



**CITY OF BIRMINGHAM  
MUSEUM BOARD AGENDA  
556 W MAPLE  
Thursday, May 11, 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 February 2, 2017
  - B. Minutes of April 6, 2017
- 5. Announcements**
- 6. Unfinished Business**
  - A. Master Landscape Planning
  - B. Letterhead
  - C. RFQ-Marketing Plan Development Services
- 7. Communication and Reports**
  - A. Committee Reports-Joint Bicentennial Book Committee
  - B. Director Report
  - C. Member comments
  - D. Public comments
- 8. Next Regular Meeting: June 1**
- 9. Adjournment**

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Draft



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

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

Student Members Present: None

Members Absent: Judith Keefer, Gretchen Maricak

Administration: Museum Director Leslie Pielack

Guests: None

Mr. Dixon called the meeting to order at 5:38 PM.

**Approval of the Minutes  
Minutes of January 5, 2017**

**MOTION:** by Logue, seconded by Krizanic:

To approve the minutes of January 5, 2017, as amended.

**VOTE:** Yeas, 5  
Nays, 0

**Announcements**

None.

**Unfinished Business**

A. Ms. Logue summarized the Friends' plan for a museum celebration of the permanent CREEM exhibit. It is tentatively scheduled for Saturday or Sunday, June 10-11. The Friends are considering a two-part event that would have a private component for the CREEM staffers to have time together to reminisce, followed by a public component with a brief presentation by a former CREEM staff, including formal recognition of our collection. This would not be a fund-raising event, but rather an informal celebration that allows our CREEM followers to 'come home' to our museum for a people-friendly reunion. The June time period would permit use of the porch and lawn. The plan is to promote through former CREEMsters to reach their 1000+ network in addition to ours, thus expanding our reach and creating a memorable event for all. Mr. Cristbrook noted that we could look into updating the Wikipedia CREEM entry to include references to our museum and the collection as well to promote our collection.

B. The Museum Board discussed the bicentennial city-wide commemoration subject briefly as well as received an update on the book project committee. Although the book committee has yet to formally meet, ideas are taking shape about possible formats for the book. The committee's meeting agenda will be announced and all interested parties encouraged to attend to share their ideas with the committee. The museum board will review some other communities' approach to celebrating centennials in links to be sent by Museum Director Pielack. Each member will send 5 ideas to Director Pielack before the March board meeting to facilitate discussion.

### **New Business**

A. Brian Devlin of Devlin Landscape Design will be on the March agenda for the Museum Board to share his findings regarding the historic landscape and begin the planning for next steps. These could include where, when and how to incorporate public input, specific and general treatment planning guidelines for the historic and natural resources of our site, current ADA guidelines, city requirements, and more. Museum Board members are encouraged to bring their ideas and thoughts to the next meeting as this process begins.

### **Communication and Reports**

- A. Joint Bicentennial Book Committee Report-none at this time.
- B. Museum Director Pielack reviewed the Director Report and is expecting three items to go before the city commission for approval, tentatively on February 27; a) the Museum Board recommended 2017-2020 Strategic Plan, b) the Allen House siding contract, and c) the CREEM digitization agreement.
- C. The Museum Board discussed the value of board members sharing their visions and understanding of the Museum Board role and their contribution to the museum. In addition to reviewing the ordinance language, members agreed by consensus that it would be valuable to set aside time at an upcoming meeting to clarify this understanding as a group. An expected upcoming vacancy on the Museum Board would be an ideal time to revisit this issue, as it will have a direct impact on the Master Landscape planning and other business this year.

Additional member comments centered on individual board member reactions to recent public comments made by former board member George Stern, especially relating to his remarks at the November 3, 2016 and January 5, 2017 Museum Board meetings. Mr. Stern's negative characterization of the museum and staff and other commentary left members feeling discouraged and uncomfortable. Some members expressed concern about ongoing negative impact on the museum of his recent inappropriate conduct. Open Museum Board discussion of shared board vision going forward would be an important way to strengthen the board and support the museum.

D. There were no public comments.

Mr. Dixon adjourned the meeting at 6:48 p.m.

draft



**CITY OF BIRMINGHAM  
MUSEUM BOARD  
MEETING MINUTES  
Thursday, April 6, 2017  
5:30 PM**

Members Present: Russ Dixon, Judith Keefer, Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: James Cristbrook, Gretchen Maricak

Administration: Museum Director Leslie Pielack

Guests: Brian Devlin, Devlin Land Designs; Gordon Rinschler

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

Guests introduced themselves.

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

**MOTION:** by Krizanic, seconded by Logue:

To approve the minutes of march 2, 2017, as amended.

**VOTE:** Yeas, 5  
Nays, 0

**Announcements**

None.

**Unfinished Business**

A. Brian Devlin of Devlin Land Designs reviewed his findings regarding the historic landscape of our park area. Existing conditions, historic features, and four proposed zones for various uses were discussed. The Museum Board will be evaluating and further discussing the findings to establish interpretive goals and priorities for the landscape, which would be incorporated by Mr. Devlin in concept plans. The ideas would then be shared with the public for its input and integrated with city objectives before further development of a long term Master Landscape Plan.

B. The Museum Board reviewed the final draft of the proposed logo design. Mr. Dixon, who was not present for the design review, expressed concern that the design would not translate well on signage outside the museum and that the graphic was not strong

enough, although he stated it would be OK for print materials, letterhead, website, etc. Director Pielack explained that traffic to the museum is not dependent on outside signage at this point, but comes from distributed materials and the website. Ms. Keefer, who also was not present for the design review, liked the strong text visual for 'museum.' Other members expressed agreement with the final design in keeping with previous review.

**MOTION:** by Keefer, seconded by Rosso:

To approve the proposed logo design for the Birmingham Museum.

**VOTE:** Yeas, 4  
Nays, 1

### **Communication and Reports**

A. The Joint Bicentennial Book Committee Report was reviewed. The committee is still brainstorming and gathering information. When they have developed recommendations, those will be brought to the Museum Board

B. and C. Director Pielack presented the Director Report. Board members discussed the Allen House siding project status. Mr. Dixon explained to the board that he objected to the commissioners about the siding contract when it went before them because he feels the city has engaged in other construction projects without having architectural services properly involved, and this practice should stop. He felt the contractor providing the architect was not the proper way to do the siding project, so he objected. Other board members expressed concern that he did not bring his disagreement to the Museum Board for discussion, and in so doing, misrepresented the Board and/or reflected poorly on the board as a whole. Director Pielack clarified that as a result of his waiting until the contract came before the commission, many weeks of work were lost and this created a setback. The RFP originally was developed in September and posted in October for winter proposals to assure the best return. If there was a problem with the approach being used, the RFP could have been revised at that time. At this late stage, re-bidding the project may delay it or decrease the number of contractors who would respond when it goes out to re-bid, as it is now the height of the construction season. Mr. Dixon conceded that he could have handled it another way. Other members expressed that board disagreement is inevitable, the best way to address it is at the meetings, and that this is the expectation going forward.

### **Board Comments**

Board comments are discussed under Communications and Reports.

### **Public Comments**

Mr. Rinschler stated that he liked the logo design. There were no other public comments.

Mr. Dixon adjourned the meeting at 7:05 PM. Next meeting is scheduled for May 5, 2017.

## Museum Landscape Zones and Planning

Based on initial presentation from Brian Devlin of Devlin Land Designs, the landscape of the museum site has 4 distinctive areas that suggest various uses for consideration in planning.

### **1. Pond Zone (Red on attached sketch) Characteristics:**

- moderate slopes
- pond with historic pool
- pedestrian access from Willits street
- light pole with internet access (WiFi) and electric access

#### Suggested uses and improvement areas:

- Possible pond improvements
- Barrier free/accessible path
- Possible automobile improvement (barrier free parking)
- Seating area near existing light pole
- Tree planting
- Removal of invasive species

### **2. Transition Zone (Green on attached sketch) Characteristics:**

- Steep slopes
- Existing historic boulder wall
- Existing wood steps (recent)
- Evergreens and deciduous
- Often used for winter sledding

#### Suggested uses and improvement areas:

- Possible accessible path with interpretive information
- Additional plantings
- Removal of invasive species
- Possible wildlife support garden (bees, bats, birds, butterflies)

### **3. Heritage Zone (Blue on attached sketch) Characteristics:**

- Allen House
- Public Plaza
- Hunter House
- Museum, special events, outdoor gathering place, public access, signage, barrier free parking and access, bell monument, historic marker sign, seating, public WiFi, flower gardens

#### Suggested uses and improvement areas:

- Vegetable/demonstration garden
- Augment existing plantings and remove invasive species

**4. Riverine Woodland Zone (pink on attached sketch) Characteristics:**

- Steep slopes
- Large trees:
  - Black Walnut
  - Black cherry
  - Box Elder
  - Catalpa
  - Cottonwood
  - Elm
  - Oak
- Wood chip trails with wood steps
- Invasive species

**Suggested uses and improvement areas:**

- Attract wildlife and encourage native species
- Encourage connection to river
- Possible interpretative information

**Landscape Detail**

**Landscape Zones**

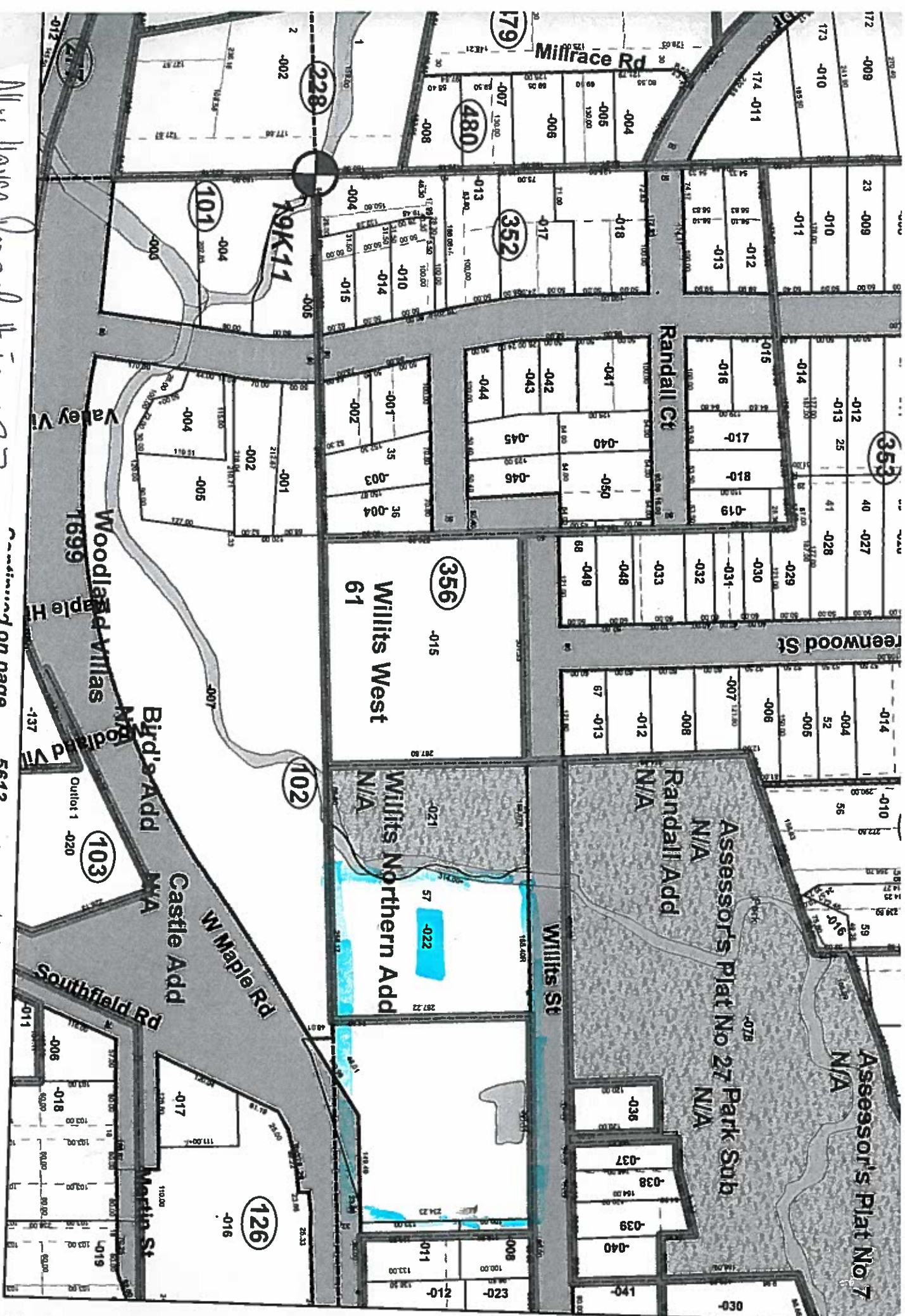
**Red Zone:** Pond area with moderate slopes, important natural water feature and historic pool structure

