

Louisville Historical Commission Agenda

***January 6, 2016
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. Call to order; introductions of new Commission member & the new City Council liaison
- II. Roll Call
- III. Approval of agenda
- IV. Public comments
- V. Approval of November 4, 2015 regular meeting minutes & December 16, 2015 minutes from meeting on Museum business planning – *see attached drafts*
- VI. Approval of Designation of Places for Posting of Notice of 2016 Public Meetings – *see attached memo*
- VII. Distribution of 2016 Open Government & Ethics Pamphlet – *see attached*
- VIII. Approval of 2016 Meeting Dates & Location – *see attached memo*
- IX. 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. Museum Master Plan
 - i. Schedule
 - ii. Business Plan update
 - iii. Interpretive Plan update & request for approval of three policies:
 1. Discussion/Direction/Action – approval of revised Collections Management Policy (see attached draft, showing edits made after the Sept. 2, 2015 Commission meeting)
 2. Discussion/Direction/Action – approval of updated Visitor Policy (see attached draft)

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3. Discussion/Direction/Action – approval of new Volunteers Policy (see attached draft)
 4. Scheduling of subcommittee meeting to discuss revisions and additions to the Master Plan
- X. Chairperson's Report
 - A. Commission attendance at Jan. 26th, 2016 budget retreat & at future budget meetings
 - XI. Louisville Citizen Survey for 2016 – phrasing of question regarding the Museum
 - XII. Pioneer Award update
 - XIII. Items of common interest with the Historic Preservation Commission: reports from HPC (Lynda Haley) and from HC liaison to HPC (Paula Elrod)
 - A. 2016 Liaison to Historic Preservation Commission
 - XIV. Election of officers for 2016 (officers assume duties upon election)
 - XV. Louisville History Foundation update
 - XVI. Commission comments & discussion items for next meeting
 - XVII. Close meeting & adjourn

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Louisville Historical Commission Minutes

November 4, 2015

***Louisville Public Library Meeting Room
951 Spruce St.***

6:30 PM

- I. **Call to order:** Commission Chair Dan Mellish called the meeting to order at 6:30 p.m.
- II. **Roll Call:**
 - Commission Members Present:** Dan Mellish, Betty Scarpella, Julie VanLaanen, Paula Elrod, and Jon Ferris
 - Commission Members Absent:** Lynn Koglin, Dave Ferguson, and Anne Robinson
 - City Representatives Present:**
 - Bridget Bacon, Museum Coordinator
 - Beth Barrett, Director of Library and Museum Services
 - Chris Leh, City Council liaison
 - Heather Balsler, Deputy City Manager
 - Other Individuals Present:**
 - Missy Diehl, Louisville History Foundation Chair
 - Catherine Wessling, History Foundation Director
- III. **Approval of agenda:** Members approved the agenda. Dan designated Jon Ferris to take the minutes for this meeting since Secretary Gladys Levis-Pilz resigned from the Commission due to moving away. Bridget noted that under the bylaws, the Commission will have the chance to elect a new Secretary when the new calendar year starts.
- IV. **Public comments:** None
- V. **City citizens survey question related to the Museum and update on City budget process for architectural design:**

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Heather Balser spoke to the Commission about the Louisville citizens survey that takes place every four years. The last survey was done in 2012 and the next one will be in 2016. The survey is 80% satisfaction questions and the other 20% is tailored to policy questions. Heather Balser asked for possible ideas for questions related to the Museum that the Commission would like to have appear in the 2016 survey, particularly with respect to seeking funding for a new building and visitor center on the Museum campus. The Commission decided to discuss this issue at its next meeting and submit proposed questions to the Deputy City Manager.

Also discussed was the decision by City Council to not approve funding for an architectural design for the new building and visitor center in the capital improvements projects budget for 2017, due to other needs. The City Council did approve \$20,000 in 2017 relating to the new building. The Commission members asked Chris Leh and Heather Balser on what the Commission needs to do to help move forward with the Historical Museum project. Chris Leh and Heather Balser advised the Commission to use the \$20,000 on fundraising and marketing for the Museum expansion project. The Commission should meet with other boards, commissions, and City Council members for support of the project, and Commission members should be highly involved in the budget process starting in early 2016. It was noted that the completion in 2016 of the Master Plan, which will include the Needs Assessment Report and Business Plan by outside museum consultants, will provide important planning considerations for the project. Also, for the next study session with City Council, the Commission could help address how the operating costs for the new building could be funded, and be able to give a design cost breakdown and additional justification and explanation when the funding is requested again.

- VI. Approval of meeting minutes for Sept. 2, 2015 regular meeting & subcommittee meeting on October 17, 2015:** All minutes were approved
- VII. Introductions of Louisville History Foundation directors Catherine Wessling & David Marks, and update on Foundation activities:** Foundation director Catherine Wessling was introduced. David Marks was not able to attend.
- VIII. Report from the Museum Coordinator**
 - A. Approval of Deeds of Gifts from donors:**

The Commission voted to accept the following five donations:

 1. Marilyn Hunt – 1988 map of Louisville and papers relating to the Enclave neighborhood
 2. Sylvia Kilker – Naeve family photos and certificates and a 1978 Louisville Centennial plaque
 3. Barry Barrows – ten yearbooks from Centaurus High School
 4. Derold Harmon – videotape of a film of Louisville High School football in the 1940s, shot by his father
 5. Monarch High School students – current photos that they took of buildings on Main Street and Front Street for a volunteer project

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B. Advice sought on donations of other artifacts being offered:

-A payphone used in Boulder County is being offered by a potential donor. Commission approved seeking the donation.

