



**CITY OF BIRMINGHAM
MUSEUM BOARD AGENDA
556 W MAPLE
Thursday, April 4, 2024
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. Approval of the Minutes

Minutes of March 7, 2024

4. Unfinished Business

A. Pond Zone Landscape Plan (Brian Devlin of Nagy Devlin Land Design)

5. Communication and Reports

- A. Director Report
- B. Member comments
- C. Public comments

6. Next Meeting: May 2, 2024

7. 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).



**CITY OF BIRMINGHAM
MUSEUM BOARD MEETING
556 W. Maple
Thursday, March 7, 2024
5:00 PM**

Members Present: Kristy Barrett (Alternate), Bev Erickson, Alexandra Harris,
Pat Hughes, Marty Logue, Jay Shell
Members Absent: Caroline Ashleigh, Judith Keefer
Student Members Present: None
Administration: Museum Director Leslie Pielack
Guests: None

The meeting was called to order at 5:00 PM by Chairperson Logue.

**Approval of the Minutes
Minutes of February 1, 2024**

MOTION: by Erickson, seconded by Logue:

To approve the minutes of February 1, 2024.

VOTE: Yeas, 6
Nays, 0

New Business

Museum Director Pielack presented a proposal for addressing this year's strategic plan review process. The existing Strategic Plan has been in place since 2013, and has been reviewed and tweaked every three years since then. For this year's review, Director Pielack pointed out that the Museum Board has an opportunity to undertake a more comprehensive approach that would entail examining the status of the museum field, the accomplishments our museum has achieved in the last ten years, and an open assessment of how the Birmingham Museum could position itself for the next ten years.

The process may take longer and would require active involvement, study, and processing by Museum Board members at the outset. Director Pielack proposed that she could bring back valuable input from her two-week local history leadership institute experience in June. It would be beneficial to have discussion and brainstorming over a few meetings to allow the board to get oriented to the process, followed by additional study regarding national and local museum trends. The Museum Board would have significant 'homework' in this regard. She stated she is qualified to facilitate the strategic planning process and the board agreed that the cost and involvement of an outside professional would not be necessary or add value to the process. Members discussed some ideas about the museum's possible role and function in the future and the importance of maintaining an open mind and gradually working through the process from general to specific. Members also discussed the possible need to have longer meetings to tackle some of the strategic planning tasks over the next year so as not to lose momentum.

MOTION: by Shell, seconded by Hughes:

To proceed with the recommended plan to do a thorough review and update of the Birmingham Museum Strategic Plan.

VOTE: Yeas, 6
Nays, 0

Communication and Reports

Museum Director Pielack reviewed the Director Report and shared the success of the museum's podcast over the last 11 months which includes over 1000 downloads on every major continent. Also, the museum has received a very interesting reproduction quilt that will be useful in interpreting local Black history.

Member Comments

None.

Public Comments

None.

The next Regular Meeting is scheduled for Thursday, April 4, 2024, at 5:00 PM.

Ms. Logue adjourned the meeting at 5:55 PM.

DATE: April 4, 2024
TO: Museum Board
FROM: Leslie Pielack, Museum Director
SUBJECT: Director Report

Public Budget Hearing—The Museum budget will be presented for discussion to the City Commission on Saturday, April 27 as part of the city’s various budget requests for 2024-2025. This meeting is open to the public and can be viewed online.

Generative AI Incident—AI offers cool tools to make tedious work a little easier, such as categorizing search results or identifying images. However, **Generative AI** uses a query (for example, to research a historical question) to pull information from the web and combines it into a narrative. Unfortunately, **Chat-GPT** and **Microsoft Co-Pilot** sometimes connect disparate elements to each other to create a whole new reality that is completely false. These are called Gen-AI ‘hallucinations,’ and unless you know better, can be difficult to spot. Recently, a patron wanted to share ‘new’ information about the origin of some street names in Birmingham that were wildly erroneous and illustrate the problem of using Gen-AI for historic research. For example, the patron reported that **Bird Ave. is named for ‘Martha Baldwin Bird, an important figure in early Birmingham and the suffrage movement.’** After hearing about the incident, several of our historical museum colleagues asked us to share the experience in detail to use to educate their volunteers and board members. We also sent them the City of Birmingham’s **Generative AI Guidelines** for Employees (see attached).

Women’s History Exhibit for March and April: ‘Nine to Know’—March is Women’s History Month! A special temporary exhibit in the lobby features nine women who are associated with ‘firsts’ in Birmingham history. Test your Women’s History IQ to see if you know them all, and if you can meet the ‘elevator challenge--’ give a 5 minute synopsis of at least three of them. The prize is...being well informed!!

School Tours—We are ramping up for our intensive spring school tour season. We’re working closely with the Birmingham Schools to coordinate the local history curriculum tour program for 2nd graders here. We got great feedback about our new program, and we are excited to be able to offer a great quality experience for the youngsters. The tours will take place from May 7 to May 23 and will host 26 classes and between 500 and 550 students.