**Blue Zone:** Heritage Zone. Active public area around buildings.

### 2017 Reference Topo with Bell Structure

## Landscape Zones





All in House Parcel # is - 22 and the AFA is highlander -



Historic Feature Photo References-Museum Grounds

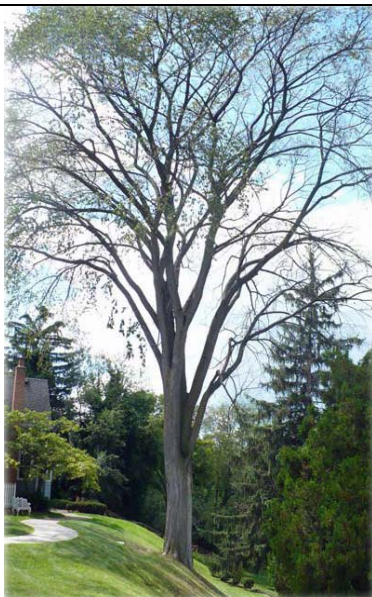


Swimming Pool Allens

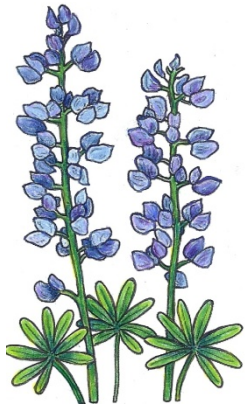
View of Allen House Swimming Pool (fed by spring), c. 1940s



View of Allen House Swimming Pool, 2



Mature elm tree behind Allen House, approx 100 years old, before removal in 2015



**ecoChic**

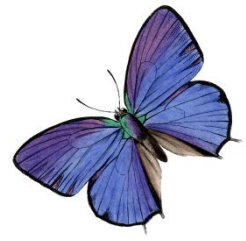
landscape design inc

*Modern Gardens Working with Nature  
5902 Ridgewood Lane, White Lake, MI 48383*

248-978-2300

[www.ecochiclandscape.com](http://www.ecochiclandscape.com)

[design@ecochiclandscape.com](mailto:design@ecochiclandscape.com)



## **Strategy to Handle Invasive Plants on the Birmingham Historical Museum Grounds**

To: Leslie Pielack, Museum Director of Birmingham Historical Museum & Park

Re: Plans to Eliminate Invasive Plants from the Park

From: Laura Zigmanth, Owner, ecoChic landscape design inc.

Date: May 7, 2015

Attached are two sets of documents. One is a description of the invasive plants found to date of the Birmingham Historical Museum grounds, pictures of them when identified, their priority in the need for removal, and the strategy for the removal. These plants are identified in the Michigan State University Extension (MSUE) booklet on terrestrial invasive plants.



The second document indicates approximate locations of the plants, individually by type and all of them on one map.

Volunteers would make the removal easier and faster, and a manageable number would be 5 to 10 for most of the projects. It may take a few years of persistent monitoring and treatment to ensure that the plants do not return.




Once these plants are eliminated, there should be a plan to introduce desirable plants, preferably natives, to help keep out the unwanted invasive ones.



ecoChic landscape design is prepared to assist in any way necessary at the rate quoted before, \$40.00 per hour.

## INVASIVE PLANTS AND AGGRESSIVE PLANTS FOUND AT BIRMINGHAM HISTORICAL MUSEUM



	PLANT NAME	IMAGE	LOCATION	PRIORITY	RECOMMENDATIONS
A	<p>Garlic Mustard <i>Alliaria petiolata</i></p> <p>A small plant with rounded leaves and white, 4-petalled flowers, prefers wooded areas. Will interfere with fungal relationships in the soil with trees, damaging them. Also crowds out native spring wildflowers.</p>		Along west property line, all around pond, along east part of pond to road	HIGH	Remove Now, immediately. The process is known as a <i>garlic pull</i> . The plants are easily removed <i>in the spring</i> . It is important to remove them before they flower and go to seed. It is legal to dispose of them in labeled black garbage bags, preferably letting the bags sit in sunlight for a few days to kill the plants. Traditional composting garlic mustard with yard waste will not kill the plants
B	<p>Oriental Bittersweet <i>Celastrus orbiculatus</i></p> <p>A decorative vine used for holiday decorations. Has bright orange berries that are attractive to birds. Can girdle trees and kill them.</p>		Mostly along west side of property. There could be some in the shrub thickets around pond	HIGH	Best to remove after June 20 <sup>th</sup> when sugars begin to go back down to the roots. Cut the vine near the ground and apply the appropriate herbicide by a licensed pesticide applicator, a procedure known as "cut and dab". Pull as much of the vine out of the tree as possible. Okay to use landscape bags for disposal.



C	<p>Buckthorn <i>Rhamnus cathartica</i></p> <p>A shrub or small tree. Can outcrowd favorable plants to create a monoculture. Can be detrimental to amphibians. The black seeds makes native birds sick.</p>		<p>Mostly at the southwest corner of the pond. Could be some in the shrub thickets around pond and along road.</p>	<p>EXTREMELY HIGH</p>	<p>Best to remove after June 20<sup>th</sup> when sugars begin to go back down to the roots for the best results but anytime of the year will see results. Cut the trees close to the roots and apply the appropriate herbicide by a licensed pesticide applicator, or using the “cut and dab” technique. Pull all seedlings. Be careful of the thorns. Okay to use landscape bags for disposal.</p>
D	<p>Phragmites <i>Phragmites australis</i></p> <p>A tall grass that invades wet areas along roads, ponds, and lakes. Creates a monoculture and crowds out cattails, the only habitat for red-wing blackbirds. Highly flammable and a fire hazard.</p>		<p>Along southeast corner of pond and into pond</p>	<p>EXTREMELY HIGH</p>	<p>Best to start removing after August 15<sup>th</sup> until frost. Removers can “cut and dab” or can swipe plants using the “glove of death.” This is wearing a rubber glove (up to the elbows) with a cotton glove over it and immersing the gloves in the appropriate chemical and swiping the plants.</p>
E	<p>Creeping Charlie <i>Glechoma hederacea</i></p> <p>With leaves similar in looks to garlic mustard, Creeping Charlie is in the mint family with square stems that run with opposite leaves.</p>		<p>Along southeast corner of the pond and along the east half of the pond and into the lawn</p>	<p>MEDIUM TO LOW</p>	<p>Removal can start at any time. This plant is difficult to remove chemically and it's almost better to do by hand. A dandelion tool works best to ease the plant out of the ground. Okay to use landscape bags for removal.</p>

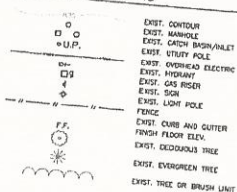
F	<p>Box Elder <i>Acer negundo</i></p> <p>A member of the maple family and a native plant, Box elder is too aggressive to let it alone. Opposite leaves that come in threes, it is often confused with poison ivy.</p>		Along west side of property	MEDIUM TO LOW	Best to remove after June 20 <sup>th</sup> when sugars begin to go back down to the roots for the best results but anytime of the year will see results. Cut the trees close to the roots and apply the appropriate herbicide by a licensed pesticide applicator, or using the “cut and dab” technique. Pull all seedlings. Be careful of the thorns. Okay to use landscape bags for disposal.
G	<p>Mass of Overgrown Shrubs</p> <p>To be determined</p>		Along west and north side of property and surrounding pond	MEDIUM, DEPENDING ON FUTURE EVALUATION	Best to remove after June 20 <sup>th</sup> when sugars begin to go back down to the roots for the best results but anytime of the year will see results. Cut the trees close to the roots and apply the appropriate herbicide by a licensed pesticide applicator, or using the “cut and dab” technique. Pull all seedlings. Be careful of the thorns. Okay to use landscape bags for disposal.