-Dave Ferguson wants to donate a large serving bowl with USN stamped on it, which his mother in law used with Louisville's Catholic women in serving annual chicken dinners at the St. Louis Church. Commission approved seeking donation.

C. Museum Coordinator's report:

In addition to her written report that was included in the meeting packet, Bridget reported that she and Megan Huelman gave a tour to students from Louisville Elementary School earlier that day and will have another on the 5th. Tours are also planned for students from Sanchez Elementary School coming up. Bridget further reported that Gladys Levis-Pilz resigned from the Commission due to her upcoming move away from Louisville.

D. Update on components of the Museum Master Plan still in process:

Bridget reported that requests for Business Plan proposals were sent out to various individuals and the deadline is due next week. The final report is due in January. The City approved of funding for the Business Plan earlier this fall. The Business Plan schedule is impacting the schedule for the Master Plan. Bridget stated that she hopes to make additional edits to the Interpretive Plan and incorporate aspects of the Business Plan, and present it to the Historical Commission for final approval at its March meeting. City Council will be asked to approve the Master Plan after that.

E. Museum Open House during Parade of Lights - Commission signups to assist with visitors at the Museum (Friday, Dec. 4th, 6:00-8:00 PM):

Dave Ferguson, Paula Elrod and Julie VanLaanen stated that they would be able to assist with visitors during the Parade of Lights.

IX. Update on Needs Assessment process and efforts to plan for Museum improvements & the construction of a Visitor Center building at the Museum (Bridget & Commission members)

A. Update on Museum Needs Assessment presentations to other boards and commissions:

Paula and Bridget are going to present to the Youth Advisory Board about the Museum Needs Assessment report and the proposal to construct a new building & visitor center for Louisville.

B. Update on process for having Historic Structure Assessments completed for the Tomeo House and Jacoe Store buildings:

An application for a historic structure assessment is underway for the Tomeo House and Jacoe Store and is to be submitted to the state soon.

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X. Chairperson's Report

A. Review of City Council Study Session (Sept. 8, 2015):

The Historical Commission's presentation for the study session went well, though unfortunately the decision by the City Council was not what the Commission was hoping for, as previously discussed earlier in the meeting. Dan stated that he would like to put together an organized approach for Commission members to attend City budget meetings in 2016, and particularly the budget retreat in January.

B. Review of Labor Day Parade collaboration with Foundation & thanks to Betty Scarpella:

Dan expressed thanks to Betty and the volunteers for their work on the Labor Day parade float. Also, the Commission discussed using the May 2016 Commission meeting to start to plan the next Labor Day Parade float.

XI. Discussion/Direction/Action: Pioneer Award (to be presented January 2016)

A. Pioneer Award selection:

Louisville Historical Commission voted to select Ted and Carolyn Manzanares as the recipients of the Pioneer Award due to their longtime ownership of Senor T's restaurant on Main Street and their strong support of the Louisville community over many years.

B. Designation of Commission member to present the award and help write the Pioneer Award piece based on this recipient for the next *Louisville Historian*:

Paula Elrod volunteered to help write and present the Pioneer Award, and she stated that she would coordinate with Dave Ferguson.

XII. Items of common interest with the Historic Preservation Commission: reports from HPC (Lynda Haley) and from HC liaison to HPC (Paula Elrod):

No additional report.

XIII. Commission comments & discussion items for next meeting:

No comments

XIV. Close meeting & adjourn: The LHC meeting adjourned at 8:15 pm. Next meeting is scheduled for January 6, 2016.

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Louisville Historical Commission Subcommittee Meeting Minutes

***December 16, 2015
Louisville Public Library Board Room
951 Spruce St.
6:30 PM***

Commission Members Present: Anne Robinson and Paula Elrod

Also Present: Bridget Bacon, Museum Coordinator
Beth Barrett, Director of Library & Museum Services

The attendees met with Louise Stevens of ArtsMarket, whom the City of Louisville has retained to develop a business plan for the Louisville Historical Museum. Also in attendance were directors of the Louisville History Foundation.

The discussion focused on the current and future operations of the Museum and on the proposal made in the 2014 Museum needs assessment to construct a downtown visitor center that could provide community programming and meeting opportunities and that would be a focal point for visitors to the downtown. The attendees also discussed possible funding options for its construction and operations. The business plan report is to be finalized in January 2016.

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: December 29, 2015
Re: Establishment of Public Notice Locations for 2016

The City Manager's Office requests that all boards and commissions establish the following as the official locations for posting meeting notices for the year 2016:

- Louisville City Hall, 749 Main Street
- Louisville Public Library, 951 Spruce Street
- Louisville Recreation & Senior Center, 900 Via Appia
- Louisville Police Department & Municipal Court Building, 992 Via Appia
- City of Louisville website (www.LouisvilleCO.gov)

Open Government & Ethics Pamphlet 2016



City Manager's Office
749 Main Street
Louisville CO 80027
www.LouisvilleCO.gov
info@LouisvilleCO.gov
303.335.4533

Table of Contents

Citizen Participation.....	3
Open Meetings	4
Executive Sessions	5
Ethics	5
Other Laws on Citizen Participation.....	7
Public Involvement Policy	8

Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at CityCouncil@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor or City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, first floor City Hall, 749 Main Street, or call 303.335.4571.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.) The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Golf Course Advisory Board
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees

- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City's web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of complete meeting packets containing all agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission recommends, through a resolution, that the City Council accept or reject a proposal.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month. Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City's web-site (www.LouisvilleCO.gov).

