



**CITY OF BIRMINGHAM  
MUSEUM BOARD MEETING  
556 W. Maple  
Thursday, December 7, 2023  
5:00 PM**

Members Present: Caroline Ashleigh, Kristy Barrett (Alternate), Bev Erickson, Alexandra Harris, Judith Keefer, Marty Logue, Jay Shell  
Members Absent: Pat Hughes  
Student Members Present: Alex Motea  
Administration: Museum Specialist Caitlin Donnelly  
Guests: None

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

**Approval of the Minutes  
Minutes of November 2, 2023**

**MOTION:** by Ashleigh, seconded by Shell:

To approve the minutes of November 2, 2023.

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

**New Business**

Members reviewed the final draft document of the Birmingham Museum Site Interpretive Plan. No changes were suggested to the document text; however, Mr. Shell suggested that captions be included for the images used in the final document.

**MOTION:** by Logue, seconded by Shell:

To approve the Birmingham Museum Site Interpretive Plan as submitted, with the addition of appropriate image captions in the final document.

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

**Communication and Reports**

Museum Specialist Donnelly reviewed the Director's Report and provided updates to the various construction projects and highlighted the Aging in Place survey, the Black History Month planned programs, Long Range Planning for 2024 and the upcoming budget process.

**Member Comments**

Mr. Shell asked for the name of the roofing contractor working on the Allen House. Ms. Barrett suggested the font size in the exhibit materials should be larger, which other

board members agreed with. Museum Specialist Donnelly explained that the museum follows best practices and standards in its exhibit materials, including standard font sizes, and that the intent is to draw people closer to the materials to read them. However, the museum staff would consider this suggestion as we refresh existing materials for the current exhibit.

### **Public Comments**

None.

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

Ms. Logue adjourned the meeting at 5:25 PM.