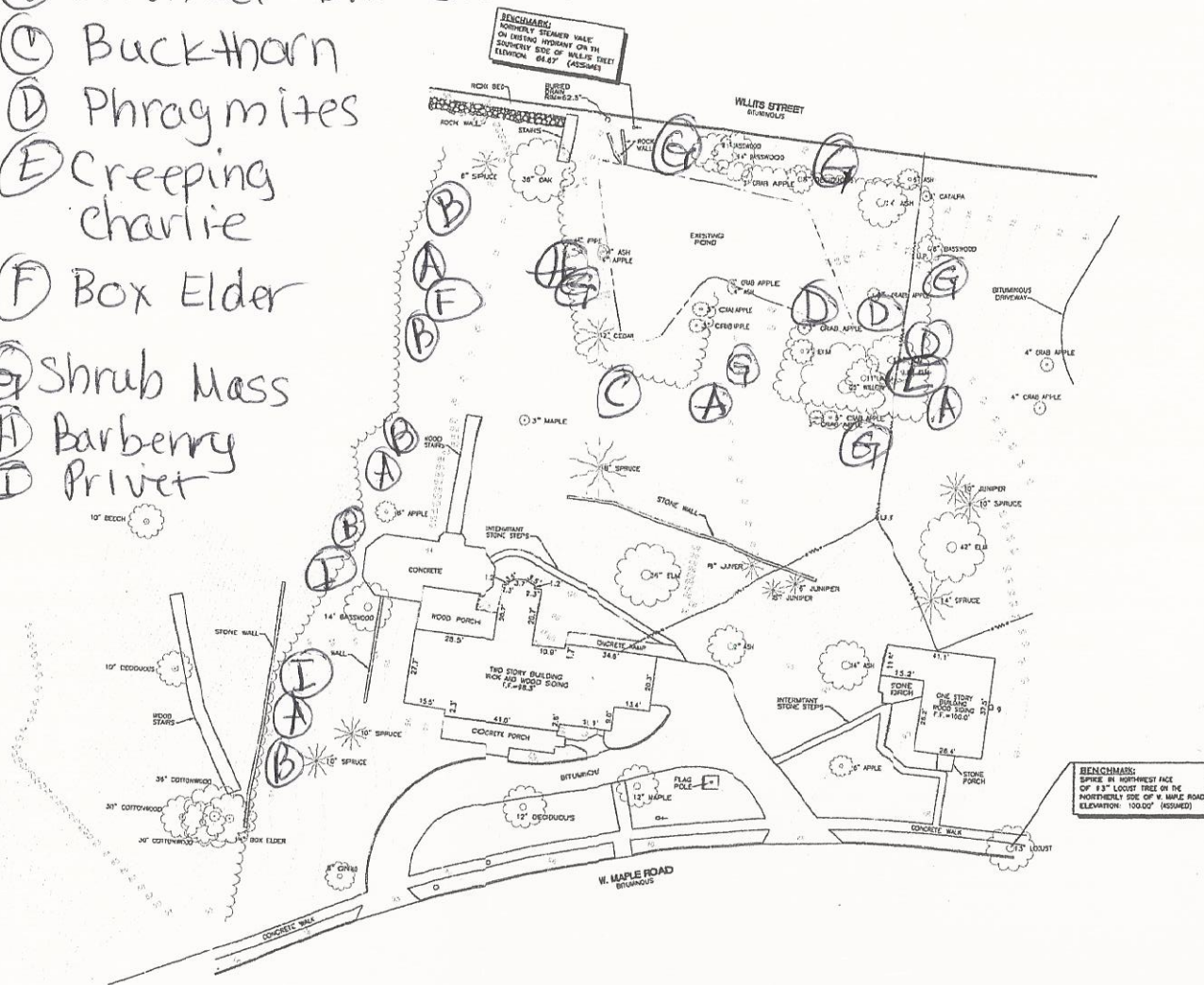
H	<p>Barberry <i>Berberis thunbergii</i></p> <p>Still sold in nurseries, this plant is too aggressive to let it alone. Seedlings usually revert to the green form.</p>		Along west side of pond	MEDIUM	Best to remove after June 20 <sup>th</sup> when sugars begin to go back down to the roots for the best results but anytime of the year will see results. Cut the trees close to the roots and apply the appropriate herbicide by a licensed pesticide applicator, or using the “cut and dab” technique. Pull all seedlings. Be careful of the thorns. Okay to use landscape bags for disposal.
I	<p>Privet</p> <p>Still sold in nurseries, this plant is too aggressive to let it alone. There was probably a privet hedge at one time that got away.</p>		Along west side property, especially near the driveway	MEDIUM TO LOW	Best to remove after June 20 <sup>th</sup> when sugars begin to go back down to the roots for the best results but anytime of the year will see results. Cut the trees close to the roots and apply the appropriate herbicide by a licensed pesticide applicator, or using the “cut and dab” technique. Pull all seedlings. Be careful of the thorns. Okay to use landscape bags for disposal.



# LEGEND



- (A) Garlic Mustard
- (B) Oriental Bittersweet
- (C) Buck-thorn
- (D) Phragmites
- (E) Creeping Charlie
- (F) Box Elder
- (G) Shrub Mass
- (H) Barberry
- (I) Privet



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SECTION 25  
TOWN 2 NORTH, RANGE 10 EAST  
BLOOMFIELD TOWNSHIP  
OAKLAND COUNTY, MICHIGAN

CLIENT: JOHNSON-HILL LAND ERIKS STUDIO  
A TOPOGRAPHIC SURVEY OF  
JOHN WEST HUNTER PARK  
LOCATED IN

CAD FILE: 100751T501

DATE: 6-10-03

DATE: 6-10-03

**AI**

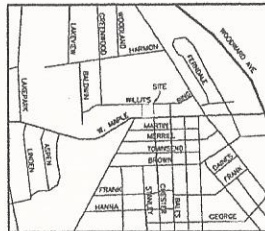
SCALE: 1" = 20 FEET

DR. WEST, JR.  
P.M. V. SWALE  
BOOK 1084  
JOB 100751  
FILE NO.

443-615

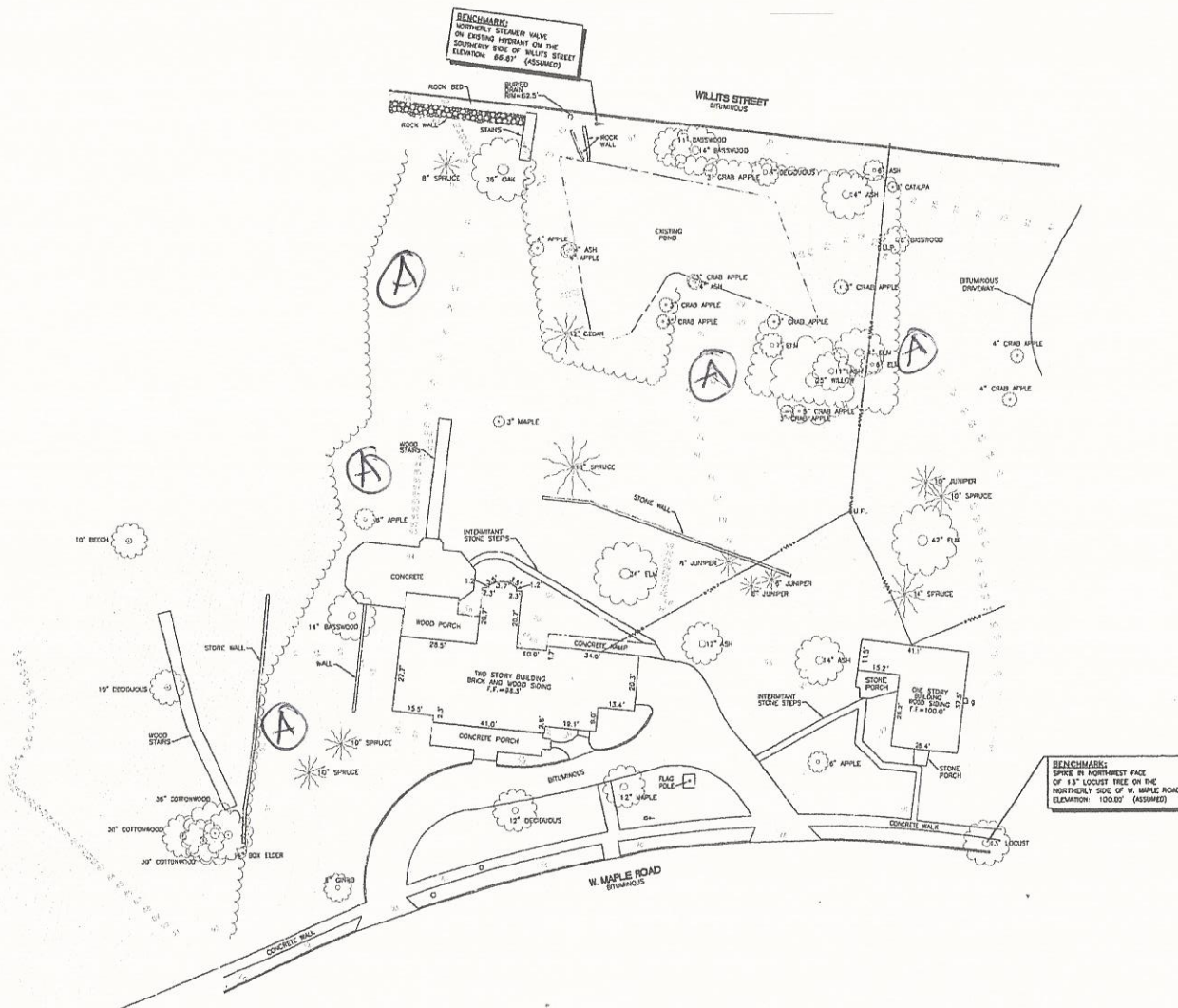


(A) Garlic Mustard



# LEGEND

—	EXIST. CONTOUR
○	EXIST. MANHOLE
□	EXIST. CATCH BASIN/VALET
—U.P.	EXIST. UTILITY POLE
—	EXIST. OVERHEAD ELECTRIC
—	EXIST. HIGHWAY
—	EXIST. GAS REIN
—	EXIST. SIGN
—	EXIST. LIGHT POLE
—	FENCE
—	EXIST. CURB AND GUTTER
—	FINISH FLOOR ELEV.
—	EXIST. DECIDUOUS TREE
—	EXIST. EVERGREEN TREE
—	EXIST. TREE OR BRUSH UNIT



BENCHMARK:  
SPIKE IN NORTHWEST FACE  
OF 13" LOCUST TREE ON THE  
NORTHERLY SIDE OF W. MAPLE ROAD  
ELEVATION: 100.00' (ASSUMED)



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SECTION 15

TOWN 2 NORTH, RANGE 12 EAST  
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OAKLAND COUNTY, MICHIGAN

JOHNSON-HILL LAND ETHICS STUDIO

A TOPOGRAPHIC SURVEY OF  
JOHN WEST FIELD IN  
LOCATED IN

CAD FILE

100751T501

DATE

6-19-03



DR. MAST

CH. MAST

BOOK

1064

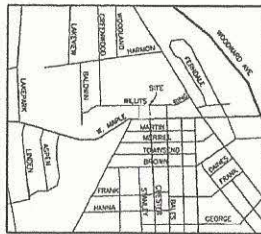
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143-015