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meet-

ings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public body" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public. However, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings; If a person believes in good faith that a study session is proceeding contrary to these limitations, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, a written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council, and City Boards and Commissions, may hold an executive session only at a regular or special meeting.

No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal

actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards

in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain

degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, “official action” for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and “quasi-judicial” proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Contracts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member’s action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the “occasional nonpecuniary gift” of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official’s or employee’s official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can he or she influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville’s Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a “revolving door” rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person’s employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City’s best interest.

Citizens are encouraged to contact the City Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new

liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of city facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is

welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

Voluntary Participation - The process will seek the support of those participants willing to invest the time necessary to make it work.

Purpose Driven - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

Time, Financial and Legal Constraints - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

Communication - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

Adaptability - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

Access to Information - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

Access to Decision Making - The process will give participants the opportunity to influence decision making.

Respect for Diverse Interests - The process will foster respect for the diverse values, interests and knowledge of those involved.

Accountability - The process will reflect that participants are accountable to both their constituents and to the success of the process.

Evaluation - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure that the Guiding Principles direct their work. In addition to the responsibilities established by the Guiding

Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively, offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2015

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov.

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: December 29, 2015
Re: Establishment of Meeting Location and Dates for 2016

The City Manager's Office requests that boards and commissions establish meeting dates and locations for 2016.

The Historical Commission meets at 6:30 PM on the first Wednesday of each odd-numbered month in the first floor meeting room of the Louisville Public Library, 951 Spruce St.

The proposed meeting dates for the Historical Commission for 2016 are:

- January 6, 2016
- March 2, 2016
- May 4, 2016
- July 6, 2016
- September 7, 2016
- November 2, 2016

Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: December 29, 2015
Re: Museum Coordinator's Report

The City Council appointed Gordon Madonna to be a member of the Historical Commission and reappointed Dan Mellish to the Commission. And welcome back to Jay Keany, who will again serve as the City Council liaison to the Commission, as he has done in the past. Thank you to Chris Leh for having served as the City Council liaison in 2015.

Dave Ferguson and Anne Robinson chose not to reapply for additional four-year terms on the Commission, but both have said that they plan to continue their involvement with and support of the Museum. Dave served on the Commission since 1994 and held the office of Treasurer for many years when the Commission was also a 501c3 nonprofit corporation. Anne was appointed in 2008. Anne plans to continue to give historical walking tours of downtown in the summer and to be involved in other ways. Thank you to Dave and Anne for their many years of service!

At the most recent Louisville History Foundation meeting, Tammy Lastoka was elected to be a director and to hold the office of Treasurer. Tammy works as Operations Supervisor at the McCaslin branch of FirstBank in Louisville. Commission member Paula Elrod was also voted in as a director. The Foundation bylaws provide that up to two Commission members may be Foundation directors. Paula Elrod and Dan Mellish are the two Commission members who are also serving as Foundation directors at this time.

The Parade of Lights drew 84 people to the Museum during the Museum's open house that evening. Thank you to Commission members Dave Ferguson, Anne Robinson, and Paula Elrod for helping with visitors at the Museum during that event!

Peter DellaVecchia began to research the history of the Louisville Police Dept. for the Museum as a community project for his police cadet training. Peter and I plan to continue working on the project and to seek photos and information about past Louisville law enforcement officials.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): October visitors: 177; November visitors: 329; YTD: 2,688.

Louisville Historical Museum Collections Management Policy

Adopted by the Louisville Historical Commission
[insert date]

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1. Introduction

1.1 General Introduction

The Louisville Historical Museum (“Museum”) constitutes a division, alongside the Louisville Public Library, in the City of Louisville’s Department of Library & Museum Services. The Museum buildings and collections are owned by the City of Louisville, and the Museum staff members are City employees.

Volunteers started the Museum in the 1980s. Although the doors of the Museum didn’t open to the public until 1986, the first gift was received in 1984 and its accession number reflects that year of donation. The Museum was completely volunteer-operated, with volunteers for the City accepting gifts and conducting cataloging activities as well as engaging in other activities, until 1999, when the City hired a paid Museum staff member for the first time. However, volunteer help has continued to be vital to the registration and cataloging process and to the general operation of the Museum, over the years.

The Museum campus, where the public visits the Museum, where the collections are stored, and where staff and volunteers work, is at 1001 Main Street in Louisville. Several historic buildings comprise the Museum. The Jacoe Store was a grocery store and is now the main building of the Museum. Its exhibit areas interpret Louisville’s mining, agricultural, and commercial history. This building contains the only office area on the campus and it is part of the space open to the public. The three-room Tomeo House is interpreted as a mining family’s house. The Jordinelli House and Summer Kitchen were both moved to the campus in 2001 from 1000 La Farge Ave. The Jordinelli House contains a replica of original downtown Louisville in one room that has been open to the public since October 2014. Staff and volunteers use the replica to talk with visitors about the development of Louisville. Last, an outhouse was moved to the site from Rockvale, Colorado in 2005. The Jacoe Store, Tomeo House, and Jordinelli House have furnaces and air conditioning to control temperature.

The Museum’s collections are stored in different locations in these buildings. Items needing temperature control are in a small storage room in the Jacoe Store and in four small rooms of the Jordinelli House. Some items not needing strict temperature control, such as metal tools, are stored in the Summer Kitchen and in the partially dirt cellar of the Jacoe Store. The Museum cannot use the cellar of the Tomeo House for collections storage of any kind in its current condition because it is only large enough to contain a furnace and is a partially dirt cellar.

