

Historical Commission members will participate in a social hour from 5:30 to 6:30 PM in the same meeting room where the meeting will take place starting at 6:30. No Commission business items will be discussed and no action will be taken.

Louisville Historical Commission Meeting Agenda

**Nov. 28, 2018
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM**

- I. Call to order
- II. Roll Call
- III. Welcome to Sharon Nemechek, Director of Library & Museum Services
- IV. Approval of agenda
- V. Public comments
- VI. Approval of Sept. 19, 2018 regular meeting minutes – *see attached draft*
- VII. Report from the Museum Coordinator
 - A. Approval of Deeds of Gifts from donors
 - B. Advice sought on donations of other artifacts being offered
 - C. Museum Coordinator’s written report – *see attached memo*
 - D. Updates and discussion on recent developments relating to Museum campus plans and funding, including:
 - i. Status report on construction design work and RFP for structural work to be done based on the Historic Structure Assessments this year
 - ii. Update on capital improvement requests and operational requests for the Museum
 - E. Invitation for Commission members to come to the Museum Open House during the December Art Walk and Parade of Lights event (Friday, Dec. 7th, 5:30-8:30 PM) – also, we need Commission members to volunteer to help chat with visitors and give out treat bags to children

- F. Invitation for a Commission member to accompany Bridget to a meeting of the Youth Advisory Board on Thursday, Feb. 7th, 6:30 PM (10-20 minutes to talk about the Commission and the Museum at the start of the meeting)
- VIII. Update on informal Museum survey to obtain feedback on Museum programs and services – results to be given to the Commission for the January 2019 meeting
- IX. Discussion/Direction/Action: Request from Museum staff to approve staff recommendation to deaccession collection item – *see attached memo*
- X. Pioneer Award
 - A. Discussion/Direction/Action: Adoption of new Pioneer Award selection and presentation process – *see attached draft*
 - B. Subcommittee presentation and Commission selection of Pioneer Award recipient for 2019
- XI. Chairperson’s Report
- XII. Items of common interest with the Historic Preservation Commission: reports from HPC and HC liaison to HPC
- XIII. Louisville History Foundation update
- XIV. Commission comments & discussion items for next meeting
- XV. Close meeting & adjourn

Louisville Historical Commission Meeting Minutes

***Sept. 19, 2018
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. **Call to order:** Commission chair Dan Mellish called the meeting to order at 6:36 P.M.
- II. **Roll Call:**

Commission Members Present: Dan Mellish, Paula Elrod, Gordon Madonna, Dave Hooley, Joe Teasdale, and Jon Ferris

Commission Members Absent: Betty Scarpella, Keith Keller

City Representatives Present:

Bridget Bacon, Museum Coordinator

Becky Campbell, Interim Director of Library & Museum Services

Jay Keany, City Council liaison
- III. **Approval of agenda:** Members approved the agenda
- IV. **Public comments:** None
- V. **Approval of July 18, 2018 regular meeting minutes:** Minutes were approved
For the August 8, 2018 joint meeting of the Commission & Foundation, no minutes were brought for approval because there was not a quorum of the Commission present for that meeting.
- VI. **Report from the Museum Coordinator:**
 - A. **Approval of Deeds of Gifts from donors:**

The Commission approved the acceptance of the following 5 donations:

 - **Doug Conarroe** – photos showing the *Louisville Times* building on Main Street, the printing plate or “flag” showing the name of the newspaper,

and other items relating to the *Louisville Times* newspaper during the period of ownership by the Conarro family.

- **Dennis Ferrera** – bronze dedication plaque from 1990 that was on the old Library Public Library building when it was at 950 Spruce St.
- **Doug Grinbergs** – water bottle given out at the April 2005 groundbreaking ceremony of the Louisville Public Library in its current location at 951 Spruce St.
- **Mary Colacci Guyer** – framed 1927 certificate from the Companions of the Forest of America certifying the donor's grandmother, Mary Colacci, as a Past Chief of the Italia Circle; keychain from Phillips 66 (Louisville Oil Co.), 701 Main, in Louisville.
- **Grace Dryer Dionigi** – photo album and loose photos from the Bauman/Winkler family.

B. Advice sought on donations of other artifacts being offered: No advice sought.

C. Museum Coordinator's written report:

To supplement the written report, Bridget informed the Commission of a big tour of the Museum for second grade students from Coal Creek Elementary. Also, Commission member Dave Hooley and other storytellers from Boulder Valley Spellbinders will give a storytelling program on the Museum campus just before Halloween.