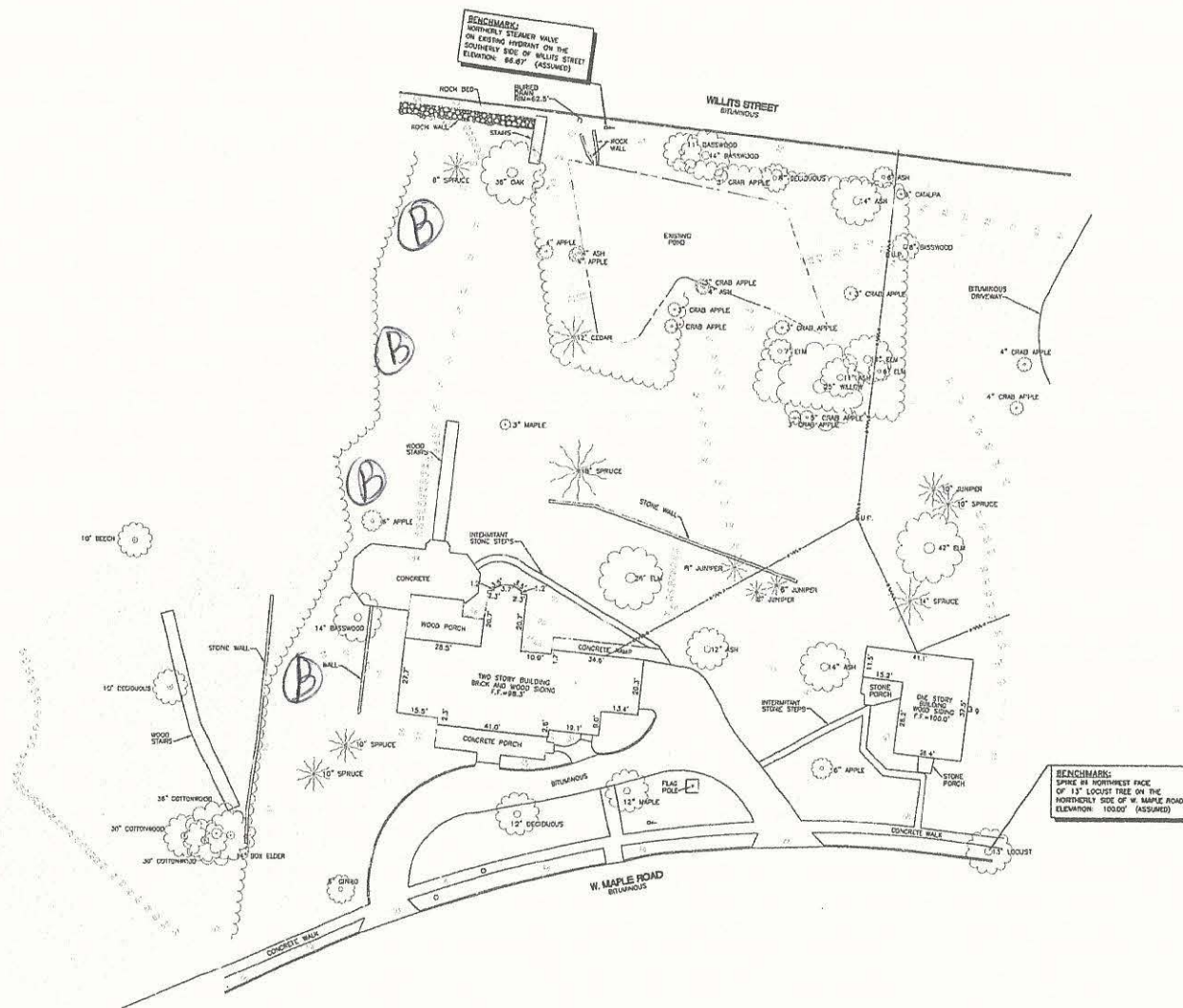
# ③ Oriental Bittersweet



VICINITY MAP  
NOT TO SCALE

## LEGEND

EXIST. CONTOUR	EXIST. CONTOUR
EXIST. MANHOLE	EXIST. MANHOLE
EXIST. CATCH BASIN/VALET	EXIST. CATCH BASIN/VALET
EXIST. UTILITY POLE	EXIST. UTILITY POLE
EXIST. OVERHEAD ELECTRIC	EXIST. OVERHEAD ELECTRIC
EXIST. HYDRAVANT	EXIST. HYDRAVANT
EXIST. GAS RISER	EXIST. GAS RISER
EXIST. SIGN	EXIST. SIGN
EXIST. LIGHT POLE	EXIST. LIGHT POLE
EXIST. CURB AND GUTTER	EXIST. CURB AND GUTTER
EXIST. DEODOROUS TREE	EXIST. DEODOROUS TREE
EXIST. EVERGREEN TREE	EXIST. EVERGREEN TREE
EXIST. TREE OR BRUSH LIMIT	EXIST. TREE OR BRUSH LIMIT



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SECTION 15  
TOWN 2 NORTH, RANGE 10 EAST  
BLOOMFIELD TOWNSHIP  
OAKLAND COUNTY, MICHIGAN

JOHNSON-HILL LAND EMBROIDERY  
A TOPOGRAPHIC SURVEY OF  
JOHN WEST HUNTER PARK  
LOCATED IN

CAD FILE 100761T501

7-24-03 MPT  
REVISIONS

DATE 6-19-03

**AH**

SCALE: 0 10 20  
1" = 20 FEET

DR. MPT (H) MAS

P.W. N. SWALE

BOOK 1081

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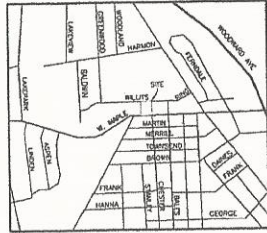
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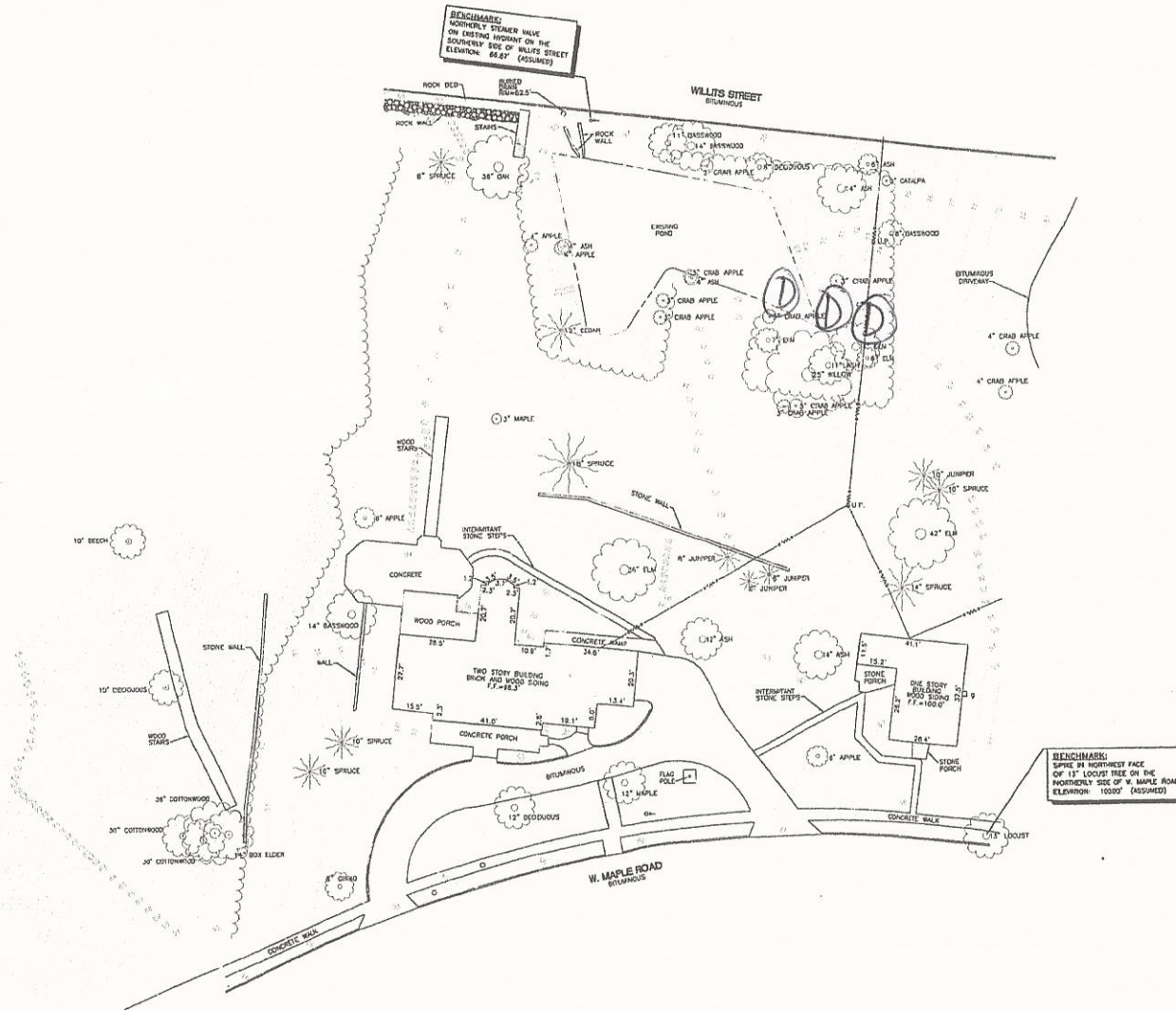
# (D) Phragmites



VICINITY MAP  
NOT TO SCALE

## LEGEND

	EXIST. CONTOUR
	EXIST. MANHOLE
	EXIST. CATCH BASIN/VALET
	EXIST. UTILITY POLE
	EXIST. OVERHEAD ELECTRIC
	EXIST. HIGHWAY
	EXIST. GAS RISER
	EXIST. SIGN
	EXIST. LIGHT POLE
	EXIST. CURB AND GUTTER
	FINISH FLOOR ELEV.
	EXIST. DECIDUOUS TREE
	EXIST. EVERGREEN TREE
	EXIST. TREE OR BRUSH LIMIT



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SECTION 15  
TOWN 2 NORTH, RANGE 10 EAST  
BLOOMFIELD TOWNSHIP  
OAKLAND COUNTY, MICHIGAN

CLIENT: JOHNSON-HILL LAND ETHICS STUDIO  
A TOPOGRAPHIC SURVEY OF  
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LOCATED IN

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DATE: 6-10-03

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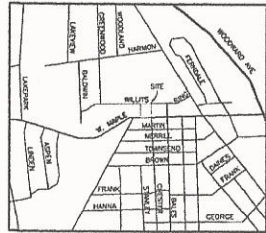
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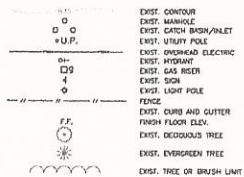