The strengths of the collections are in the artifacts, maps, and records relating to coal mining in the area; historic photos of downtown Louisville; items relating to Louisville families and houses; items relating to immigrants who came to the Louisville area; and business items from the Louisville area. The Museum’s holdings include not only artifacts that are exhibited and interpreted for visitors, but also archival materials that researchers use. The Museum is also the repository for historical items from the administration of the town.

A two-page "Collection Policy" was adopted for the Museum in 2002. The purpose of this collections management policy, which replaces the 2002 policy, is to document in detail the current collections practices at the Museum and to establish standards and procedures relating to the Museum's collections. This policy also addresses changes that have occurred since 2002, such as the donation of digital images, the creation of a reference collection, purchases made by staff to add to the collections, and the increased usage of museum cataloging software. It is intended that this policy will be communicated to and shared with the members of the Louisville Historical Commission, the directors of the Louisville History Foundation, and Museum staff and volunteers.

1.2 Mission Statement

The mission statement of the Museum, as adopted by the Historical Commission on June 12, 2002 and revised April 4, 2007, is as follows:

"The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past."

1.3 Authority

The primary responsibility for the daily application of this policy lies with the Museum staff. However, ultimate authority for all phases of collections management rests with the City of Louisville. The Louisville Historical Commission is an advisory board to the Louisville City Council that, as part of its mission, establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

2. Purpose & Scope of Collections

2.1 Purpose of Collections

The collections are used to fulfill the Museum's mission to promote, collect, preserve, and interpret the history of Louisville. Many different types of usage of the collections help to fulfill the mission of the Museum. For example, the Museum staff uses artifacts in exhibits to interpret Louisville area history to visitors. The domestic artifacts in the Tomeo House help teach elementary students about what life was like long ago. Images from the collection are used extensively in the Museum's publication, *The Louisville Historian*, which is mailed to hundreds of members each quarter. Many historic photos from the Museum have been digitized and are available to view online, making it possible for researchers, students, property owners, and others to use them easily.

2.2 Ownership of Collections

All items received by the Museum become property of the City of Louisville. As the steward of valuable collections, the Museum and the City of Louisville assume the responsibility to maintain and interpret the Museum collections and fulfill the Museum's mission.

2.3 Scope of Collections

Items in the collections shall have an association with the history of the Louisville area in at least one of the following categories:

**Louisville Historical Museum
Collections Management Policy**

- a. Items associated with the settlement of the area before the establishment of Louisville in 1878.
- b. Items associated with the development of Louisville, including early government and incorporation. These include aspects of Louisville history relating to the mayor, town trustees or city council, the town manager or city manager, and to town or city departments or functions.
- c. Items associated with public and private facilities and services associated with a community, such as water, electricity, gas, and telecommunications services; newspapers; postal services; medical services, cemeteries; and railroads.
- d. Items associated with the land development in the Louisville area and the development of Louisville subdivisions and neighborhoods, including ethnic neighborhoods; the histories of individual buildings in the Louisville area; and patterns relating to family compounds or families living in proximity to one another.
- e. Items associated with economic activities in the Louisville area, including coal mining and mining-related businesses; agriculture and agriculture-related businesses; and retail and commercial businesses.
- f. Items associated with social and cultural activities in the Louisville area, including faith communities and their buildings; civic, fraternal, and arts organizations; community events and festivals; domestic life; and recreational activities.
- g. Items associated with the migration of people to the Louisville area, such as items brought by Louisville area residents from their countries of origin.
- h. Items associated with the relationships of Louisville area residents to the broader world, such as letters and photos mailed between family members.
- i. Handmade items, such as implements, made or used by Louisville area residents.
- j. Items associated with education in the Louisville area, including school buildings and activities.
- k. Items associated with individuals and families who have resided in the Louisville area or who have a connection to the development of the Louisville area.
- l. Items associated with geographical features of the Louisville area.
- m. Items associated with natural history or archaeological material acquired through the lawful excavation of Louisville area sites.
- n. Written, transcribed, photographed, or otherwise documented aspects of Louisville area history, including oral history recordings.
- o. Items relating to the histories of the buildings on the Museum campus and the people who occupied them.

Artifacts that do not have a direct association with the Louisville area, such as items that are representative of an activity practiced in the Louisville area, may still be accepted into the collections if they are potentially useful in fulfilling the mission of the Museum.

2.4 Classification of Collections

Items in the collections shall be classified in the following categories:

- a. Permanent Collection: Items accessioned into the permanent collection are intended to be retained permanently. An example of an item in the permanent collection would be an original historic photo of Louisville. Oral history recordings and items that are owned by the Museum only in digital form may be part of the permanent collection. In keeping with professionally accepted museum standards, the best possible care will be given to protect the long-term preservation of items in the permanent collection.
- b. Education Collection: Items in the education collection are those which fulfill the educational mission of the Museum. Unlike items in the permanent collection, they are intended to be used by staff and the public for programs, demonstrations, and/or hands-on use. It is assumed that they eventually may be used up and possibly replaced. An example of an item in the education collection would be a rotary phone for students and teachers to touch and handle as part of a school outreach program. Education collection items may be historic or reproductions, and as such may be confused with permanent collection artifacts. Education items will be distinguished by putting an "E" in front of the object ID number.
- c. Reference Collection: Items in the reference collection are published items that are made available to the public for research at the Museum or used by Museum staff. It is assumed that they eventually may be removed and possibly replaced. Example of items in the reference collection would be a recent book about an aspect of Boulder County history or a recent book on museum administration. Care should be taken so that reference collection items are not confused with books that are part of the permanent collection. Reference items will be distinguished by putting an "R" in front of the object ID number.