D. Update on new Museum website:

The plan is for the new Museum website to be up by Sept. 21st to make it easier for residents to find the website and for staff to add more content.

E. Updates and discussion on recent developments relating to Museum campus plans and funding, including:

- i. **2018 citizen survey process and polling relating to the Museum upgrades:** At a recent City Council meeting, the City Council decided for the time being to not pursue the 2018 citizen survey. Polling of citizens relating to Museum upgrades may yet happen in 2019.
- ii. **Status report on construction design work and RFP for structural work to be done based on the Historic Structure Assessments this year:** Bret Johnson Architecture completed the design work on the

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Tomeo house basement. The next step is to work on submitting the RFP for getting the work started on the Tomeo house.

- iii. **Update on capital improvement requests and operational requests for the Museum:** A public hearing is set up for the first reading on October 2nd for capital improvement requests.

- F. **Invitation for Commission members to come to the October Art Walk event at the Museum to celebrate Louisville's 140th anniversary (Friday, Oct. 5th, 6-8 PM):** Bridget invited Commission members to attend.

VII. Recruitment Process for Director of Library & Museum Services:

- A. **Selection of Commission member and alternate to participate in in-person interviews on Friday, Sept. 21 from 8:30-4:30:** Paula will participate in the interviews, representing the History Foundation. Gordon was selected as the Commission member to attend and Dave was selected to be the alternate.
- B. **Reminder - Open house to meet the finalists will be held at the Louisville Center for the Arts on Thursday, Sept. 20 from 5:30-6:30 PM:** Commission members were encouraged to attend the Open House.

VIII. Discussion/Direction/Action – Review of application questions for Historical Commission applicants and suggestions for revisions:

The Commission reviewed and discussed the application questions. The Commission approved the questions with no revisions. Bridget will inform City Clerk Meredyth Muth that the Commission has no changes.

IX. Pioneer Award:

- A. **Chamber banquet and award presentation moved from January to April 2; discussion of impact on Pioneer Award process:**

The Commission will review the selection process in the November meeting due to the change in date of the annual Chamber of Commerce banquet at which the Pioneer Award will be presented. Gordon was asked to submit new guidelines for next year's selection process.

- B. **Subcommittee presentation and Commission selection of award recipient:**

The presentations were tabled until the November meeting to select the recipient.

X. Chairperson's Report:

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- A. Review of Labor Day Parade:** It was reported that the parade was a success and the Foundation supplied 1,300 Frisbees and handed out 100 pounds of candy.
- B. Reminder - November meeting has been rescheduled for Nov. 28 instead of Nov. 21:** Commission members were reminded of the November meeting date change due to Thanksgiving.
- XI. Items of common interest with the Historic Preservation Commission: reports from HPC and HC liaison to HPC:** No report
- XII. Louisville History Foundation update:** The Foundation is working on publicizing the Museum and what the Museum does. Also discussed was a special issue of the *Louisville Historian* that the Foundation would like to mail to all the residents of Louisville instead of just to members.
- XIII. Commission comments & discussion items for next meeting:** None
- XIV. Close meeting & adjourn:** The LHC meeting adjourned at 7:46 pm. Next meeting is scheduled for November 28, 2018.



Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: Nov. 20, 2018
Re: Museum Coordinator's Report

A few days after the most recent Historical Commission meeting, in September, the new Museum website became active. It is still part of the City website and still has the URL of www.louisvilleco.gov/museum. The Museum webpages were previously part of the Library website instead of being distinct from the Library website. The new website offers more content and ease of use.

By arrangement with the staff liaisons for the Youth Advisory Board, I'm scheduled to attend the YAB meeting on Thursday, Feb. 7th at 6:30 PM to talk about the Historical Museum and Historical Commission with the YAB members. Last year, the YAB started using this method of familiarizing itself with other City boards and organizations instead of having individual YAB members sign up to sit in on meetings of other boards. We have 10-20 minutes set aside for this at the beginning of the meeting. I'll ask for who from the Commission would like to go with me during the Nov. 28th Commission meeting.

