



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, April 6, 2017
5:30 PM**

***Mission Statement:** The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Introduction of Guests**
- 4. Approval of the Minutes**
 - A. Minutes of March 2, 2017
- 5. Announcements**
- 6. Unfinished Business**
 - A. Master Landscape Planning-Brian Devlin, Devlin Land Designs
 - B. Logo Design Approval & Letterhead
- 7. Communication and Reports**
 - A. Committee Reports-Joint Bicentennial Book Committee
 - B. Director Report
 - C. Member comments
 - D. Public comments
- 8. Next Regular Meeting: May 4, 2017**
- 9. Adjournment**

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Draft



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, March 2, 2017
5:30 PM**

Members Present: James Cristbrook, Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: Russ Dixon, Judith Keefer, Gretchen Maricak

Administration: Museum Director Leslie Pielack

Guests: None

Museum Board Chair Russ Dixon not being present, the board took action to appoint a temporary chair.

MOTION: by Rosso, seconded by Logue:

To appoint James Cristbrook temporary chair.

VOTE: Yeas, 4
Nays, 0

Mr. Cristbrook called the meeting to order at 5:30 PM.

Due to Ms. Rosso's need to leave the meeting early, the Museum Board decided by consensus to reverse the order of the Unfinished Business items and to include Board comments before her departure.

**Approval of the Minutes
Minutes of February 2, 2017**

Approval of the minutes of February 2 was deferred to the next meeting.

Announcements

None.

Unfinished Business

B. The Museum Board reviewed logo design submissions from the DesignCrowd project and narrowed down the preferred colors, layout, text style, and made some additional suggestions regarding icons for the selected design. Museum Director Pielack will coordinate the changes with the logo designer to produce a final draft.

A. Initial discussion of some of the ideas for city-wide bicentennial celebration emphasized the fortunate co-incidence that the 2018 Winter Market will fall on

November 30, December 1 and December 2. This makes it the ideal foundation event to connect the bicentennial celebration, as the first land by Willits and Hamilton was purchased on December 1, 1818, and John West Hunter on December 2, 1818. A scavenger hunt would be a good vehicle for bringing in local businesses and helping people enjoy the event by exploring some of the shops and other sites in the city. It is a family-friendly activity that can be easily incorporated into a city-wide promotion and further enhanced by social media. A time capsule or a time capsule 're-enactment' could be a fun event. A contest for children to draw or paint bicentennial themes would bring in the schools. A Village Players performance that relates to the overall theme could be of great interest. A specially designed logo on city-wide banners was also suggested. The Museum Board will consider additional ideas before making final recommendations to the commission.

Board Comments

The six commissioners present were evenly split on whether to go forward with the siding contract when presented on 2/27/17 for their review. The concern was having architectural services provided to the city/museum before going to bid for the construction as opposed to the existing RFP that asked the contractor to provide the required services. The outcome is that the museum needs to start over with a new RFP. Museum Director Pielack informed the Museum Board that city staff is already working on the matter in the hopes it can be completed before the construction season gets too busy to get optimal response.

Board members briefly discussed the portion of the minutes from February 2 that related to Mr. Stern's behavior during the January and November meetings. They agreed that the draft minutes reflected the meeting but were also concerned that the public should not get the erroneous impression from the minutes that public input is not welcome. The distinction was made between stating disagreement to the board and being publicly inappropriate. The Museum Board wants to assure the public that all commentary is of interest when delivered according to acceptable guidelines for public conduct.

Board members also discussed the best way to address board differences and disagreements during meetings at open discussion and board comments. It is important for the board to work through and formulate consensus together. This would help make board activities more efficient, prevent unnecessary delays, and ultimately make the most of the board's efforts as a group.

Ms. Rosso departing at 6:45 PM, the meeting was adjourned at that time by Mr. Cristbrook. The communication and reports will be deferred to the next regular meeting on April 6, 2017.

DATE: April 6, 2017
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Museum Logo Design Approval

During February, logo designs were solicited using DesignCrowd, which yielded a number of proposed designs.