Nonaccessioned items: These items can be donated to the Museum, but are not added to a collection. They may include such things as a photocopied family history of a Louisville area family or a printed history of a Louisville area house. These items, if not of a particularly unique nature, may be filed at the Museum, used on City premises, and not accessioned into a collection. Care should be taken to avoid the items being confused with "found in collection" items.

3. Acquisition & Methods of Acquisition

3.1 Acquisition types

- a. Gifts: Items that are given to the Museum by the owner or an agent of the owner are considered to be gifts.

The primary way in which the Museum informs the public of items that it is looking to add to the collections through gifts is through *The Louisville Historian*. The Museum staff uses the part of the publication entitled "Museum Wish List" to list specific items being sought.
- b. Bequests: A gift made through the legal conveyance of a will is considered to be a bequest. Bequests do not have to be accepted, but should be considered carefully. Bequests shall be reviewed by Museum staff as would any other potential acquisition.
- c. Purchases: Purchases of items using funding, such as from the City of Louisville or the Louisville History Foundation, are in this category. They can be for the permanent collection, education collection, or reference collection.

- d. Found in Collection: Uncataloged historic items found with other items at the Museum are considered to be "Found in Collection." These are assumed to have been legitimately donated earlier in the history of the Museum, but the gift may not have been documented at the time.
- e. Abandoned property: Colorado Revised Statutes 38-14 governs abandoned property at museums. Under its provisions and under certain circumstances, property left at the Museum and not claimed by the owner is abandoned property that may be added to the collections after seven years.

Unsolicited property that arrives at the Museum without staff knowledge of the identity of the owner does not have to be accepted by the Museum. If the item is accepted for the collection, Museum staff should note the possibility that the owner could reclaim the property within seven years.

- f. Exchange: Items acquired as part of an exchange can be added to the collections. An example is when the Museum acquires publications as a result of the provisions of the Museum's photo reproduction policy.

3.2 Criteria for Acceptance

Every item should be considered carefully before acceptance into any of the collections. Consideration must be given to the following:

- a. Whether the item would help the Museum fulfill its mission;
- b. Whether the item falls within the Museum's scope of collections;
- c. The item's condition;
- d. Whether the item duplicates items already in the collections, and
- e. Whether the Museum can adequately care for and store the item.

3.3 Conditions of Acceptance

- a. Conditions: Items will not be accepted with conditions attached by the donor. Title to all items acquired by the Museum must be free and clear, without restrictions or limitations as to use or future disposition. Donated items may be exhibited, stored, loaned, maintained, or disposed of at the sole discretion of the Museum. However, the Museum will attempt to accommodate, if possible, reasonable requests such as requests by donors for anonymity, requests by an oral history narrator to delay the public dissemination of an oral history interview until after the narrator's death, or requests by donors of photos to delay putting the digitized photos online.
- b. Compliance with Laws: An item will not be accepted for acquisition if it was acquired by violating or potentially violating any local, state, federal, or international law.
- c. Acquisition of Rights: The Museum acquires all rights of reproduction, publication, and copyright with respect to donated items if permitted by applicable laws and regulations.

3.4 Valuation of Gifts

Gifts to the Museum may be tax deductible. Museum staff and volunteers may not provide appraisals for gifts.

4. Procedures of Acceptance

4.1 For gifts and bequests for the permanent collection, the Museum staff shall make an initial determination as to whether to 1) recommend acceptance by the Historical Commission, in which case the Museum staff should ask the owner to leave the item and sign a Deed of Gift form; 2) decline the offered gift or bequest; or 3) ask the owner to leave the item to be considered further and sign a temporary custody receipt form or Deed of Gift form, and ask the Historical Commission to decide on acceptance. The criteria to be used shall be the "criteria for acceptance" described in this policy.

4.2 It is the role of the Historical Commission to vote on acceptance of gifts and bequests for the permanent collection. The Chair shall sign the deeds being presented for consideration to indicate the Commission's acceptance or non-acceptance. However, Museum staff may accept oral history recordings into the permanent collection and may accept purchased items, abandoned property, items that were "found in collection," and exchange items into the permanent collection, education collection, or reference collection.

4.3 Documentation: Additions to the collections should be accompanied by appropriate documentation indicating the terms of the acquisition. Gifts should have an accompanying Deed of Gift form signed by the donor or donor's agent; bequests should be accompanied by a copy of the will or a statement describing the bequest; oral history recordings should be accompanied by a release signed by the donor of the copyright; and purchases should be accompanied by an invoice or receipt. For items that were exchanges, "found in collection" or abandoned property, Museum staff should describe the circumstances of acceptance.

4.4 For gifts, Museum staff or donors themselves shall describe the donated item or items on a Deed of Gift form. Noting the provenance of the item and how the donor came to own the item, either on the Deed of Gift form or in separate notes, is a particularly important aspect of the donation process. The Chair of the Historical Commission indicates whether the Commission has accepted or not accepted the items at a Commission meeting and signs and dates the form.

4.5 If only a digital image of an item and not the original is being donated, and it is not practicable to obtain the signature of the donor on a Deed of Gift form, the donor's emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit shall serve as the Deed of Gift.

4.6 For nonaccessioned items, such as photocopies of family history information intended for research, the Museum staff may request a signed Deed of Gift form and indicate on it that the items are not being accessioned, but the Deed of Gift form does not need to be presented to the Commission for acceptance in order for the item to be used at the Museum.

4.7 If a donation contains a mixture of items to be accessioned and not accessioned, or a mixture of items to be added to the permanent collection, education collection, and reference collection, Museum staff shall communicate with the donor about these distinctions, obtain approval for how the Museum staff would categorize the items, and reflect this understanding in writing on the Deed of Gift form so that the donor gives approval.

