



**CITY OF BIRMINGHAM  
MUSEUM BOARD MEETING  
556 W. Maple  
Thursday, April 7, 2022  
5:00 PM**

Members Present: Bev Erickson (left at 6:00 PM), Alexandra Harris, Pat Hughes, Judith Keefer, Marty Logue, Jay Shell

Members Absent: Caitlin Rosso

Student Members: Jordan Snyder-Phillipoff

Administration: Museum Director Leslie Pielack, Museum Specialist Caitlin Donnelly

Guests: Kristy Barrett

Chairperson Logue called the meeting to order at 5:00 PM.

**Approval of the Minutes  
Minutes of March 3, 2022**

**MOTION:** by Logue, seconded by Keefer:

To approve the minutes of March 3, 2022.

**VOTE:** Yeas, 7  
Nays, 0

**Unfinished Business**

Additional planning for the Heritage Plant Exchange resulted in the following:

- Promotion
  - The city's spring print newsletter has an article that has already generated response Facebook now has an events page and the museum website has event information
  - Mr. Shell will send out 200 postcards and will disseminate the press release to the Birmingham Farms Neighborhood Association
  - Ms. Snyder-Phillipoff also will forward the postcard/flyer
  - Ms. Harris will distribute flyers to the Sunday Farmer's Market in May
  - The museum's sandwich board sign will announce the event in advance, and a lawn sign will be placed at the museum to announce the event approx. two weeks ahead of time

- Staffing/personnel
  - Mr. Shell will be located at the garden bed and will wear an attention-getting “Master Gardener” hat or vest and will direct plant donations to the perennial bed
  - Ms. Logue will be with Mr. Shell at an easel with the Heritage Zone plans and renderings and a donation station for the Friends
  - Ms. Harris, Ms. Keefer, and Ms. Barrett will be stationed in the tents and will help visitors with plant labeling as needed
  - Museum staff will be on hand for Allen House and Hunter House visitors and to assist outdoors as needed
  - All personnel will wear lanyards/badges
- Other
  - Ms. Snyder-Philipoff will take photos of the event
  - Mr. Shell will take any leftover plants for the BFNA island garden on Northlawn

The Board decided on the following plan for the commemorative event for the Network to Freedom designation, with further planning at coming meetings:

- Date/Time—Saturday, September 17, 11:00 AM (Program) with cemetery visit to follow, and interpretive staff on hand until about 1:00 PM
- Program—1/2 hour in length; Museum Board designated representative will act as emcee; suggested speakers:
  - Researchers Getschman, Patt, and Casaceli
  - Commission representative (mayor)
  - (Possible: Michigan Freedom Trail Commission representative)
  - Snyder-Phillipoff representing Seaholm Black Student Union
  - (Possible: local minister or Black historian to discuss historic context of UGRR) (Ms. Barrett, Director Pielack will check into contacts)
  - (Possible: descendants)
- Cemetery Walk—following program
  - pedestrian access only, except for mobility challenged
  - police for crowd control/guidance at entrance and exit
  - Black Student Union members, Museum staff, volunteers in groups of three or four at each burial site with interpretive brochures to answer questions
  - Launch museum’s mobile tour app of Fish and Taylor sites (free/download in app store)

### **New Business**

Members were presented with the details for the **Birmingham Museum--Phase I Allen House Historic Window Restoration Project** and the proposal provided by L.G.K.

Construction, Inc. in the amount of \$112,000 for the complete restoration of the upper level windows and the installation of storm windows for additional long-term maintenance. L.G.K. has proven to be a qualified and dependable contractor with past historic preservation projects on the Allen House siding preservation and extensive repair of the Hunter House exterior and windows, drainage installation and foundation repair. Board members agreed by consensus that the proposal is appropriate and the contractor qualified, and recommend that the City Commission award the contract for the **Birmingham Museum—Phase I Allen House Historic Window Restoration Project** to L.G.K. Construction, Inc.

Members also discussed the grant-funded sign available for Greenwood Cemetery to designate it as a Michigan Freedom Trail/Underground Railroad Network to Freedom site. The sign is 10" X 14" with the MFT and Network to Freedom brand and logo and is consistent with other national NTF signage. The Greenwood Cemetery Advisory Board is considering whether to use the sign, which would be mounted on the fence outside the cemetery gate within view of the sidewalk and passing vehicles. The sign would have a unique QR code and web information to take visitors to online content explaining the site and the historical information about Fish and Taylor and their burial sites. The Board suggested that the sign is an honor, and agreed by consensus to recommend to the Greenwood Cemetery Advisory Board and to the City to accept the sign and install it at the entrance of the cemetery for the benefit of the city and the public.

### **Communication and Reports**

Director Pielack provided updates to the Director Report. The Greenwood Cemetery Advisory Board is finalizing its review of cemetery rules and regulations in coordination with the city attorney and Clerk's office. These include proposed rules and a procedure for installing markers on historically significant gravesites when the applicant is not the deed holder, such as is the case with the Taylors. The proposed rules would establish a sequence of review and approval that would include the city clerk, Museum Director, Museum Board, and the Greenwood Cemetery Advisory Board before final administrative approval to install a marker. The rules and regulations are expected to receive final approval from the City Commission in May or June. To facilitate the approval and installation process for the Taylor marker, the Museum Board could provide their review of the historical significance of the Taylors in advance, since that determination can be made independently and then included with the application once the forms are finalized. The Board agreed by consensus to include this item on the next Agenda for May 5. Director Pielack also summarized the museum's new mobile app and how it would work, and indicated the museum will be launching a pilot project of the 2<sup>nd</sup> grade tour app on Saturdays in the month of May. Adults with students will be free to the museum in exchange for testing the app and filling out a survey.

There were no member comments.

There were no public comments.

**The next Regular Meeting is scheduled for Thursday, May 5, at 5:00 PM.**

Ms. Logue adjourned the meeting at 6:15 PM.