



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, October 18, 2018
5:00 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 September 6, 2018
 - B. Minutes of Special Meeting September 20, 2018
- 5. Unfinished Business**
 - A. Bicentennial Time Capsule
- 6. New Business**
 - A. Proposals for Historic Landscape Design Services, Heritage Zone
- 7. Communication and Reports**
 - A. Director Report
 - B. Member comments
 - C. Public comments
- 8. Next Regular Meeting: November 1**
- 9. Adjournment**

NOTICE: Individuals with disabilities requiring accommodations for effective participation in this meeting should contact the city clerk's office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT www.bhamgov.org.* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

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**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, September 6, 2018
5:00 PM**

Members Present: Jay Cunningham, Russell Dixon, Lori Eaton, Tina Krizanac, Marty Logue, Caitlin Rosso

Student Members Present: Joy Tenjeras (Ms. Tenjeras left at 5:32 PM)

Members Absent: Judith Keefer

Administration: Museum Director Leslie Pielack

Guests: None

**Approval of the Minutes
Minutes of August 2, 2018**

MOTION: by Logue seconded by Dixon:

To approve the minutes of August 2, 2018.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

- A. The board reviewed planning and arrangements for the "A Walk in the Park" outdoor public open house event and their role in conveying information about the historic landscape concept plan and building relationships that may lead to partnerships and potentially funding support. Museum Board members, Director Pielack, and volunteer Jenny Roush will also be present at the Farmer's Market to answer questions and provide information to the public. Literature and handouts will be made available and a flyer for the upcoming St. Croix Shop event will also be available. The importance of tracking interested parties and utilizing a strategic fund raising approach (such as the AASLH brief shared with the Museum Board) was reinforced. Past Perfect has a means of tracking contacts, but other software was also mentioned, such as "Campaign Monitor." The outdoor open house is just the first step in engaging potential support that would be part of an ongoing process of helping the museum and leveraging other fundraising.

New Business

- A. Museum Director Pielack is working with the manager of the St. Croix Shop to develop and promote a fundraiser for the museum, entitled "The St. Croix Shop Gives Back." During the weekend of September 28-30, the shop will offer discounts

at time of sale on regularly priced merchandise in exchange for cash donations to the museum. The museum will create a display to help tell the history of the building (Albert Kahn's Wabeek Building) and will have other materials on hand. The shop will collect the donations and issue a check to the Friends after the benefit. The event has been announced at the city commission and a press release will be issued.

- B. An opportunity to participate in the city's tree lighting ceremony as a final commemoration of the bicentennial has presented itself. The Museum Board could hold a Time Capsule ceremony as part of the event, which is held Friday night before the Winter Markt weekend. This year it would be November 30. The Museum Board agreed that a special meeting to discuss the matter should be scheduled in light of the remaining time and need for approvals. The board asked Director Pielack to research internally regarding location, procedure, excavation, and related matters before the meeting. Special meeting to be scheduled for Thursday, September 20 at 4 PM.
- C. Director Pielack reminded the board that the parks bond issue process is still forthcoming, but it would be worthwhile to think about how to approach the discussion and some possible priorities that the board could focus on as we get closer. This could be part of Museum Board meetings going forward.

Communication and Reports

- A. Museum Director Pielack reviewed the Director Report and emphasized the importance of finding appropriate members for the Friends board, which is experiencing turnover. The Friends are interested in working on historic projects such as a Greenwood Cemetery publication. Museum Board members were asked to encourage friends and acquaintances to consider sitting in on a Friends meeting to see if they would be a good fit.
- B. Mr. Dixon shared an example of a historical society turning a large cut-down tree into wood souvenirs and carvings.
- C. There were no public comments

Special Meeting Thursday, September 20, 4:00 PM.

Next Regular Meeting: October 4, 2018 at 5:00 PM.

Ms. Krizanic adjourned the meeting at 6:10 p.m.

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**CITY OF BIRMINGHAM
MUSEUM BOARD
SPECIAL MEETING MINUTES
Thursday, September 20, 2018
4:00 PM**

Members Present: Russ Dixon, Lori Eaton, Judith Keefer (left at 4:45 PM), Tina Krizanic, Marty Logue, Caitlin Rosso

Student Members Present: None

Members Absent: James Cunningham

Administration: Museum Director Leslie Pielack, Museum Assistant Caitlin Donnelly

Guests: None

Ms. Krizanic called the meeting to order at 4:00 PM.

New Business

A. The Museum Board discussed the opportunity to create a time capsule as the final bicentennial "finale" event, which would be incorporated into the city's annual tree lighting on November 30, 2018. The board discussed goals, themes, timing, location, and philosophy as it relates to time capsules in general, archival principles, and the Museum's mission. The board reached consensus on a project that would invite students to contribute content; the content would be stored on a hard drive; and the capsule would be a stainless steel container made for the purpose of time capsule use, to be placed under one of the granite tiles in Shain Park, with engraving to indicate when to open it. The Museum Board would include a cover letter and print materials to aid in future opening/access of the hard drive.