4.8 Potential donors leaving items left with Museum staff to be considered for acceptance (if not signing a Deed of Gift form) shall sign, along with Museum staff, a temporary custody receipt form. If the Commission indicates interest in having the Museum receive the gift, Museum staff shall then attempt to arrange with the donor for the donor to sign the Deed of Gift form.

4.9 Museum staff will notify owners if their items were not accepted and notify them that the items must be retrieved by the owner within 30 days of notification. Items not retrieved by the owner within 30 days after notification will be disposed of at the discretion of the Museum Coordinator and without any liability to the Museum, Museum staff, City of Louisville, or Historical Commission members.

4.10 The Museum uses PastPerfect museum cataloging software to catalog items in the collections. Every item entering the Museum's collections shall receive a catalog (object ID) number that includes an accession number. For occurrences in the past in which multiple items were assigned the same catalog number to share, or in which multiple items with different catalog numbers were cataloged together, it is a priority for the Museum to now rectify those occurrences so that the items can be differentiated and separately cataloged and stored. This may involve adding extension numbers to the existing catalog numbers, as needed, as well as ensuring that each item has been cataloged separately so that each has its own unique catalog number and description in the PastPerfect catalog. Related archival items such as documents sharing a common donor and topic, however, may be assigned one number as an archival collection and should be stored together. ~~The Museum uses PastPerfect museum cataloging software to catalog items in the collections.~~

4.11 Donation and registration records, including deaccessioning records, shall be kept and maintained in perpetuity. Paper copies of collection records will be stored at the Museum.

4.12 Museum staff shall send donors a thank-you letter with a copy of the Deed of Gift form that has been signed by the donor and the Historical Commission Chair. In cases in which only a digital image of an item and not the original is being donated, and the donor's emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit is serving as the Deed of Gift, the donor may be thanked by email.

5. Security of and Access to Collection

5.1 Authority

The Museum and its owner, the City of Louisville, have the responsibility of safeguarding the physical integrity of its collections. It is also recognized that the collections exist for the education and benefit of present and future generations. Therefore, the public shall have reasonable access to collections and records at the Museum for research and other legitimate purposes. The Museum staff regulates access to the collections and the public shall direct requests for access to the Museum Coordinator.

The Museum staff retains authority concerning access and use of collections based upon knowledge of the items, including such factors as condition, rarity, fragility, importance, quantity of artifacts of similar kind in the collections, and religious or cultural significance.

Should a situation arise in which collections preservation and collections access conflict, preservation shall take precedence except when the item is held by the Museum for specific types of usage.

Requests for images of photographs in the Museum's collections and the fees for such images are covered by the Photograph Reproduction Policy & Agreement. Fees are paid to the City of Louisville as the owner of the images in the Museum's collections.

5.2 Current Conditions

The Museum's collections are estimated to be made up of approximately 17,000 photos, artifacts, and books.

The current conditions include many threats to the collections. These include the following:

- a. Dirt cellars in the Jacoe Store and Tomeo House allow humidity to vary with the weather, affecting the conditions above.
- b. Openings and cracks around the windows of all of the Museum buildings allow the entry of insects, particularly boxelder bugs.
- c. The Museum does not have a break room in which staff and volunteers can prepare and eat meals. Also, under the current staffing levels, it is not possible for staff to leave the Museum during the open hours. Museum staff and volunteers must take care to avoid the consumption or presence of food or drink near the collections.
- d. The Museum lacks dedicated storage space for the collections and lacks logical organization of storage due to it being disbursed in different rooms and buildings.

5.3 Security and Care of Collections

The Museum and City of Louisville shall provide safe conditions for all collections by providing adequate space, suitable security, and an appropriate physical environment for items in its custody, subject to existing conditions. The care includes, to the extent possible, regulation of conditions of light, relative humidity, and temperature, and protection from pollutants and contaminants that may affect the well-being of individual objects, within physical and budgetary constraints under which the Museum and City of Louisville operate. This care also includes the supervision and regulation of members of the general public and scholars while conducting research.

- a. The collections shall be housed in secure City-owned storage areas with limited access, except that large metal items already in the collections may be stored outside until such time that covered space is available for them. Digital archives, particularly if owned only in digital form, shall be backed up by the City of Louisville in order to best ensure their long-term preservation.
- b. It is a priority for the Museum to digitize historic images at a high resolution in accordance with accepted standards in order to preserve the images and to minimize the handling of the originals.
- c. Museum staff and volunteers must take care whenever items from the collections are transported between buildings at the Museum or between City buildings. Items should be covered and carried in a safe manner. Items should not be taken outside during inclement weather. If items are transported by vehicle, care must be taken to ensure that the physical conditions are safe and stable for the items.
- d. The Museum staff may grant permission to other City departments or divisions for a limited number of items from the collections to be exhibited in other buildings owned by the City of Louisville so long as the items are exhibited in a locked exhibit case or cases to which only City staff has access, it is for a finite period, and the physical conditions are acceptable to the Museum staff for the preservation of the specific items. Only Museum staff or volunteers shall transport and handle the items if they to be exhibited in another City building.
- e. The Museum staff may remove items from the Museum buildings for the purpose of working with them in the staff offices of other City buildings.
- f. It is acknowledged that some items may leave the Museum for official Museum business. Qualifying activities include: conservation, repair, upholstery, framing, mounting, photography, photograph

reproduction, binding, photocopying, and digitizing. Also, Museum staff may use items from the education collection and reference collection for off-site programs.

g. Visitors are asked not to eat or drink inside the Museum buildings, except for drinking bottled water.

h. The City of Louisville shall maintain insurance on the Museum collections and maintain intrusion alarms on the Museum buildings.

