

THE READINGTON MUSEUMS
MUSEUM COMMITTEE
MEETING
November 1, 2010

Chairman Jim Horvath called the meeting to order at 7:37 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, Nancy O'Malley, Erin Brennan, and Program Director Kim Costa. A quorum of Committee members was present.

APPROVAL OF MINUTES: Betty Ann Fort moved to approve the minutes from the meeting held on October 4, 2010, as amended. Nancy O'Malley seconded the motion. The motion was unanimously passed.

PROGRAM DIRECTOR'S REPORT: The Committee reviewed the Program Director's report for October.

OLD BUSINESS

Events

Barn Dance: The Program Director reported that 74 people attended the October 16th barn dance. The Museums took in \$235 which covered the caller's fee. Eight new people joined the mailing list.

Sweet 16 Party: The party went well. The girl's parents made and donated the new step in the barn, as well as the black drapes concealing the storage area in the right aisle.

Remember the Ladies: The Committee discussed the June 2011 event as presented at the October 4th meeting. Betty Ann moved to authorize an expenditure of up to \$500 to host the event. Erin Brennan seconded the motion and it was unanimously

RESOLVED, that the Museums host the "Remember the Ladies" event at the Bouman Stickney Farmstead during a weekend in June 2011; and be it

FURTHER RESOLVED, that an amount up to \$500 for event expenses is authorized, approved and ratified.

Cold Brook School: Two-hundred forty nine pupils attended the program this year. The program went well and received favorable comments from the teachers. They liked the new history section.

IT Issues:

SNAP/Doug Milne: Doug submitted an invoice for another 50 hours of work at \$20.00 per hour. The Committee noted that the original payment in December 2009 had never been authorized by the Committee. The Committee discussed the matter and Betty Ann moved that a check be issued to Doug Milne in the amount of \$1,000 to be noted as final payment and not to be issued until the Past Perfect has been received and operational to the Program Director's satisfaction. Nancy seconded the motion and it was unanimously

RESOLVED, that the payment of \$1,000 to Doug Milne as satisfaction for his invoice for field mapping work is authorized, approved and ratified; and be it

FURTHER RESOLVED, that the check to be issued to Mr. Milne by the Township be marked "FINAL PAYMENT"; and be it

FURTHER RESOLVED, that the payment not be made until Past Perfect is installed on the Museums" computer system and operational to the Program Director's satisfaction.

Past Perfect: The Program Director noted that Past Perfect will charge the Museums \$400 to transfer the records into Past Perfect. The Committee noted that up to \$1,000 had been approved for the conversion at the October 4th meeting.

Website: The Program Director advised the Committee that the Township's Webmaster will not give her administrative access to the website as agreed during the recent meeting with the Township Administrator. Moreover, the Webmaster has not made any requested changes.

NEW BUSINESS:

Quilt Exhibit: The exhibit will run from November 12th (reception) to November 21st. The reception invitations have been sent as have flyers to evei3T quilt society/shop in the area. The Program Director requested that Nicole Costa be hired as a temporary administrative assistant for two weeks to help with the exhibit. After discussion, Betty Ann moved to hire her and Erin seconded the motion. It was therefore unanimously

RESOLVED, that Nicole Costa be hired as a temporary administrative assistant for a period of two (2) weeks at an hourly salary of \$15.00 per hour; and be it

FURTHER RESOLVED, that Ms Costa shall work approximately 15 hours per week, however no more than 40 hours in total during the two week period.

The Committee agreed that the November open house (open hearth cooking) will be confined to the kitchen area. The middle floor will be closed to the public until the exhibit.

The Program Director requested that the 2011 exhibit be held in September. The Committee agreed.

Maintenance Issues:

Buildings and Grounds Schedule: Jim Horvath advised that the Buildings and Grounds department is preparing their 2011 schedule. The Committee and the Program Director agreed to advise the department and the Township Administrator of issues to be addressed.

Walkabout: The Committee will schedule a walkabout of Museum properties to determine maintenance needs shortly.

Bouman Stickney Farmstead: The Program Director advised the Committee that the front steps are crumbling and will not be safe by spring. The Committee agreed that Jim should call Mike Hanrahan for suggestions.

MOVE TO EXECUTIVE SESSION

Jim Horvath asked for a motion to adjourn to executive session to discuss personnel matters. Betty Ann made the motion Nancy seconded the motion and the following resolution was unanimously passed:

WHEREAS, N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Museum Committee is of the opinion that such circumstances presently exist and desires to authorize the exclusion of the public from the portion of the meeting in accordance with the act;

NOW, THEREFORE, BE IT RESOLVED, that the public shall be excluded from discussion of and action upon the specified subject matter as set forth below:

Subject Matter	Basis Of Public Exclusion	Date Anticipated When Disclosed to Public
Administrative Assistant	Personnel Matters	March 31, 2011

The Committee adjourned to Executive Session at 8:50 p.m.

Betty Ann moved that the Committee retain to Open Session. Nancy seconded the motion and it was unanimously passed. The Committee returned to Open Session at 9:00 p.m.

ADJOURNMENT: Betty Ann moved that the meeting be adjourned. Erin seconded the motion. The meeting was adjourned at 9:01 p.m.

Respectfully submitted,



Erin Brennan, Secretary

10/10/10