Hunter House Tour for Birmingham ‘Take Your Kid to Work Day’ April 26—A new program for employees’ families will offer child-centered experiences throughout city departments. The museum will host tours of the Hunter House, complete with ghost stories for older kids.

Theme for Next Exhibit, Beginning Fall 2024—working title, “Transportation & Transformation: Two Centuries of Shaping Birmingham and its People” will explore the many ways and forms of transportation that have impacted the growth and community of Birmingham, including the integral connection between diversity and public transportation, commercial and retail character, and the economic drivers to the various neighborhoods built from the late 1800s to the 1940s.

Collections—The museum received two very unusual model cars made by the Aluminum Model Toy Company, with offices in Birmingham and manufacturing facility on Maple Road in Troy. Originally, they were used to as ‘salesmen’s models’ to sell automobiles during WWII when steel could not be spared to have a full-sized model on hand. After the war, they were used as promotional and showroom examples, but also given to customers’ children as swag.

The models we received are a **1958 Ford Fairlane 500** and a **1960 Ford Thunderbird**.





City of Birmingham Interim Guidelines For Using Generative Artificial Intelligence (AI)

Purpose

Generative AI is a new technology that uses Large Language Models (LLM) along with some basic machine learning to produce content, based on questions from users. This content can be written or visual. These tools are very sophisticated models that predict what content satisfies the user's questions. **The impact, usefulness, as well as potential risks and dangers, are still the subjects of research by the AI committee. We believe, however, that employees of the City of Birmingham should follow some basic interim guidelines.**

Note: Generative AI is a tool. We are responsible for the outcomes of our tools. For example, if autocorrect unintentionally changes a word, or changes the meaning of something we write, the author is still responsible for the text. Technology enables our work; it does not excuse or substitute for our judgment or our accountability.

These interim guidelines will be replaced with permanent policies, standards, and training. However, we do want to encourage responsible experimentation. We encourage you to try these tools for yourselves to understand their potential. In doing so, we ask that you **use generative AI only as a jumping-off point** to give you general ideas or templates for your work, but not the finished work product.

Guidelines for Using Generative AI

1. Please **fact-check and review** all content generated by AI, especially if it is for public communication or decision-making.
 - Why: While generative AI can rapidly produce clear text or images, the information and content might be inaccurate, outdated, or simply made up. **It is your responsibility to verify that the information is accurate** by independently researching claims made by the AI.
 - What to look for:
 - Inaccurate information including references to events or facts.
 - Bias in the positions or information.
 - Copyrighted material that has been included.
 - Prohibited:
 - The verbatim copy and paste of content produced by generative AI without credit.

- The submittal of unedited work; work must have human interaction before submittal.
 - The use of macros, links, scripts, QR codes, or other potentially dangerous material without the express consent of the IT Department.
2. **Consider limiting the way you use Generative AI.** Some people find it less complicated to only use it for certain functions, for example, specialized searches, data collection, etc., but not to summarize or analyze content. Be aware that you can still get skewed information and need to check it for completeness and accuracy.
Examples of acceptable use include:
 - Idea starters
 - Document outline
 - Changing voice or target of existing work
 - Comparing researched content,
 - Organizing your thoughts or ideas on a subject
 - Generating graphic representation of (fact-checked) data
 - Organizing researched data
 3. **We want to make sure that vulnerable populations are not harmed by these technologies.** Think about how racial and ethnic minorities, different genders, people with disabilities or language barriers, or others could be negatively portrayed or impacted by the content.
 4. **Disclose that you have used AI to generate the content,** and to what extent. You should also include the version and type of model you used (e.g., Open AI's GPT 3.5 vs Google's Bard). You should include a reference as a footer to the fact that you used generative AI:
 - Sample credit line: "Outline was generated by ChatGPT 3.5 and content edited by Eric Brunk"
 - Sample credit line: "This text was summarized using Google Bard"
 - Sample credit line: "Written by Eric Brunk with assistance from Generative AI."
 5. We ask that you **do not share sensitive or private information** in the prompts or questions.
 - Why: data including prompts used in generative AI might be accessible by others using the LLMs that power these systems. Any information that includes personally identifying information about our residents, other public servants, etc. could inadvertently be shared with others. If you wouldn't share the data with other people or put the data in a public place, avoid sharing the information in the prompt/question

To further support and improve these guidelines, the Information Technology (IT) department is looking into training and workshops that can support users and departments interested in learning more about the technology and how to use it to augment your daily tasks. If you have questions please contact the IT department for more information.

Acknowledgments

The development of these guidelines has benefited from the contributions of generative AI, the Birmingham AI committee, and from reviewing guidelines of the City of Boston.