- Theme: "Message for the Future." Students would be invited to submit a photo, drawing, story, poem, and possibly a recording (TBD) that would include a message they want to send to people of Birmingham in 2068. Students would be asked to identify themselves by first name and age, and that data would be included with their submission. All materials would be sent via email to the museum and migrated to the hard drive together
- Promotion would be through the school newsletter/s, print media, social media, city electronic newsletter, and all other means to invite material submissions with a deadline of mid-November
- Museum Board members would be present at the ceremony and possibly present the time capsule to the mayor and/or make some remarks as well. The ceremony would be part of the annual tree-lighting (Friday, November 30, 2018), where the city is gathered at the kick off of the holidays and the Winter Market
- The Museum Board would also like to present to the city a mounted and framed panel listing all time capsule contributors, to be hung in city hall if possible.
- The actual 'burying' would likely be at a later date, as well as the engraving.

- The opening date, to be reflected on the engraved paver, to be December 1, 2068-a continuation of the bicentennial but also a recognition that children of 2018 would still potentially be around in 2068 at the opening

Museum Director Pielack will explore options for location, process, and related issues with city staff in the Parks, IT, and administrative departments.

There were no public comments and no board comments.

Ms. Krizanic adjourned the meeting at 5:05 PM.

DATE: October 18, 2018
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Time Capsule Project Update

A capsule unit and a 2½ inch 500 GB portable hard drive are being purchased to complete the time capsule. The capsule dimensions are approx. 5 in diameter by 15 in. A site is being investigated in Shain Park that will accommodate the capsule. An announcement will be made at the October 29 Commission meeting about the time capsule presentation on November 30th.

The Museum Board will conclude the celebration of Birmingham's bicentennial by presenting a time capsule to the City at the tree lighting ceremony on November 30, almost 200 years to the day of the first land purchase in Birmingham in 1818. The time capsule will contain contributions from Birmingham's students with the theme, 'Message to the Future,' and will be placed in Shain Park, to be opened in fifty years on December 1, 2068.

Site Improvements

- The fencing has been fabricated and will be installed on the boundary line between the Hunter House and the neighbor as soon as final invasive management has been completed, some time in October.
- The rails for the Allen House porch are in the final stage of completion
- The Allen House basement will receive a special cleaning following work done this summer, a minor plumbing issue, and to prepare for rolling storage
- The roofing repair RFP for both houses has been posted and proposals will be due November 9, with contract award anticipated by December 3 and work to be done hopefully by early January

St. Croix Shop Fundraiser- \$255 was raised by the St. Croix Shop during their "St. Croix Shop Gives Back" fundraiser September 23-30. The museum created a display about the building's history that the shop had printed on a standing banner during the event, and plans to use again. The shop also purchased digital photos of the Wabeek from the museum and is using them as decorative backdrop.

City Hall Exhibits- Next time you are in City Hall, be sure to check out the new exhibits, themed specially for the Treasurer's office and also for the Clerks' office. The construction artifacts found this year under Old Woodward are featured and have been getting a lot of attention.

Public Presentations and Fall Lecture Series- we continue to get great feedback on our lecture series as well as our off-site presentations to civic groups and senior centers that focus on Birmingham's history. The Utter Murders, Revisited was presented jointly by the museum and Commander Scott Grewe of the Birmingham Police Department on October 11.

Ethics Board Findings RE: Sale of Book at Museum and Outreach Presentations- The Ethics Board has issued an opinion on October 11, 2018 that it is permissible for the museum to sell the book, "The Saginaw Trail: From Native American Path to Woodward Avenue," with proceeds going to the museum. Book-related presentations in the Birmingham area that promote the museum and/or sell the books for purchase can also be promoted through the museum's social media outlets. The books would be purchased with the author discount by the Friends, and sale proceeds would go to the museum.

Digital Collections Update- The museum has original videotape from WJBK-TV Channel 2 of the 1977 Oakland County child killings that is being digitized for use by a documentary filmmaker in return for a fee and a copy of the final documentary. Digitization of content is an important component of our collection, and we recently had a dedicated server installed to enable greater storage of digital content on site.



St. Croix



WABEEK



1928 Albert Kahn



Albert Kahn James Couzens



WABEEK



1928 Albert Kahn



Albert Kahn James Couzens



Progress: Library Hall To Municipal Building



Library Hall served as the home for Birmingham's village officers and its library from 1893 until 1947. Construction of Library Hall was spearheaded by Martha Baldwin and her Ladies Library Association. The current Municipal Building was built in 1948 to give village officials much needed growing room after a population boom in the 1920s.

Self-Governance in Birmingham



Birmingham's 1893 Boardman plan and Democratic Party victory.

