

THE READINGTON MUSEUMS  
MUSEUM COMMITTEE  
MEETING  
November 2, 2009

Chairman Jim Horvath called the meeting to order at 7:33 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, Betty Ann Fort, Erin Brennan, Helen Farrant, Joyce Lykes, and Nancy O'Malley.

**WELCOME OF NEW MEMBER:** Jim welcomed the new member of the Committee, Helen Farrant.

**APPROVAL OF MINUTES:** Nancy O'Malley moved to approve the minutes from the meeting held on October 5, 2009, as amended. Betty Ann Fort seconded the motion and the motion was passed unanimously. Jim then asked for a motion to approve the minutes of October 17, 2009. Betty Ann moved that the minutes be approved. Nancy seconded the motion and the motion was passed unanimously.

**OLD BUSINESS:**

**Cold Brook School.** Betty Ann reported that this year's program went very smoothly. The only issue was that the school groups arrived late and had to leave early, resulting in a last minute change in the program. Betty Ann strongly recommended that the Administrator meet with teachers in the next two weeks. In addition, the Buildings and Grounds did a good job cleaning up the site. The schools outside the Township that requested to participate in the program were disappointed that we could not accommodate them this year. The Committee agreed that a plan for offering the Cold Brook School program to other schools must be established well before Fall 2010.

**Recent Events:** The Committee noted that the Barn Dance was successful despite the inclement weather. The November 1 open house had about 40 visitors, many of them newcomers.

**Storm Damage:** The Township removed the dangerously diseased tree over the stream and pruned the oak near the Guest House.

**Painting:** The Museum Administrator will obtain estimates for painting the trim at the Bouman Stickney Farmstead. Helen Farrant will obtain recommendations for painters skilled in working on historic buildings.

**ADA Policy/Historic Trust Grant:** Jim noted that the interim Historic Trust report is due on February 15 and that the final report is due on July 31. The ADA policy must be drafted by February 15 and in effect by July 31. The Administrator asked for some help in devising the policy. Jim and Betty Ann will discuss this with her on Thursday.

**SNAP:** No report.

## NEW BUSINESS:

**Municipal Building Exhibit.** The Administrator would like to do an exhibit on the Museums' stone points; however more information on the points themselves is required.. The Committee suggested that the Administrator contact Jack Cresson, who conducted a flint knapping demonstration in September. The Committee requested that the Administrator find out how much it will cost to evaluate the points.

**Events Schedule:** Betty Ann and Jim will meet with the Administrator to discuss the timing of events to space them in a way to make best use of the hours the Administrator is scheduled to work.

**Bouman Stickney Farmstead Kitchen Floor:** The Committee discussed repainting the kitchen floor at the Bouman Stickney Farmstead ("BSF"). Helen advised that the epoxy paint, which is one of the few things that will adhere to the tiles, is high gloss, and therefore not historically correct. She also recommended that a painted floor cloth not be done. Helen will see if anything else can be used.

**New Law on Youth Serving Organizations:** Jim noted that on October 19 Governor Corzine signed into law a bill that makes it unlawful for an "excluded sex offender" to hold a position or otherwise serve, in a paid or unpaid capacity, in a "youth serving organization". In addition, a person who knowingly hires, engages, or appoints an excluded sex offender to serve in a youth serving organization is guilty of a crime of the fourth degree. As the Museums conduct school and summer programs, it is affected by the new law. The Committee discussed the extent of the law's effect. Would background checks have to be done on employees? Committee members? Volunteers? Would each parent who attends a school program have to undergo a background check? The Committee will check with the Township Administrator and the Township Attorney to find out how other affected Township organizations (e.g., Recreation) are attending to the requirements of the new law.

**St. Nicholas Day:** The Administrator had requested if the hours for the St. Nicholas Day open house on December 6. The Committee unanimously decided the hours should remain as is.

**Event Record:** Jim presented to the Committee an Event Record to be completed by the docent at each Museum event. The Event Record would set forth the number of people attending, contributions received, and notes of interest. It would serve as supporting data to track the success/failure of events, as well as contributing factors and the community's reception of each event. It was suggested that weather also be included in the report. Betty Ann moved that the record be adopted and Erin Brennan seconded the motion. It was therefore unanimously:

RESOLVED, that an Event Record substantially in the form attached hereto as Exhibit A be completed for each Museum Event and incorporated in the Administrator's Report.

**Cash Box:** The Committee recommended that no more than \$30.00 be kept in the cash box and anything over that amount be immediately handed over to the Township Controller for deposit into the Museum Trust Account. In addition, it

was recommended that a record of receipts and expenditures be included in the cash box.

**E-Mails:** The Committee discussed the recent inability of the Museums' e-mail account to receive messages due to its small size. Jim noted that Township e-mails must be saved in the event of a request for documents. The Committee agreed to table this discussion until next month.

**ADJOURNMENT:** Betty Ann moved that the meeting be adjourned. Joyce Lykes seconded the motion. The meeting was adjourned at 9:35 p.m.

A handwritten signature in cursive script that reads "Erin Brennan".

Respectfully submitted  
Erin Brennan, Secretary

October 17

READINGTON TOWNSHIP MUSEUMS  
DAILY EVENT RECORD

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SITE: BSF EHH CBS OTHER \_\_\_\_\_

TIME OPEN \_\_\_\_\_ TIME CLOSED \_\_\_\_\_

NUMBER OF PUBLIC ATTENDING: \_\_\_\_\_

CONTRIBUTIONS RECEIVED: \$ \_\_\_\_\_

NOTES OF INTEREST:

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REPORTED BY: \_\_\_\_\_