5.4 Access to Collections

The Museum provides access to collections in many ways. For example, many items are already accessible to view as part of permanent or temporary exhibits. In addition, many historic photos have been digitized and are available to view online, and PastPerfect catalog records attached to online images are searchable by the public via a link on the Museum's website. This provides important 24/7 access by the public to many items.

Collections will be physically accessible subject to the following:

- a. Only Museum staff and those specially trained in the use and handling of artifacts may handle items in the permanent collection.
- b. Members of the public may handle items in the education collection and reference collection, under the supervision of Museum staff or volunteers.
- c. Visitors may access collections only with permission and under conditions that ensure the safety of the collections. No food or drink will be allowed while accessing collections items. Only pencils should be used for making notes while accessing collections items.
- d. Items in the collections may not be used for purposes outside the mission of the Museum. They may not be loaned to staff, organizations, or other parties for personal purposes.

6. Loans – Incoming and Outgoing

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.

7. Deaccession Policy & Procedure

Museums at times find it necessary to deaccession items from collections.

7.1 Authority and Procedure for Deaccessioning

- a. For an item in the permanent collection, the Museum Coordinator shall make a recommendation to deaccession to the Historical Commission. If an item is determined to be unsuitable for the permanent collection, thorough research into the circumstances of its acquisition and into any legal and ethical restrictions will be carried out before the Museum Coordinator makes a final recommendation for deaccession. The Historical Commission decides whether to approve the recommendation to deaccession from the permanent collection.
- b. For an item in the education collection or reference collection, the Museum Coordinator may approve the deaccession of the item after determining that the item is not suitable. It is intended that

the items in the education collection and reference collection are to be handled by the public, and will therefore suffer deterioration and breakage from use.

Museum staff will maintain thorough records of deaccession with respect to items from any of the collections.

7.2 Reasons for Deaccessioning

- a. Non-relevance: Any item no longer relevant or compatible with the Museum's mission statement may be approved for deaccessioning. These circumstances may arise from a change in the Museum's mission statement.
- b. Maintenance: Any item that cannot be properly stored, preserved, or used in a manner that ensures its integrity may be approved for deaccessioning. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances.
- c. Deterioration: Any artifact subject to irreversible deterioration, infestation, or inherent hazards that may imperil the condition of other artifacts or people may be approved for deaccessioning, and disposed of by destruction or discard.
- d. Fraud: Any artifact determined to be fraudulent or a misrepresentation of an authentic artifact may be approved for deaccessioning.
- e. Quality: Any item of poor quality that occupies valuable storage space may be approved for deaccessioning.
- f. Illicit Property: Any artifact found to have been acquired unlawfully or in violation of any local, state, national, or international laws may be approved for deaccessioning and returned to its rightful owner.
- g. Abandoned Property: Under Colorado law, an item that was abandoned and added to the collections could be reclaimed by the owner within seven years, in which case it should be deaccessioned.

7.3 Methods of Disposal

The Museum collections are hereby excluded from the Disposal of Surplus Property Policy contained in the City of Louisville's Purchasing Policy. The Museum staff shall oversee the disposal of any item being deaccessioned and shall use one of the following methods:

- a. Items may be returned to the donor or donor's heirs if the item was a gift and if the donor's identity is known.
- b. Reciprocal exchange of items with a similar cultural, historical, or educational institution is suitable in the event of the deaccession of an item. Such transfers increase the possibility of preserving materials for the future and keep them within the public domain.
- c. Items may be given to a similar cultural, historical, or educational institution.
- d. Artifacts subject to irreversible deterioration, infestation, or inherent hazards that may imperil the condition of other artifacts or people may be destroyed. If portions of the artifacts may be employed in restoration of artifacts of like kind, such portions may be salvaged prior to destruction.
- e. Deaccessioned artifacts may be sold to a commercial business or to the public through advertised public auction, bidding process, or other means of communication such as newsletters or email lists.

Such items may not be sold alongside items sold by the Louisville History Foundation at the Museum. Any monies received from the sale of these artifacts and placed in the City's General Fund will be dedicated to the development and care of the collections and spent within a reasonable period of time.

f. Destruction: If the object cannot be disposed of through any of the above methods after reasonable attempts, it may be destroyed.

8. Ethics

8.1 Professionalism

a. Museum staff members, Historical Commission members, and Museum volunteers must conduct themselves in an ethical and honorable manner. People associated with the Museum should make it clear whether they are speaking for the Museum, the City of Louisville, the Commission, or themselves. They must be aware that any Museum-related action may reflect on the Museum and the City of Louisville or on the integrity of the profession as a whole.

b. Volunteers are an integral part of the Museum. Paid staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training for them.

c. Some volunteers may have access to sensitive materials. The lack of material compensation for effort expended on behalf of the Museum does not free the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the Museum staff must be explained to volunteers and observed by them.

d. Volunteers donate not only their time to the Museum but also their work product while serving as volunteers, including the copyright on an oral history recording in which a volunteer participated.

8.2 Conflict of Interest

The Museum exists to serve the public interest, and Museum staff and Historical Commission members must always act in such a way as to maintain public confidence and trust.

Museum staff and Historical Commission members shall be careful to avoid the appearance or the reality of using their positions or the information and access gained from their positions for personal gain.

a. Responsibility to Collections: Museum staff, Historical Commission members, and volunteers shall not acquire objects from the collections once owned by the Museum.