The director of the Golden History Museum invited me and other museum professionals along the Front Range who manage public municipal museums to a meeting in order to share common experiences. This is because municipal museums have governance, funding, and other structures that are different from those of private museums that are owned and operated by 501c3s. The meeting took place recently in Golden with about 12 municipal/governmental museum managers in attendance. It was a great first meeting to share successes, challenges, and common experiences. The plan is for the group to start to meet on a quarterly basis.

Gigi Yang and I have been working to catalogue and digitize more historic photos from the collection. There are now over 4,100 images from the collection that are viewable and searchable online through the PastPerfect Online link on the Museum website.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): September visitors: 384; October visitors: 332; YTD: 3209.

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: Nov. 20, 2018
Re: Staff recommendation to deaccession item from Museum collection

Background: In 1989, Andrew Deborski donated three Cardox shells to the Louisville Historical Museum. Cardox shells are steel shells charged with compressed carbon dioxide and used to break up coal seams. This blasting technique came into use in the 1930s. The Cardox shells that were donated are heavy cylinders that are about 4 ½ feet long and about 3 inches in diameter. These Cardox shells were accessioned into the collection and were given the object ID numbers of 89-42-01, 89-42-02, and 89-42-03.

The same year, the Louisville Historical Commission decided to loan one of the Cardox shells (#89-42-02) to the Lafayette Miners Museum. Due to this having taken place nearly 30 years ago and due to meeting records not being available, additional details about the arrangement are not known. (Decisions about the collection were made exclusively by the Commission at that time, as the City of Louisville didn't hire a Museum staff member until 1999.) Also, it is believed that there was not a collection policy before 2002. At some point before 2004, the other two Cardox shells that had been donated were put on exhibit in the Jacoe Store with other mining equipment, and they are still on exhibit there with explanatory information of how miners used them.

In 2016, the Louisville Historical Museum adopted a Collections Management Policy that states the following: "Although the Museum staff and Historical Commission may in the future decide that the Museum may engage in incoming or outgoing loans and adopt a policy to govern such loans, at this time the Museum shall not participate in either incoming or outgoing loans." This policy may be revised in the future if there is a desire to loan out collection items or borrow collection items from another institution and if appropriate loan procedures and requirements are adopted. Today, museums are generally discouraged from engaging in incoming or outgoing without clear provisions agreed to in writing by both parties relating to ownership, liability, and insurance.

The Lafayette Miners Museum has had the Cardox shell at its museum location since 1989. In October 2018, a member of the Lafayette Museum staff contacted me to bring to my attention that the Lafayette Museum has this item as a "permanent loan" from the Louisville Museum. This photo shows the shell as the long item in the back, on exhibit in the Lafayette Museum:



The handwritten records of the Louisville Museum from 1989 were checked, and they are consistent with Lafayette's records in showing that the item was loaned to the Lafayette Museum in 1989. The staff member, Christina Pearce, stated that the Lafayette Miners Museum would be willing to either return the Cardox shell or to accept it permanently if the Louisville Museum does not have a need for it.

In this case, it is advisable that we take action so that the Cardox shell at the Lafayette Miners Museum is no longer categorized as being on loan. An appropriate resolution is to deaccession this item (meaning to go through the procedure to officially remove it from our collection) and donate it to the Lafayette Miners Museum.

Under the Museum's Collections Management Policy, the Louisville Museum staff can recommend an item for deaccession if it is of an undue size and can't be properly stored, or if the Museum has excessive quantities of similar artifacts. The procedure to follow is that the Museum staff is to make a recommendation to the Historical Commission, and the Commission then votes to approve or disapprove the recommendation. The Museum staff then oversees the disposal of the item being deaccessioned. One of the allowable methods under the policy is that the item may be given to a similar cultural, historical, or educational institution. The Louisville Museum staff would like to give the Cardox shell to the Lafayette Miners Museum.

The Louisville Historical Museum already has two Cardox shells that were donated at the same time by the same donor, and it would not be useful to have three of them instead of two. Also, the item is large and heavy, and it would be difficult to locate appropriate storage space for it if the Lafayette Museum were to return the item to the Louisville Museum. These are both reasonable bases on which to recommend deaccession from the collection. Last, the Lafayette Miners Museum has had the item since 1989 as a loan, but the Louisville Museum's current Collections Management Policy does not provide for the loaning of collection items.

We are now presented with an opportunity to deaccession the Cardox shell from the Louisville Museum's collection and donate it to the Lafayette Miners Museum, where it has been located since 1989.