ⓕ Box Elder



VICINITY MAP  
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### LEGEND



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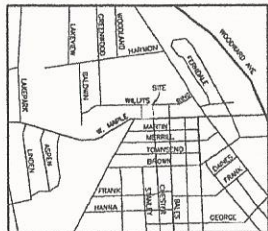
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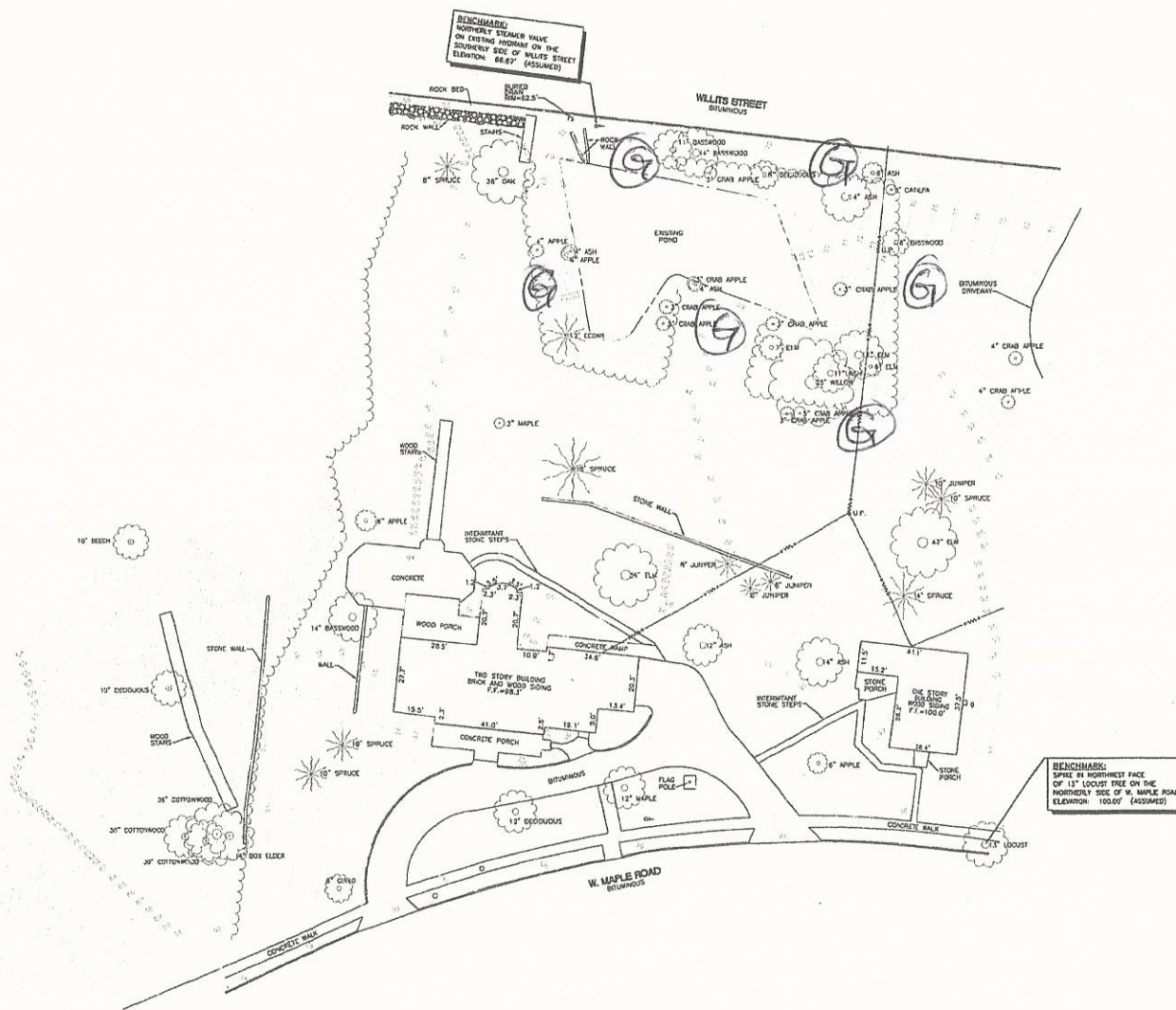
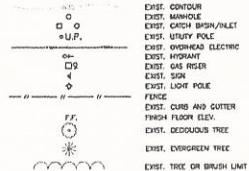


# G Mass of Overgrown Shrubs



VICINITY MAP  
NOT TO SCALE

## LEGEND



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P.M. M. SWALE

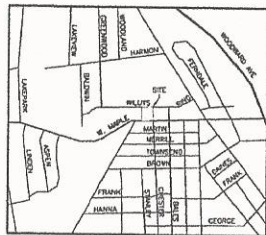
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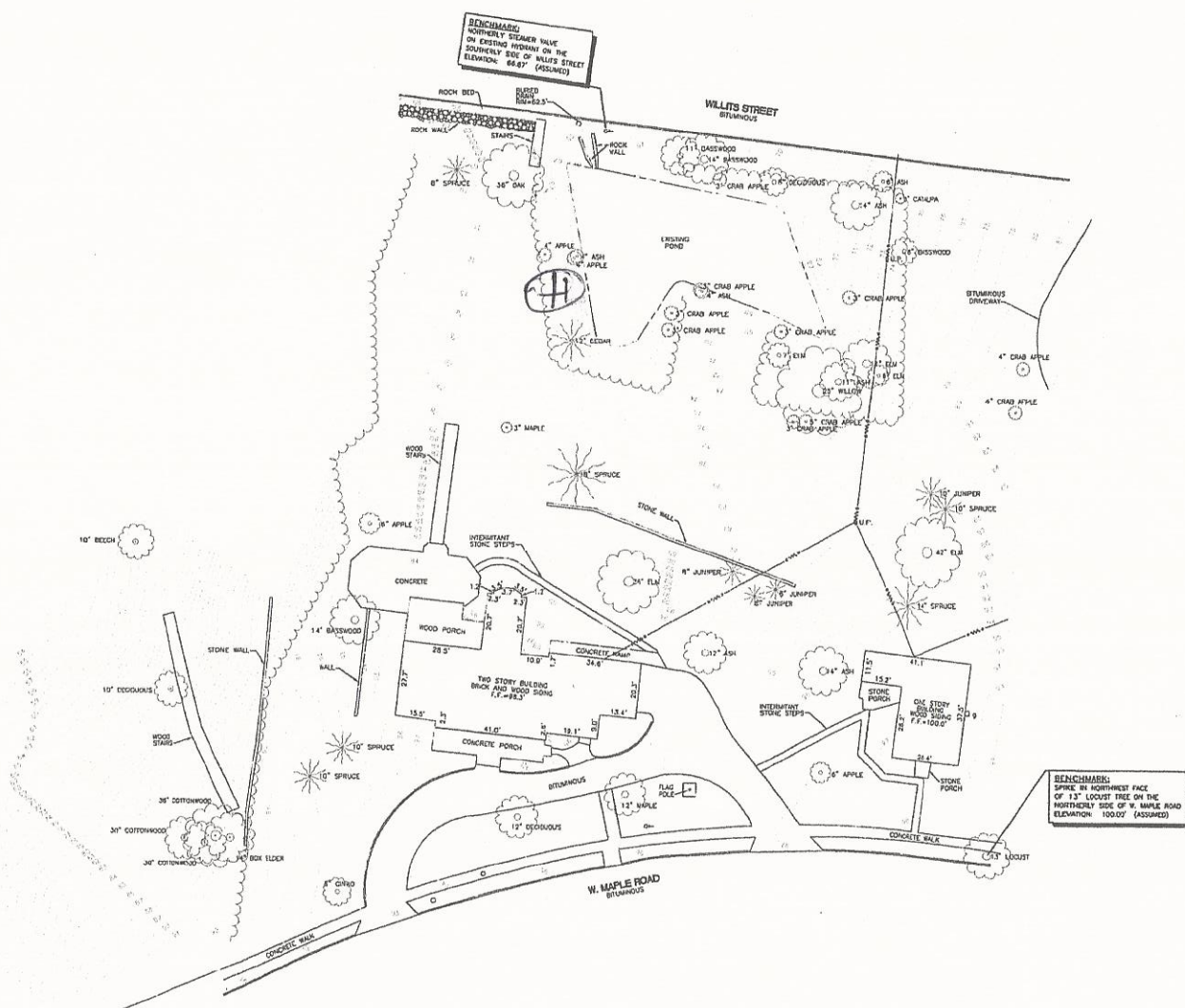
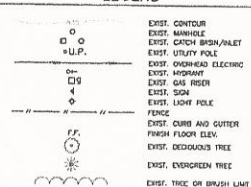
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④ Barberry



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LEGEND



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1" = 20 FEET

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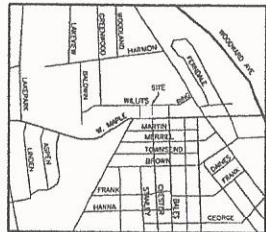
BOOK 1084

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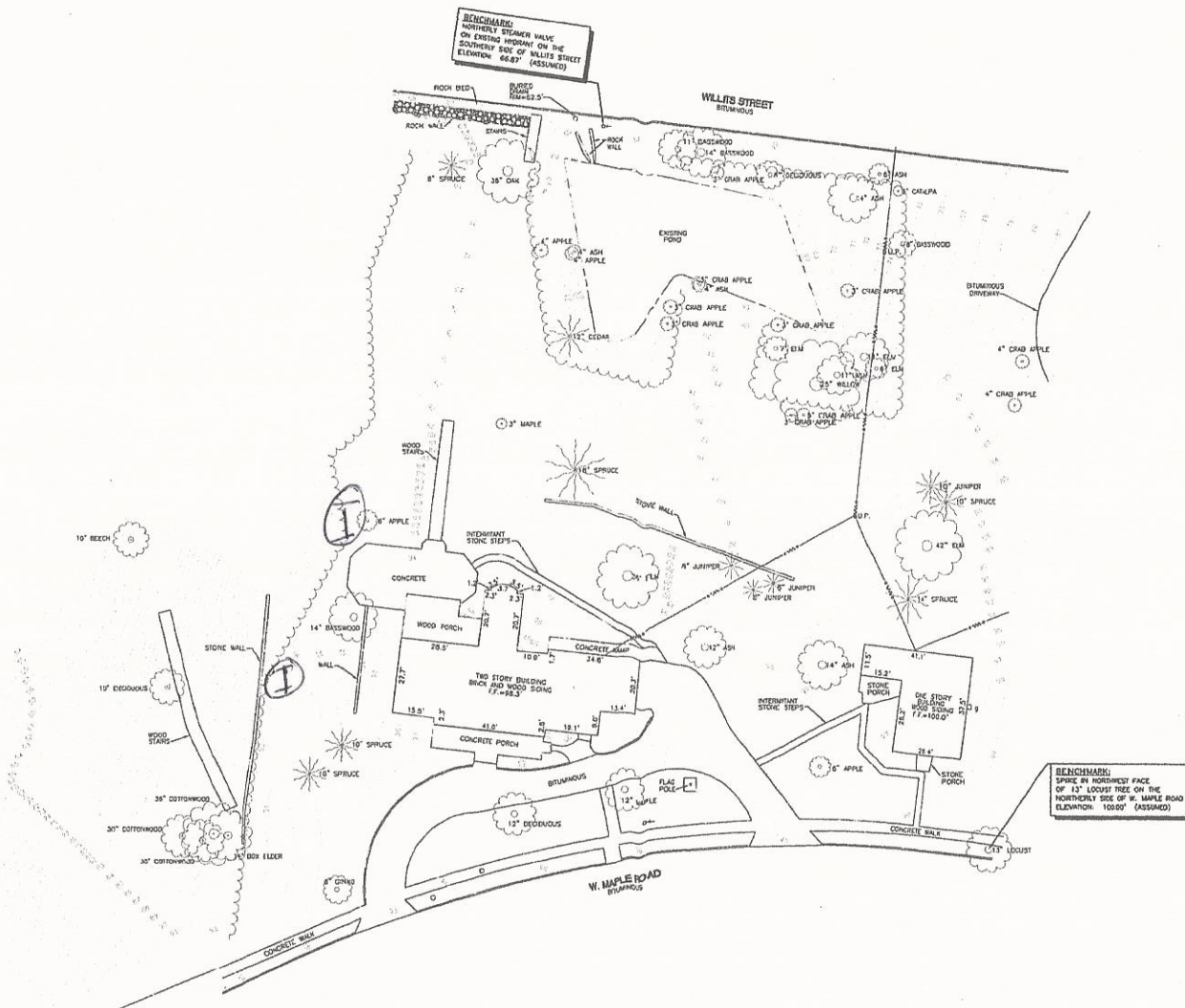
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VICINITY MAP  
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| EXIST. MANHOLE        | EXIST. CATCH BASIN/VALET  |
| EXIST. UTILITY POLE   | EXIST. OVERHEAD ELECTRIC  |
| EXIST. HYDRANT        | EXIST. GAS RISER          |
| EXIST. SIGN           | EXIST. LIGHT POLE         |
| FENCE                 | EXIST. CURB AND GUTTER    |
| FRESH FLOOD ELEV.     | EXIST. DECIDUOUS TREE     |
| EXIST. EVERGREEN TREE | EXIST. TREE ON BRUSH UNIT |



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# Bat Garden Guide

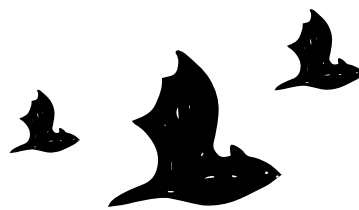


ORGANIZATION FOR  
BAT CONSERVATION  
#SAVETHEBATS



Partial funding for this program is supported by a grant/  
cooperative agreement from the U.S. Department of the  
Interior, Fish and Wildlife Service.

