



**CITY OF BIRMINGHAM
MUSEUM BOARD
MEETING MINUTES
Thursday, October 18, 2018
5:00 PM**

Members Present: Jay Cunningham, Russell Dixon, Lori Eaton, Judith Keefer, Tina Krizanic, Marty Logue

Student Members Present: None

Members Absent: Caitlin Rosso

Administration: Museum Director Leslie Pielack

Guests: None

Ms. Krizanic called the meeting to order at 5:01 PM.

**Approval of the Minutes
Minutes of September 6, 2018**

MOTION: by Dixon seconded by Keefer:

To approve the minutes of September 6 2018.

VOTE: Yeas, 6
Nays, 0

Minutes of Special Meeting September 20, 2018

MOTION: by Dixon seconded by Eaton:

To approve the minutes of Special Meeting September 20 2018.

VOTE: Yeas, 6
Nays, 0

Unfinished Business

- A. The Bicentennial Time Capsule project is underway; a specially made stainless steel capsule has been ordered and should arrive before the end of November. The schools will receive a notice requesting contributions from students to go out in the school newsletter and also to school staff in their monthly email. The presentation of the capsule to the mayor at the tree lighting kickoff will be primarily ceremonial; the capsule will not be complete and buried until after the fact. A site beneath one of the granite slabs in the middle of the park is being finalized. Arrangements for engraving the granite will need to be made. A 500 GB portable hard drive will be sealed into

the capsule and will have room for additional electronic information besides student submissions. The museum could include contents of the museum's Past Perfect records (in .pdf format); board members discussed adding content such as aerial photos, the panels from the bicentennial exhibit, and other content. Ms. Eaton suggested that an online slideshow of content in the capsule be posted. Board members are invited to consider a separate contribution of something each would like to include as well. Finalization of contents will be clarified over the next meetings.

New Business

- A. Museum Director Pielack introduced three proposals for Historic Landscape Architectural Services for the Heritage Zone that were received on 10/17/18. The Museum Board reviewed the proposals according to criteria relevant to this project and analyzed the proposals (see attached). Nagy Devlin Land Designs, LLC, was unanimously recommended based on qualifications and detail of the proposal and was also the low bidder.

MOTION: by Dixon seconded by Cunningham:

To recommend that the City of Birmingham retain the services of Nagy Devlin Land Design, LLC, in the amount of \$2,960.00 for Historic Landscape Architectural Services for the Birmingham Museum Heritage Zone, per the Request for Proposals issued September 7, 2018.

VOTE: Yeas, 6
Nays, 0

Communication and Reports

- A. Museum Director Pielack reviewed and provided updates to the Director Report, emphasizing the success of smaller exhibits at the St. Croix shop for the fundraising weekend as well as the City Hall exhibits at the Treasurer's and Clerks' offices. Presentations have been well attended recently as well. Finally, the outcome of Director Pielack's request for an Ethics Advisory Opinion is that the museum may sell her book, *The Saginaw Trail*, at the museum as a fundraiser. This is provided the Friends purchase the books at Pielack's discount and the museum sells at events and at the gift shop, with proceeds going to the city along with other donations and revenue.
- B. There were no member comments.
- C. There were no public comments.

Next Regular Meeting: November 1, 2018 at 5:00 PM.

Ms. Krizanic adjourned the meeting at 6:01 PM