (NAGPRA)</u>: Material covered by the NAGPRA may be repatriated as per 43 CFR Part 10. 	<p>Acceptable methods of disposing of deaccessioned or retired education artifacts are as follows:</p> <ol style="list-style-type: none"> 1. <u>Exchanges</u>: Reciprocal transfer of artifacts with a similar cultural, scientific, or educational institution is the most desirable means of disposal. Such transfers increase the probability of preserving materials for the future and keep them within the public domain as well as fostering goodwill between such institutions. 2. <u>Gifts</u>: Artifacts may be given to a suitable institution if they have special regional or historical significance to that institution and it is considered to be in the best interests of society. 3. <u>Return to Donor</u>: (Donor Deceased) 4. <u>Destruction</u>: (Not Applicable in this instance) 5. <u>Repatriation</u>: (Not Applicable in this instance) 6. <u>Sale by Public Auction</u>: If reasonable attempts have been made to exchange, gift, or return artifacts with no success, items may instead be sold by means of public auction. Monies or compensation received from the deaccessioning and disposal of objects from the collections shall be used solely for the benefit of the collections.