# Gardening for Bats



Create a space for bats in your backyard! With natural habitats in decline, you can help bats by providing food, water and shelter in even the smallest of spaces. In return, bats will eat many of your garden's pests.

## FOOD

Bats eat night-flying insects, so you'll want to plant flowers that either stay open through the night or bloom through the evening.

Use native plants that match your region and site conditions, as they have evolved to attract native insects. Although there are thousands of plants to choose from, we've compiled lists of plants by region ([link to regional list page](#)). The Lady Bird Johnson Wildflower Center is also a great resource and contains a well-researched database of both native plants by state and region that will match your site-specific planting conditions.



## PRACTICE SUSTAINABLE GARDENING

Remember, you want insects to come to your garden, so don't use insecticides! Organic gardening is the way to go to support both predator and prey. In order to promote diversity of critters in your garden, consider incorporating the following sustainable strategies to manage your yard.

- Park your lawn mower. Less time mowing means less fossil fuel use and more habitat for bats' favorite foods.
- Use your own body's energy to power hand tools instead of fossil-fuel powered ones.
- Capture the rainwater from your roof with a rain barrel instead of tapping into public water supplies.

## WATER

Provide a water source for bats to drink and for insects to reproduce. For smaller backyards, install a bird bath or container filled with water. Remember to change the water regularly.

## PLANT A BAT GARDEN!

Visit our online store for seed packets and "Save the Bats" gardening gear.

## SHELTER

Bat houses offer a safe nursery site for your new bats yet other smaller sheltered spaces are also important. You can create sheltered corners using a combination of walls, fences or hedges or train fragrant perennial vines to climb walls or fences to provide possible roosting sites. Maintain both live and dead trees in your yard. Loose bark and crevices typical of dead trees (snags) are especially valuable as roost sites.

# Garden Prep and Management Tips



## 1. GET RID OF PERENNIAL WEEDS

Bluegrass, fescue, quackgrass and red clover are all examples of perennial weeds that, if left, will compete with your native bat garden plants for nutrients, moisture, and sunlight. If you are converting a section of lawn into your new bat garden, you'll need to oust the existing cover prior to introducing new players to the field. If you're converting a fallow/old field or cropland, give us a call to discuss site prep options.

- **Smothering:** Cover your future bat garden planting area with either black plastic, old carpet, plywood or a thick layer of leaves or newspapers, leaving in place for a full growing season. Remove the "smother cover" in fall or the following spring.
- **Sodcutting:** Remove the top two to three inches of grass and soil using a sod-cutter.
- **Herbiciding:** Apply a broad-spectrum herbicide such as glyphosate according to label instructions (Round-up) when your lawn is two to three inches tall and actively growing (in fall or spring). When the grass has turned brown, which may take up to 10 days, you're ready to roll.

Keep in mind that even when you've successfully removed the perennial weeds, you will still need to control short-lived annual and biennial weeds by hand weeding as your long-lived perennial plants establish.

Warning! If the area that you've slated as your future bat garden is relatively bare or completely devoid of vegetation (assuming it wasn't disturbed), you may have soil issues going on. In that case, it's best to hire a landscape consultant to check it out.

## 2. CULTIVATE AND AMEND YOUR SOIL. OR NOT.

*To till or not to till. That is the question.*

Soil cultivation to a depth of five to six inches creates an easy-to-plant substrate for your new plant material and allows for the incorporation of soil

amendments. For heavier clay soils especially, mechanically tilling really does save your back and breaks up soil particles to allow for increased porosity and air exchange; a plus for the development of new roots. For lighter soils (loams, sand/loams), simply dig a hole to accommodate your plant right through the dead vegetation or newly exposed soil after sod cutting. By minimizing soil disturbance, you reduce weed flushes, maintain soil structure and associated microorganisms (and critters such as salamanders) and prevent soil erosion from surface and structure runoff. Plus, the dead residual plant growth provides a bit of mulch for your new plants.

### Should I amend my soil?

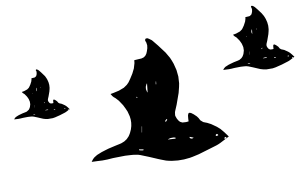
Vigorous and/or diverse plant growth prior to prepping is a great sign that the underlying soils are healthy. Dark brown or black soils are also a good sign of ample organic materials and subsequent soil fertility, so no need to amend. If you suspect poor soils, such as the moonscape left after construction of a new home or some such project, plan on adding two to four inches (or more depending on the amount of topsoil in your planned garden area) of a 50/50 blend of activated organic composted leaf mulch and pulverized and screened topsoil.

Let's talk sand. If your yard looks like a sandbox, don't be tempted to change your soil to accommodate either of these two bat gardens. There are thousands of other native plant choices that will thrive on sand (such as Lupine, *Lupinus perennis*), which you could use instead. We would be happy to send you a list of substitutes or design a garden that matches your site conditions.

## 3. ON YOUR MARK. GET SET. PLANT!!

Although spring is the best time to install native perennials, you can still plant between the window of Midwest's April/May spring and frozen ground in the fall, as long as you water plants as needed during the heat of the summer when young plants are most needy.





Installing potted plants is pretty easy when you follow the steps below. Remember green side up!

1. Lay the plants out according to the on center spacing (spacing from the center of one plant to the center of an adjacent plant) specified in your Bat Garden key.
2. Dig a hole large enough to spread out the root structure of each plant and firm the soil around the roots to prevent air pockets.
3. Mulch around (not over) each plant with two to three inches of weed free straw (such as winter wheat) or finely shredded bark mulch to keep weeds at bay and soils moist longer. If you intend to manage weeds with a stirrup hoe, omit the mulch.
4. Label the plant with a Popsicle stick or survey flag to avoid an accidental weeding error as you become more familiar with the plant's appearance.
5. A word about pre-emergent herbicides. If you feel overwhelmed by hand weeding, you could use a pre-emergent herbicide (according to label instructions) to control weeds as the plants fill in.

#### 4. KEEP YOUR NEW PLANTS WATERED AND WEEDED

There's no such thing as a zero maintenance landscape! Although these native bat gardens will be less needy once mature, follow these tips to make sure you help them get there.

In the absence of natural rainwater, water newly installed perennials, shrubs and trees two to three times per week for 20 to 30 minutes. More water may be required if the plants look wilted and stressed during the morning hours.

Make sure you check the ground around the plants for saturation post-watering. If the water pools on top of the soil surface for hours after watering, you are watering too much. I've seen more losses from over than under-watering. Homeowners have a tendency to over-water during hot weather and end up killing the plant with kindness.

Remove weeds by hand or with a stirrup hoe every couple weeks to promote the establishment of your plants. As they fill in, weeding will be less and less frequent.

Your plants will look a bit stressed during the first few weeks as they weather the shock of transplanting. With

adequate water and weeding, however, they will double in size by the end of the first growing season and many species will flower. By the end of the second growing season, the space between the plants will be negligible, as each plant fills in to their mature width.

Keep in mind that these rules are general guidelines. You have to consider factors such as the amount and frequency of natural rainfall, heat, wind, humidity, air temperatures as well as the composition and drainage rate of the soil.

#### 5. MONITOR WEEDS AND THATCH LEVELS OVER THE LONG TERM

##### Weed Management

Weeding is still necessary during the first few growing seasons as the plants fill in. Once the plant develops to its full size, the space between each plant will be negligible (unlike more traditional gardening where plants are kept a foot or more apart) and weeding is significantly reduced.

##### Thatch Management

You can also consider mowing (given the inherent risks associated with burning) as part of your long-term management option. Mowing will help prevent the build-up of residual plant material or thatch, which, if allowed to accumulate, will restrict the new growth of perennial plants. The reduction of thatch through mowing also encourages rapid soil warm-up in the spring and subsequent vigorous perennial growth. In addition, mowing will help keep unwanted tree and shrub invasion at bay.

Like all management options, mowing is a tool that should only be performed when thatch levels are visibly impeding the growth of the existing native perennials. Depending on the accumulation of thatch in the planting, mowing may only be required every three to five years or more. Many people mow for purely aesthetic reasons, to clean up the standing residual vegetation so the subsequent green carpet is all that is visible. Doing this every year actually reduces the wildlife potential of the planting during the spring and early summer, as many birds and other wildlife seek cover and nest sites among the thatch.

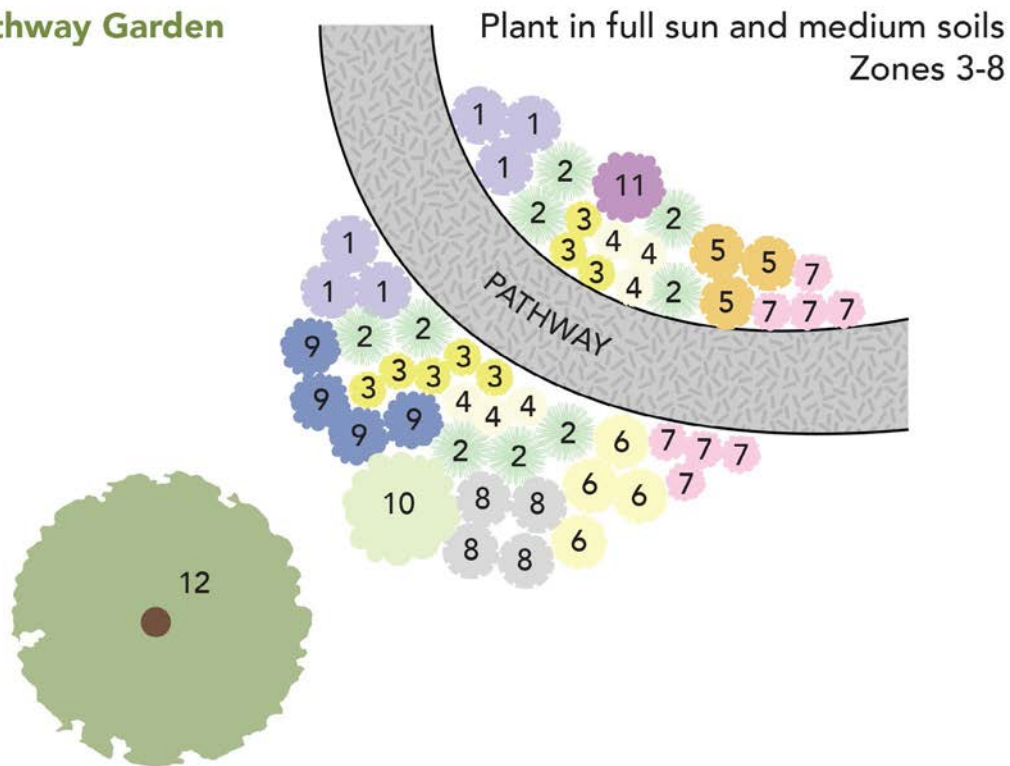
To maintain a microclimate for over-wintering invertebrate pupae that adhere to standing residual plant material, only mow one half of the area in any given year. You can mow during the spring prior to leaf out between mid-March and late April, prior to the green-up of any spring blooming species.