No Museum staff, Historical commission member, or volunteer shall use for any personal purpose any object or item that is a part of the Museum collections.

b. Personal Collecting and Dealing

Extreme care must be taken whenever a Museum staff member, Historical Commission member, or volunteer collects objects similar to those collected by the Museum.

Museum staff, Historical Commission members, and volunteers shall refrain from competing with the Museum in any collecting activity.

No Museum staff member, Historical Commission member, or volunteer may use his or her affiliation with the Museum to promote his or her personal collecting activities.

8.3 Museum staff members and Historical Commission members must abide by the Code of Ethics contained in the City Charter.

8.4 Accuracy / Truth in Presentation: The Museum collections should be used for the creation and dissemination of new research. Interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented. Special care should be taken not to alter or ignore historical accuracy for the sake of public entertainment.

DRAFT

Louisville Historical Museum Visitor Policy

Adopted by the Louisville Historical Commission
[insert date]

The Louisville Historical Museum and its collection are owned by the City of Louisville and are supported by the taxes of the citizens of the City of Louisville. The mission of the Historical Museum, in part, is to preserve the history of Louisville.

The City asks for your assistance in preserving and showing respect for the irreplaceable treasures of our community's history at the Historical Museum, including the historical buildings that make up the Museum campus, so that they can be enjoyed and utilized by future visitors and researchers.

Inappropriate Behavior

Individuals engaging in inappropriate behavior that infringes on the rights of others, results in injury to oneself or others, or threatens loss or damage to other individuals or Museum property will be asked to leave. In some cases, legal action may follow. In the Historical Museum buildings, visitors may not engage in inappropriate behavior such as the following:

- Touching artifacts or other items in the Museum's collection. Museum staff and volunteers may handle items with care and knowledge of preservation methods.
- Eating or drinking, other than drinking from covered containers. Food and drink may be left in the Museum office area during your visit.
- Taking photos of historical photographs. To obtain copies of historical photographs, please refer to the Museum's Photo Reproduction Policy & Agreement.
- Abusing or vandalizing Museum facilities, materials, or equipment
- Running
- Smoking
- Soliciting
- Stealing
- Lacking shoes or shirt
- Engaging in visible drug or alcohol intoxication
- Engaging in disruptive cell phone usage
- Leaving young children unsupervised

- Loitering, including refusing to leave the premises upon closing
- Openly displaying weapons
- Abusing or harassing other visitors or the Museum staff
- Bringing animals, other than service dogs, into the Museum
- Bringing bicycles into the Museum
- Refusing to show ID or submit possessions for inspection by Museum staff upon request
- Engaging in any unlawful behavior or any other behavior that unreasonably interferes with the safe or reasonable use of the Museum by other visitors or staff

While on the Historical Museum grounds, visitors may not engage in inappropriate behavior such as the following:

- Skating, including using skateboards, skates, inline skates, and scooters
- Climbing trees
- Leaving young children unsupervised
- Engaging in any unlawful behavior or any other behavior that unreasonably interferes with the safe or reasonable use of the Museum by other visitors or staff

Pencils are to be used when viewing photographs, archives, or research materials.

Photography, other than of specific historical photos, is permitted and welcomed.

Electioneering and/or petitioning of patrons within City buildings is not allowed; such activities may occur on public sidewalks outside the City building but shall not block passage by other users of the sidewalk and shall be conducted in accordance with applicable laws.

Louisville Historical Museum Volunteers Policy

Adopted by the Louisville Historical Commission,
__, 2016

Definitions

A **volunteer** shall be considered as any individual, 13 years or older, who, as a City of Louisville volunteer, assists with work done for the Louisville Historical Museum, without remuneration.

Statement of Purpose

The Louisville Historical Museum shall use the services of volunteers to:

1. Supplement the efforts of paid Museum staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the Museum.

The Museum shall make use of the services of interested volunteers to supplement and not replace the work done by Museum staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Museum can say “thank you” to a volunteer. Individual, informal recognition of volunteers should be ongoing. The Museum offers to its volunteers to receive complimentary annual \$15 memberships with the Louisville History Foundation so that volunteers receive the quarterly *Louisville Historian* in the mail. The City of Louisville sponsors an annual appreciation event to which current City volunteers are invited.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Louisville Historical Museum or City of Louisville. Both the volunteer and the Louisville Historical Museum have the right to terminate the volunteer’s association with the Museum at any time, for any reason, with or without cause.

Neither the City of Louisville nor the Louisville Historical Museum will provide any medical, health, accident or worker’s compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker’s compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a City application form for volunteer work. Volunteers over 18 must undergo a background

investigation. Those younger than 18 shall provide two adult, non-relative references for consideration by the City. Upon approval of the City's Human Resources staff, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include being a tour guide and talking with visitors, or assisting with the Museum's Oral History Program. The Museum Coordinator works with volunteers to find appropriate projects and duties for volunteers' interests. Volunteers consent that the Museum may use photos and recordings of volunteers that are captured during the course of volunteering.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods to meet specific as well as general project needs. Recruitment shall be the responsibility of the Museum Coordinator with the assistance of other Museum staff and the City of Louisville's Human Resources Office.

Hours of volunteer service will be determined by the Museum Coordinator, who is the supervisory staff member, in discussion with the volunteer. Volunteers are expected to arrive at the Museum in time to begin work as scheduled or contact the Museum if they will be absent.

Volunteers will work directly with Museum staff members to receive training and complete projects. Volunteers who are interested are invited to attend training meetings and regular meetings of the Association of Northern Front Range Museums (ANFRM), which take place at different location in the Denver Metro area throughout the year on certain Mondays.

There will be no formal evaluation process for volunteers.