

THE READINGTON MUSEUMS
MUSEUM COMMITTEE
SPECIAL MEETING
June 22, 2009

Chairman Jim Horvath called the meeting to order at 7:45 p.m. He announced that all laws governing the Open Public Meetings Act had been met and that the meeting had been duly advertised.

PRESENT: Jim Horvath, Joyce Lykes, Betty Ann Fort, Nancy O'Malley, Erin Brennan and Museum Administrator Amy Hollander.

APPROVAL OF MINUTES: Betty Ann Fort moved to approve the minutes from the meeting held on May 4, 2009, as amended. Nancy O'Malley seconded the motion. The motion was unanimously passed with Erin Brennan abstaining. Betty Ann then moved to approve the minutes from the meeting held on May 16, 2009, as amended. Nancy seconded the motion. The motion was unanimously passed with Joyce Lykes abstaining.

ADMINISTRATOR'S REPORT: The Museum Administrator reported on the following matters:

Barn Event Keyholder System: This system, whereby a separate padlock having two keys is used to lock the barn in preparation for barn rentals, with one key being held by the Museum and the other being held by the Lessee, worked well for the wedding held at the barn. Jim Horvath recognized Betty Ann for coming up with this good idea. The Committee agreed.

Union Hotel Picture: The Museum Trust received a check in the amount of \$100 from the production company for *Gordon Ramsey's Kitchen Nightmares* for the use of the picture.

Camp Assistant: The Administrator requested the Committee's approval to hire Katie Reinhardt as an assistant to help with Museum Camp. She suggested that the position required twenty hours per week at \$10 per hour for three weeks commencing on July 6th. At Jim's request for a motion Betty Ann moved to hire the assistant under the terms set forth by the Administrator. Joyce seconded the motion and it was unanimously

RESOLVED, that Katie Reinhardt be hired by the Museums as an assistant to work twenty (20) hours per week at a rate of ten dollars (\$10.00) per hour for a period of three (3) weeks commencing on July 6, 2009; and it is

FURTHER RESOLVED, that the position described in the foregoing resolution be funded by the Readington Museum Trust.

Video Camera: The Administrator requested the Committee to approve the purchase of a video camera to record the Museum programs. Betty Ann noted that video recording would help to ensure the continuation of the programs by providing a means to demonstrate their efficacy to the Township administration, the school system, and to the community as a whole. Moreover, review of such videos would aid the programs' continuous improvement by pinpointing weaknesses requiring further work and strengths to be emphasized. Jim requested that a motion be made to purchase a video camera. Betty Ann moved that a video camera be purchased at a cost not exceeding \$300. Joyce seconded the motion and it was unanimously

RESOLVED, that the purchase of a video camera for the Museums at a cost not exceeding three hundred dollars (\$300.00) is hereby authorized, approved and ratified.

Lecture: The Administrator noted that on June 26th Stephanie Stevens will speak on her recent book on the Round Valley Reservoir, *Beneath These Waters*. Betty Ann mentioned that the lecture series was getting very good press coverage and the Administrator noted that she had received several calls about the lecture. Betty Ann will organize refreshments and Erin Brennan will put the signs up. The Committee agreed to arrive at 6:30 p.m. on the night of the lecture.

Eversole Hall House ("EHH") Roof: The Administrator noted that the roof was finished. Jim remarked that it looks good and that the plaster did not crack.

Guest House:

HVAC System: The Administrator reported that architect Chris Pickell received a second quote for the design of the system. Unfortunately, it was higher than the first. The Administrator contacted the Township Engineer for recommendations of engineers qualified to design an HVAC system suitable for the Guest House. The engineer recommended three engineering firms, the first of which will visit the Guest House on June 23rd. To Betty Ann's query as to why a separate engineering design was required, the Administrator responded that (i) the system was somewhat complicated given the need for zones; and (ii) a design was required so that the installation of the system could go out for bid.

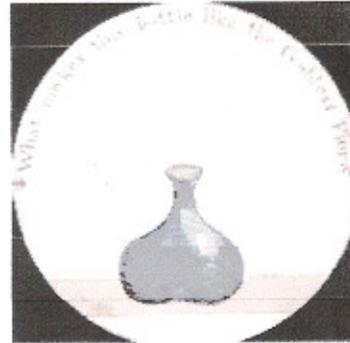
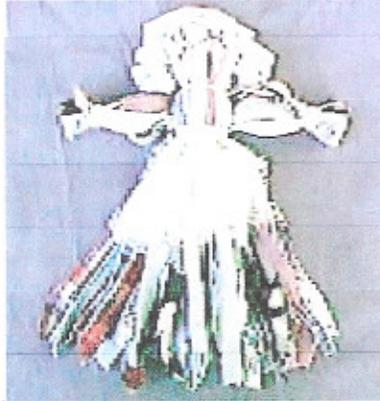
Septic Tank: The Museum Administrator will contact the Township Administrator to determine why the septic tank has not yet been installed.