# Garden Plans



A bat garden is a long-term investment in your landscape and requires careful planning. These starter garden plans are comprised of perennials native to prairie, woodland edge and wet meadow ecosystems will attract an abundance of moths and other insects--one of North American bats' favorite foods. Once established, these gardens will bloom through the growing season with minimal maintenance.

## Pathway Garden

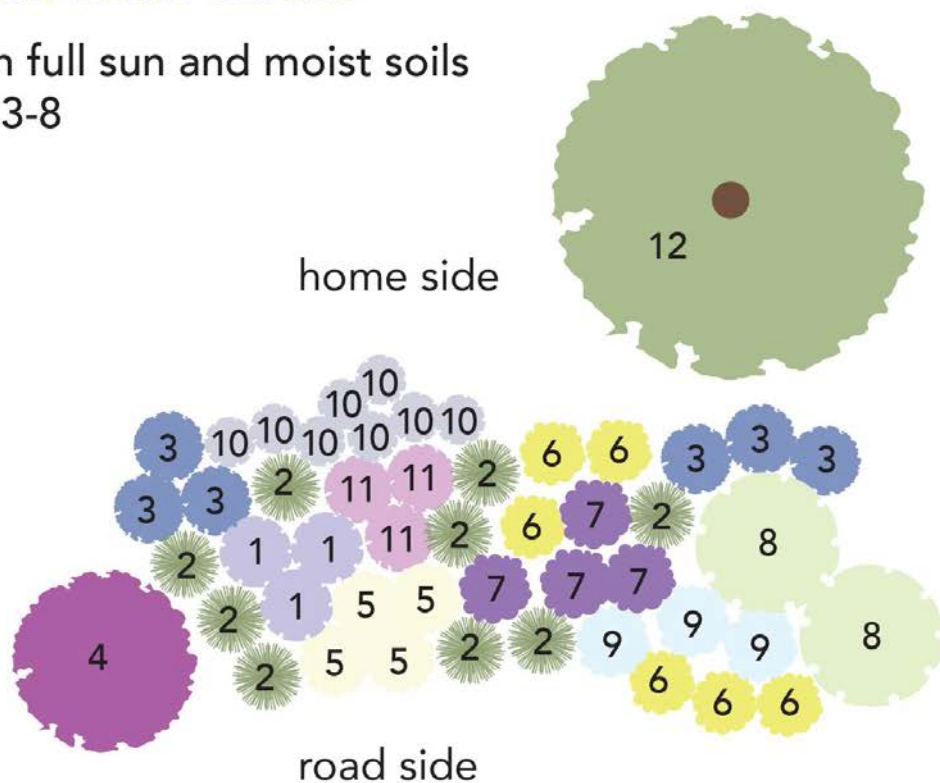


## Pathway Garden Planting Key

Code	Common Name	Latin Name	On Center		
			Amt	Spacing	Ht.
1	Bergamot	<i>Monarda fistulosa</i>	6	1.5'	4'
2	Palm Sedge	<i>Carex muskingumensis</i>	9	1.5'	3'
3	Prairie Sundrops	<i>Oenothera pilosella</i>	8	1'	2'
4	Smooth Penstemon	<i>Penstemon digitalis</i>	6	1'	2'
5	Stiff Goldenrod	<i>Solidago rigida</i>	3	1.5'	4'
6	Orange Coneflower	<i>Rudbeckia fulgida</i>	4	1.5'	3'
7	Prairie Phlox	<i>Phlox pilosa</i>	8	1'	1'
8	Virginia Mountain Mint	<i>Pycnanthemum virginianum</i>	4	1.5'	3'
9	Sky Blue Aster	<i>Aster oolentangiense</i>	4	1.5'	3'
10	New Jersey Tea	<i>Ceanothus americana</i>	1	3'	3'
11	Sweet Joe Pye	<i>Eupatorium purpureum</i>	1	2'	7'
12	Choke Cherry	<i>Prunus virginiana</i>	1	8'-10'	25'

## Roadside Swale Garden

Plant in full sun and moist soils  
Zones 3-8



## Roadside Swale Garden Planting Key

Code	Common Name	Latin Name	Amt	On Center Spacing	Ht.
1	New England Aster	<i>Aster novae-angliae</i>	3	1.5'	4'
2	Fox Sedge	<i>Carex vulpinoidea</i>	9	1.5'	3'
3	Wild Iris	<i>Iris versicolor</i>	6	1.5'	2'
4	Carolina Rose	<i>Rosa Carolina</i>	1	4'	2'
5	Flat-topped Aster	<i>Aster umbellatus</i>	4	1.5'	4'
6	Ohio Goldenrod	<i>Solidago ohioensis</i>	6	1.5'	3'
7	Joe Pye Weed	<i>Eupatorium maculatum</i>	4	1.5'	1'
8	Swamp Fly Honeysuckle	<i>Lonicera oblongifolia</i>	2	3'	3'
9	Boneset	<i>Eupatorium perfoliatum</i>	3	1.5'	3'
10	Mistflower	<i>Eupatorium coelestinum</i>	8	1'	3'
11	Rose Milkweed	<i>Asclepias incarnata</i>	3	1.5'	7'
12	Choke Cherry	<i>Prunus virginiana</i>	1	8'-10'	25'

# Container Gardening for Bats



Even small spaces will entice bats to your home if there's something good to eat. Try these relatively short-statured (unless otherwise noted) native plants in pots on your deck or window box as a micro-habitat for bats.

## Full to Partial Sun

5 hours min. sun per day during the growing season

Bloom Time	Common Name	Latin Name	Growth Form
Early	Prairie Sundrops	<i>Oenothera pilosella</i>	Perennial
	Smooth Penstemon	<i>Penstemon digitalis</i>	Perennial
	Palm Sedge	<i>Carex muskingumensis</i>	Perennial
Mid	Black-eyed Susan	<i>Rudbeckia hirta</i>	Biennial
	Bradbury's Monarda	<i>Monarda bradburiana</i>	Perennial
	Dotted Mint	<i>Monarda punctata</i>	Short-lived perennial
	Hairy Mountain Mint	<i>Pycnanthemum verticillatum</i>	Perennial
	Ohio Goldenrod	<i>Solidago ohioensis</i>	Perennial
	Fireweed*	<i>Epilobium angustifolium</i>	Perennial
	Midewiwan Sacred Tobacco	<i>Nicotiana rustica</i>	Annual
	Spotted Touch-me-not*	<i>Impatiens capensis</i>	Annual
	Rocky Mountain Bee Plant*	<i>Cleome serrulata</i>	Annual
Late	Anise Hyssop	<i>Agastache foeniculum</i>	Short-lived perennial
	False Aster*	<i>Boltonia asteroides</i>	Short-lived perennial
	Mistflower	<i>Eupatorium coelestinum</i>	Perennial
	Brown-Eyed Susan*	<i>Rudbeckia triloba</i>	Short-lived perennial
	Yellow Jewelweed*	<i>Impatiens pallida</i>	Annual
	Slender Gerardia	<i>Agalinis tenuifolia</i>	Annual
All Season	White Prickly Poppy	<i>Argemone polyanthemus</i>	Annual

## Partial Sun to Shade

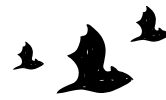
2-4 hours of sun per day during the growing season

Bloom Time	Common Name	Latin Name	Growth Form
Early	Palm Sedge	<i>Carex muskingumensis</i>	Perennial
	Black Cohosh*	<i>Cimicifuga racemosa</i>	Perennial
	Foamflower	<i>Tiarella cordifolia</i>	Perennial
Mid	Hairy Wood Mint	<i>Blephilia hirsuta</i>	Perennial
	Indian Tobacco	<i>Lobelia inflata</i>	Annual
Late	Short's Aster	<i>Aster shortii</i>	Perennial
	Zig-Zag Goldenrod	<i>Solidago flexicaulis</i>	Perennial

\*Over three feet tall



# Container Gardening Tips



- Use the largest containers that space allows, especially for perennials and/or if you plan to overwinter plants (12" diameter minimum). Small raised beds work well.
- Invest in self-watering planters to reduce summer watering.
- Make sure your containers have at least one drainage hole.
- If planning to over-winter plants (which can be difficult), use lightweight containers made of plastic (even tupperware works), wood or metal (clay or ceramic pots will break during the freeze/thaw cycle).
- Select native plants to match the available sunlight (>5 hours is full sun, 3-5 is partial and <3 is shade).
- Purchase quart or gallon-sized containers to ensure a more mature plant during the time of planting and promise of flowers during the first season. Three inch pots and plugs are fine for biennials and short-lived perennials.
- Select plants with a sturdy spine so they don't fall over.
- Use an even blend of early, midsummer and fall blooming plants to ensure consistent habitat for invertebrate "bait" to feed hungry bats.
- Don't be afraid to venture vertically, add a trellis to a pot for a vine. Hang baskets from your eaves.
- In general, plant one plant per square foot.
- Listed annuals may only be available as seed. Start seed indoors prior to spring planting if you want to get a jump start on the season.
- Water and fertilize as necessary. Plants living in containers are always more needy than plants living in the ground.
- If you're attempting to over-winter your plants, move pots to the soil surface or into an unheated garage or cold frame, huddling pots close together. Cover with a couple inches of leaves or evergreen boughs and water thoroughly just prior to the ground freezing. Plan on adding handfuls of snow to the tops of the plants periodically for moisture if temps promote melting.



**Certify your Bat Habitat!**

To get started [click here.](#)

# Bat Garden

## Plant Recommendations by Region

Jennifer Baker, Sparrow Landscaping LLC

### ALASKA

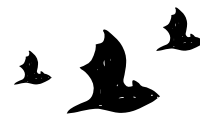
Common Name	Latin Name	Spacing	Ht.
Pacific Anemone	<i>Anemone multifida</i>	1'	2'
Smallflower Columbine	<i>Aquilegia brevistyla</i>	1'	2'
Nodding Arnica	<i>Arnica lessingii</i>	1'	1'
Thrift Seapink	<i>Armeria maritima</i>	1'	1'
Dwarf Fireweed	<i>Chamerion latifolium</i>	1.5'	2'
Northern Larkspur	<i>Delphinium brachycentrum</i>	1.5'	2'
Eightpetal Mountain Avens	<i>Dryas octopetala</i>	0.5'	0.5'
Arctic Aster	<i>Eurybia sibirica</i>	0.5'	0.5'
Northern Bedstraw	<i>Galium boreale</i>	1.5'	2'
Alpine Sweetvetch	<i>Hedysarum alpinum</i>	1.5'	2'
Selfheal	<i>Prunella vulgaris</i>	1.5'	2'
Choke Cherry	<i>Prunus virginiana</i>	8'	25'