At its March 2, 2017 meeting, the Museum Board voted unanimously to approve a design that uses three part color with museum-related icons. The Museum Board suggested additional modifications to part of the design.

After further interaction with the designer, a final draft design has been created for review and final approval. Next steps would include deriving a letterhead from the final logo.

Suggested Resolution:

To approve the proposed logo design (below) for the Birmingham Museum.



DATE: April 6, 2017
TO: Museum Board
FROM: Dan Patton, Bicentennial Book Project Committee
SUBJECT: Committee Report

The Bicentennial Book Project committee met on March 23, 2017 to continue brainstorming discussion for possible publication options. Dan Patton was appointed chair. Meetings will continue to be scheduled just in advance of the Friends monthly meetings whenever possible.

Library Director Doug Koschik, former Friends President Pam DeWeese, and Museum Intern Lori Eaton joined the committee discussion about formats and audiences that might benefit from one or more publications relating to the bicentennial. However, there is a great deal of variety in the formats that appeal to our community, including standard print materials, coffee table books, electronic media, web content, etc. The content also can range from crowd-sourced content to creating an accurate historical record.

The committee decided that getting survey data from the public would be important to help guide the discussion. A free Survey Monkey electronic survey, supplemented with a print version that can be circulated, would provide data to help identify public preferences. Museum Director Pielack will construct a draft survey for review at the next meeting with committee member input.

DATE: April 6, 2017
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Allen House Siding—architectural services have been established with H2A Architects to develop the construction scope of work and other documents. When the architectural work is complete, the city will go out to bid again to complete the project. The number of construction bidders may be affected by the lateness of the season, but we hope to be able to complete the project this summer.

OCHR Grant Digitization Project Presentation—Three museum staff presented to the Oakland County Historical Resources annual meeting on March 28 to summarize our digitization project. As a result of the grant, we

- developed needed digitization procedures
- developed guidelines for copyright and fair use to share with other historical groups
- acquired a specialty scanner for higher quality preservation digitization
- were able to create digitized content for public access in keeping with our strategic plan

Other Digitization Projects- The CREEM Magazine Complete Digitized Archive being created by NA Publishing using some of our CREEM materials is expected to be complete sometime in May. We will be able to announce its availability to the public at our CREEM event in June. The agreement allows unlimited access at no cost to the full archive. A dedicated computer is being considered for the Charlie Auringer Reading Room to facilitate use of the archive. The Eccentric Digitization Project with the Baldwin Public Library is awaiting investigation of appropriate grants, as the project cost is about \$40,000. The current climate for grant funds is uncertain.

Birmingham Museum CREEM Finding Aid—Wayne grad student Lori Eaton has completed a wonderful finding aid that we will be putting online to help researchers and the general public understand what we have in our archives. This is a major project that will help us internally as well as we continue to receive additional material in our CREEM collection. Finding aids are used by researchers and the general public as a way to identify materials in a collection in order to plan research visits, etc.

Outreach—During the last month, museum staff has presented public educational programs to two local Questers groups and the Baldwin House and conducted two special group tours in addition to our routine activities. We are also working to provide a special pre-schooler tour for the Community Center.

School Tours & Classroom Presentations—Staff will be taking the school tours out to Quarton School again this year as part of the continued pilot project that offers hands on experience to 2nd graders in advance of their visit to the museum. Additional hands on activities are being planned for the classroom and the Allen House and Hunter Houses for the school tour season.

With the help of the Friends, we acquired some 19th century sleigh bells and will be getting a reproduction 19th century sampler, both of which will become part of our Use Collection and integrated into the Hunter House tours for schools and the general public.

Summer Programs—we are exploring offering one or two weeks of 'kids camp' during the summer. We are continuing the joint story time programs with the Baldwin Library for young children.

"CREEM Scene 2017"—Update from committee for outdoor concert event on June 10 featuring a CREEM presentation by Susan Whitall, live music, giveaways, and a celebration of our Charlie Auringer Reading Room, CREEM collection, and public access to the digitized magazines.

Summer Interns—We have received a number of inquiries about our summer internship program and hope to have at least one student on hand for the tour season and summer period. Our internship program continues to be a great resource.