Third Grade Program: The Administrator noted that despite receiving favorable comments, and information that the third graders from at least one school had provided feedback to their teachers, no formal evaluations on the program have been forthcoming from the teachers. The Administrator will follow up. Improvements need to be made to the municipal government/town meeting section and tour logistics. Having the parent chaperones being trained by the Museum as an integral part of the program resulted in (i) the parents being more connected to the program; and (ii) the addition of two new volunteers for other programs. The Administrator will consider using this training method for other school programs.

Fifth Grade Program: The Administrator reported that the program worked well, as did the new volunteers (see Third Grade Program above). There was only one rain date. She noted that the militia drilling was well received, in particular since it coincided with a book the class was reading. The Administrator did express some concern about some ill-behaved students and the way the teacher had handled them. It appeared that boys and girls had been divided into separate groups (the less disciplined children were predominantly boys), thus minimizing the diversity of reactions to the experiences of the program. Both the Administrator and Betty Ann agreed that meeting with teachers, or at least team leaders, in advance of the third and fifth grade programs would be beneficial.

Camp: Museum Camp will run for two weeks this year, with nine children in week one and seven in week two. Isabelle Taylor will be creating the camp crafts activities as a part of her Girl Scout Silver Award. The campers will make colonial toys, such as nettie dolls, marbles, a marble football game, thaumatropes (A disk or card with a picture on each side is attached to two pieces of string. When the strings are twirled quickly between the fingers the two pictures appear

to combine into a single image due to persistence of vision) and kites.



The Administrator reminded the Committee to provide Groelsch beer bottles for the soda pop food craft activity. The Administrator also noted that an assistant was needed for the first week. Betty Ann and/or Jim will speak with Frank Gatti to see if his daughter, Kristin, is available.

ALFHAM Conference: The Administrator reported on the national conference in North Carolina where she attended seminars on apple tree grafting, volunteer programs, and live interpretation. A more detailed report is attached hereto as Appendix A.

Hay Barrack: The Eagle Scout candidate looking for a project did not contact the Museums. The Administrator will contact John Klotz to ascertain status.

Whitehouse Plate: The Administrator noted that Roberta Housel donated a Whitehouse advertising plate to the Museums.

Readington Books: The Administrator read a thank you note from the Readington Township School District for the books donated by the Museums.

NEW JERSEY TRUST GRANT: The Administrator is hoping to complete the final report by the end of the week. Jim asked if there was any way the Committee could help.

EVERSOLE HALL HOUSE PROGRAMMING: The Administrator suggested that EHH programming be suspended this year and that lunch bag garden talks be introduced next summer. The Girl Scout gardening activity and third grade program will meet the grant criteria. The Committee agreed

MEETING TABLE: Joyce moved that the old town hall meeting table offered to the Museums by the Whitehouse Rescue Squad be accepted. Nancy seconded the motion and it was unanimously

RESOLVED, that the Museums accept the old town hall meeting table offered by the Whitehouse Rescue Squad (the "Table"); and it was

FURTHER RESOLVED, that in the event the Museums no longer has a use for the Table it will offer to return it to the Whitehouse Rescue Squad; and it was

FURTHER RESOLVED, that the Museums express its appreciation to the Whitehouse Rescue Squad for their donation of the Table.

MADE IN HUNTERDON EXHIBIT: The Administrator noted that the planned September date was too early for the sixth grade extra credit program and proposed that the exhibit be moved to October. The Committee raised concerns about the concurrent Cold Brook School program; however the Administrator assured the Committee that both programs could be run smoothly. The Committee agreed that the exhibit would be run Saturdays through Thursday from October 3 to 15. The reception will be held on October 2.

SNAP® ACCESSIONING SOFTWARE: Doug Milne spoke with the company that had acquired the SNAP accessioning software currently used by the Museums. To update the license would result in a one time cost of approximately \$8200 plus an equally prohibitive annual fee. Doug will contact Pastperfect Software, Inc., the manufacturers of another program approved by the American Association for State and Local History and used by the Red Mill Museums to determine if the data currently held in SNAP could be converted to Pastperfect. Another alternative would be to purchase a license for Pastperfect and re-enter all the data. Betty Ann asked if Doug could provide a quote for installing Pastperfect.

SCHOOL BUDGET: The Committee discussed the School District's \$1 million cut to its budget and whether the cut would affect the Museum's recently approved funding.

ADJOURNMENT: Betty Ann moved that the meeting be adjourned. Nancy seconded the motion. The meeting was adjourned at 9:05 p.m.



Respectfully submitted
Erin Brennan, Secretary