### MIDWEST

Common Name	Latin Name	Spacing	Ht.
Bergamot	<i>Monarda fistulosa</i>	1.5'	4'
Palm Sedge	<i>Carex muskingumensis</i>	1.5'	3'
Prairie Sundrops	<i>Oenothera pilosella</i>	1'	2'
Smooth Penstemon	<i>Penstemon digitalis</i>	1'	2'
Stiff Goldenrod	<i>Solidago rigida</i>	1.5'	4'
Orange Coneflower	<i>Rudbeckia fulgida</i>	1.5'	3'
Prairie Phlox	<i>Phlox pilosa</i>	1'	1'
Virginia Mountain Mint	<i>Pycnanthemum virginianum</i>	1.5'	3'
Sky Blue Aster	<i>Aster oolentangiense</i>	1.5'	3'
New Jersey Tea	<i>Ceanothus americana</i>	3'	3'
Sweet Joe Pye	<i>Eupatorium purpureum</i>	2'	7'
Choke Cherry	<i>Prunus virginiana</i>	8'	25'

### NORTHEAST

Common Name	Latin Name	Spacing	Ht.
Bergamot	<i>Monarda fistulosa</i>	1.5'	4'
Long-beaked Sedge	<i>Carex sprengei</i>	1.5'	3'
Virginia Spiderwort	<i>Tradescantia virginiana</i>	1'	3'
Smooth Penstemon	<i>Penstemon digitalis</i>	1'	2'
Small Yellow Wild Indigo	<i>Baptisia tinctoria</i>	1.5'	2'
Golden Alexanders	<i>Zizia aurea</i>	1.5'	3'
Butterflyweed	<i>Asclepias tuberosa</i>	1.5'	2'
Narrowleaf Mountain Mint	<i>Pycnanthemum tenuifolium</i>	1.5'	3'
Wrinkleleaf Goldenrod	<i>Solidago rugosa</i>	1.5'	4'
Calico Aster	<i>Aster lateriflorus</i>	1.5'	3'
New England Aster	<i>Aster novae-angliae</i>	1.5'	5'
Choke Cherry	<i>Prunus virginiana</i>	8'	25'



## PACIFIC NORTHWEST

Common Name	Latin Name	Spacing	Ht.
Bigleaf Lupine	<i>Lupinus polyphyllus</i>	2'	4'
Common Camas	<i>Camassia quamash</i>	1'	2'
Meadow Checkermallow	<i>Sidalcea campestris</i>	1'	1.5'
Selfheal	<i>Prunella vulgaris</i>	1.5'	2'
Showy Milkweed	<i>Solidago speciosa</i>	1.5'	3'
Canada Goldenrod	<i>Solidago canadensis</i>	1.5'	4.5'
Douglas Aster	<i>Aster subspicatum</i>	1.5'	4'
Hall's Aster	<i>Aster hallii</i>	1.5'	3'
Puget Sound Gumweed	<i>Grindelia integrifolia</i>	1.5'	3.5'
Nootka Rose	<i>Rosa nutkana</i>	3'	6'
Pacific Ninebark	<i>Physocarpus capitatus</i>	3'	5.5'
Choke Cherry	<i>Prunus virginiana</i>	8'	25'

## SOUTHEAST

Common Name	Latin Name	Spacing	Ht.
Eastern Smooth Penstemon	<i>Penstemon laevigatus</i>	1.5'	3'
Rattlesnake Master	<i>Eryngium yuccifolium</i>	1.5'	6'
Bergamot	<i>Monarda fistulosa</i>	1.5'	4'
Narrowleaf Sunflower	<i>Helianthus angustifolius</i>	2'	6'
Golden Alexanders	<i>Zizia aurea</i>	1.5'	3'
Eastern Rosemallow	<i>Hibiscus moscheutos</i>	2'	6'
Wingstem	<i>Verbesina alternifolia</i>	1.5'	6'
Narrowleaf Mountain Mint	<i>Pycnanthemum tenuifolium</i>	1.5'	3'
Wrinkleleaf Goldenrod	<i>Solidago rugosa</i>	1.5'	4'
New Jersey Tea	<i>Ceanothus americanus</i>	3'	3'
Purple Passionflower (vine)	<i>Passiflora incarnata</i>	2'	25'
Eastern Redbud	<i>Cercis Canadensis</i>	20'	30'

## SOUTHWEST

Common Name	Latin Name	Spacing	Ht.
Globemallow	<i>Sphaeralcea ambigua</i>	1.5'	3'
White Prairie Clover	<i>Dalea candida</i>	1.5'	2'
Indian Blanket	<i>Gaillardia pulchella</i>	1.5'	2'
Lemon Beebalm	<i>Monarda citriodora</i>	1.5'	3'
Evening Primrose	<i>Oenothera elata</i>	1.5'	3'
Upright Coneflower	<i>Ratibida columnifera</i>	1'	1.5'
White Prairie Aster	<i>Aster falcatus</i>	1.5'	2.5'
Cow's Clover	<i>Trifolium wormskioidii</i>	1.5'	3.5'
Desert Zinnia	<i>Zinnia acerosa</i>	2'	1'
Threenerve Goldenrod	<i>Solidago velutina</i>	1.5'	2.5'
Bluebonnet Lupine	<i>Lupinus palmeri</i>	1.5'	2'
Rocky Mountain Beeplant	<i>Cleome serrulata</i>	1.5'	3'



ROCKY MOUNTAINS

Common Name	Latin Name	Spacing	Ht.
Orange Globemallow	<i>Sphaeralcea munroana</i>	1.5'	2'
Woolly Sunflower	<i>Eriophyllum lanatum</i>	1'	1'
Narrowleaf Yucca	<i>Yucca glauca</i>	1.5'	2.5'
Arrowleaf Balsamroot	<i>Balsamorhiza sagittata</i>	1.5'	2'
Alpine Sunflower	<i>Tetrameuris grandiflora</i>	1'	1'
Silky Lupine	<i>Lupinus sericeus</i>	1.5'	2'
Common Gaillardia	<i>Gaillardia aristata</i>	1.5'	3'
Rocky Mountain Columbine	<i>Aquilegia caerulea</i>	1'	1.5'
White Evening Primrose	<i>Oenothera caespitosa</i>	1.5'	1'
Rocky Mountain Penstemon	<i>Penstemon strictus</i>	1.5'	2.5'
Showy Milkweed	<i>Solidago speciosa</i>	1.5'	3'
Scarlet Bugler Penstemon	<i>Penstemon barbatus</i>	1.5'	2'

## (Draft) Letterhead/Business Card Options

1.



2.





3.



4.



## **(DRAFT) REQUEST FOR QUOTE**

### **For BIRMINGHAM MUSEUM - MARKETING PLAN DEVELOPMENT SERVICES**

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The Birmingham Museum is a City of Birmingham-operated local history and cultural museum that has been working to re-invent itself in keeping with changes in audiences and their expectations. To this end, the Birmingham Museum (formerly known as the Birmingham Historical Museum & Park) has undertaken a re-branding effort as part of its Strategic Plan. This has included a name change (May, 2016) and a new logo design (in final completion). At this time, the Birmingham Museum envisions a partnership with a local firm with experience in marketing to develop a marketing plan to assist the museum in its re-branding initiative.

To this end, the Birmingham Museum is interested in entering into an in kind partnership with a local firm that understands the City of Birmingham's unique culture and character, and can leverage this knowledge into a creative and refreshing messaging approach. The Birmingham Museum has committed up to **\$3,000** for expenses related to this in kind project; quotes should not exceed this amount.

Therefore, the Birmingham Museum is asking firms to consider the attached project scope of work, and is requesting firms provide a summary of the firm's background, experience with similar projects, and qualifications.

The Birmingham Museum will provide a designated representative to work with the firm to coordinate both the museum's and firm's efforts.

The successful firm will be required to procure and maintain certain types of required insurances, and a statement of additional insured as outlined herein.

All quotes should be submitted to the Museum Director **no later than** \_\_\_\_\_ **at 4 p.m.**

Inquiries regarding this project can be directed to: Leslie Pielack, Museum Director, at 556 W. Maple Road, Birmingham, MI 48009, or via email at [lpielack@bhamgov.org](mailto:lpielack@bhamgov.org), or at 248-530-1682.

## **SCOPE OF THE PROJECT**

The firm shall perform the following services in accordance with the requirements as defined and noted herein:

1. Create a marketing approach that effectively communicates the Birmingham Museum's mission and message to the public in a way that reflects the community, expanded audience, and current museum trends. The plan will utilize existing public input, reports and other data, and target audience information.
2. Provide a marketing plan to utilize new branding in all Birmingham Museum activities that reflects
  - a. Budget limitations, including affordable print and online marketing/advertising options
  - b. Specific strategies for reaching target audiences
3. The marketing plan will also include recommendations regarding
  - a. The role of the Museum gift shop and any potential merchandising
  - b. Museum publications
  - c. Special events and fundraising as they impact and interact with marketing and brand messaging
4. The marketing plan should effectively communicate the Birmingham Museum's brand in a positive, evolving and refreshing way.
5. The firm will participate in two (2) meetings with the city-appointed Museum Board, to 1) present an initial approach and discussion of its proposed marketing plan; and 2) a written draft marketing plan implementation document.

This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met.

**TERMS AND CONDITIONS: SEE ATTACHED CONTRACT.**



**DATE:** May 4, 2017  
**TO:** Museum Board  
**FROM:** Dan Patton, Bicentennial Book Project Committee  
**SUBJECT:** Committee Report

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The Bicentennial Book Project committee met on April 27, 2017 to continue brainstorming discussion for possible publication options. The committee is developing a public survey to gather preferences and input from the community about possible content/subject matter and formats for consideration.

Former Museum Intern Lori Eaton joined the committee discussion. A revised draft of a SurveyMonkey survey will be prepared for the next meeting, planned later in May. After this step, the committee will be in a better position to make recommendations to the Museum Board.

**DATE:** May 4, 2017  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

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Allen House Siding—still in process; the architect is developing the scope of work for the contractor bidding documents.

Logo Design—the launch of the new logo will be delayed until the city completes its logo design process. This could be a few months yet.

"Get Connected!" WiFi Promotion Launch—Temporary signage around the museum will promote our WiFi as a way to connect, both to the museum and to each other. Full launch will be held until the logo design is launched.

Budget Hearing Update—the City Manager's recommended budget for the museum includes an increase in weekly hours for the Museum Director. This will permit additional projects and an expansion of the days the museum is open from 4 days to 5 (Tuesdays).

School Tours—Set to begin in early May. We anticipate about 500 students and adults this year. The pilot project of classroom visits by staff in advance of the Quarton School tours is continuing this year with some modifications.

CREEM Party/Rock Concert Event—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 fully digitized magazine subscriptions. The museum is looking into creating a dedicated computer station in the Reading Room to allow access to the online digital CREEM collection for visitors and researchers. Help will be needed to prepare the site and during the event.

CREEM Documentary, "Boy Howdy!" by Scott Crawford—continues to make progress toward completion some time later this year or early next year. Crawford is working closely with J.J. Kramer, son of CREEM founder Barry Kramer, on the project. Crawford and Kramer are planning to be on hand at our June 10 event to capture the audience reaction and conduct interviews for potential inclusion in the film.

Summer Programs—Second Thursdays will continue the Children's Storytime series with the Baldwin Library throughout the summer. Also planned are a couple instructional workshop programs with Victor Pytko for a nominal fee.

Eagle Scouts, Meet Tom Sawyer—We have an Eagle Scout project in planning that will involve cleaning and repainting the white picket fencing at the museum. We don't have a start date, but if you see some boys whitewashing, you will be in good company if you think of a certain Mark Twain character.