Recommendation: The Museum staff recommends that the Historical Commission approve of the following: that the Cardox shell with #89-42-02 be deaccessioned from the permanent collection of the Louisville Historical Museum.

If this recommendation is approved, the Museum staff intends to complete the necessary documentation in order to officially donate the item to the collection of the Lafayette Miners Museum.

Louisville Historical Commission Pioneer Award

1. Introduction:

- 1.1 The Louisville Historical Commission presents the Pioneer Award to a person or persons at the annual Chamber of Commerce Banquet to be held in April of each year.
- 1.2 At least one representative from the Historical Commission attends the banquet to make the official presentation.
- 1.3 The presentation speech is typically written so that it may be included in the next issue of *The Louisville Historian*.

2. Qualifications for the Award:

- 2.1 The recipient should be a person or persons who, through his/her or their business and personal activities, is recognized within the Louisville community as an active or previously active contributor to the ongoing or past successes and welfare of the community.
- 2.2 The award is given in recognition of the past achievements in spirit and time in promoting the interests and future of the City of Louisville through his/her or their personal service to the community and its residents.
- 2.3 The Pioneer Award may be presented as a posthumous award, in which case it will be presented to the recipient's family.
- 2.4 The Pioneer Award may be presented to a living person.

3. Procedures for the Award:

- 3.1 Anyone may nominate an individual or business for the Pioneer Award.
- 3.2 Nominations will be made to any Louisville Historical Commission Member or to the Louisville Historical Museum Coordinator for referral to the Commission.
- 3.3 Nominations should include all relevant information and facts which would support the request.

- 3.4 Nominations should be submitted as early as possible for the Commission to review.
- 3.5 The Commission may ask for guidance from the Louisville Historical Museum Coordinator or anyone from within the community with an interest.
- 3.6 All nominations are confidential and only the final award recipient will be identified.
- 3.7 The Commission will appoint two members of the Commission at the January meeting to act as a subcommittee to specifically review, recommend, or seek nominations for the award.
- 3.8 The subcommittee will prepare initial background information for each nomination prior to the July meeting.
- 3.9 In the event there are more than two nominations, the subcommittee will narrow the nominations down to two prior to the September meeting.
- 3.10 The subcommittee will research and provide any additional information for the nominations.
- 3.11 Should there be more than one nomination, the nomination(s) not chosen may be considered for the following years award.
- 3.12 The subcommittee will have the final nomination(s) ready prior to the November meeting.
- 3.13 The subcommittee will prepare a draft presentation for the award prior to the following January meeting.
- 3.14 The subcommittee will then finalize the presentation for the award and forward it along with a photo of the recipient, if available, to the Louisville Historical Museum Coordinator for notification, processing and possible inclusion into *The Louisville Historian*.

**Louisville Historical Commission
Pioneer Award Past Recipients**

| | | | |
|------|---------------------------------|------|-------------------------------|
| 1985 | J.J. Steinbaugh | 2003 | Glenn Steinbaugh |
| 1986 | Charles, Iona, & Quinton Thomas | 2004 | Donald Ross |
| 1987 | Dr. Lucius Cassidy Sr. | 2005 | Carolyn Conarroe |
| 1988 | Joe Colacci | 2006 | Virginia Caranci |
| 1989 | John "Ring" Dionigi | 2007 | Bill and Betty Buffo |
| 1990 | Martha Eberharter | 2008 | David Ferguson |
| 1991 | G.R. Henning | 2009 | Patricia Seader |
| 1992 | Eugene Caranci | 2010 | Frank Domenico |
| 1993 | Susie DiGiacomo | 2011 | Lawrence Enrietto |
| 1994 | Lewton McCorkle | 2012 | George Brown |
| 1995 | Fr. Benedict Ingenito OSB | 2013 | Barbara DiSalle |
| 1996 | Frank Rizzi | 2014 | Marion Junior |
| 1997 | L.C. "Bun" Graves | 2015 | Dick DelPizzo |
| 1998 | Vera Taylor | 2016 | Ted & Carolyn Manzanares |
| 1999 | Eileen Schmidt | 2017 | Anthony "Joe" Madonna |
| 2000 | Eliseo Jacoe | 2018 | Donald William "Donnie" Buffo |
| 2001 | Joe Carnival | | |
| 2002 | Robert Ross | | |