



Historical Museum volunteers (including Commission members) will enjoy a volunteer appreciation event in recognition of their service to the Museum and the City from 5 to 6:30 PM in the Library meeting room before the start of the Commission meeting at 6:30. No Commission business items will be discussed and no action will be taken.

Louisville Historical Commission Meeting Agenda

***July 17, 2019
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Public comments
- V. Approval of May 15, 2019 regular meeting minutes – *see attached draft*
- VI. Report from Museum Coordinator Bridget Bacon
 - 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. Update on informal survey conducted for the City in June 2019 to solicit feedback on Museum services and programs– *see attached memo*
 - E. Takeaways from recent training provided by the City for Board & Commission staff liaisons
- VII. Report from Sharon Nemechek, Director of Library & Museum Services
- VIII. Museum Strategic Plan

- A. Presentation of the Strategic Plan by Jennifer Henderson, Gordon Madonna, Sharon Nemechek, & Bridget Bacon - *see attached draft*
 - B. Discussion/Direction/Action regarding the adoption of the Museum Strategic Plan
- IX. Museum expansion updates – Sharon & Bridget
- A. Updates on exploration of funding options and timing considerations
 - B. Development of preferred language to use with respect to the Museum expansion project
 - C. Updates on:
 - i. timeline for RFP for 30% design and cost estimation for building expansion in 2020; and
 - ii. the prospect of conducting citizen survey relating to funding options
- X. Chairperson’s Report
- XI. Pioneer Award
- A. Selection of second member of Pioneer Award subcommittee due to vacancy
 - B. Suggested timeline in light of changes on the subcommittee: Subcommittee to present background information on the nominations at the September meeting; nominations to be narrowed to two; selection of recipient to take place at the November meeting.
- XII. Labor Day – Monday, Sept. 2nd
- A. Labor Day Parade Planning with the Foundation
 - B. Request for Commission members to be on hand at the Museum from 12-2 PM to help talk with visitors coming in after the Parade
- XIII. Items of common interest with the Historic Preservation Commission - Reports from HPC liaison to HC and from HC liaison to HPC
- XIV. Louisville History Foundation update
- XV. Commission comments & discussion items for next meeting
- XVI. Close meeting & adjourn

City of Louisville

Louisville Historical Commission Meeting Minutes

***May 15, 2019
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 6:35 P.M.
- II. Roll call:**

Commission Members Present: Dan Mellish, Paula Elrod, Joe Teasdale, Leah Angstman, Jennifer Henderson, Dave Hooley, and Jonathan Ferris

Commission Members Absent: Keith Keller, Betty Scarpella, and Gordon Madonna

City Representatives Present:
Bridget Bacon, Museum Coordinator
Sharon Nemechek, Director Library & Museum Services
- III. Approval of agenda:** Members Approved Agenda
- IV. Public comments:** None
- V. Approval of January 16, 2019 and March 20, 2019 regular meeting minutes:**
Minutes for January 16th and March 20th were approved
- VI. Report from Museum Coordinator Bridget Bacon:**
 - A. Approval of Deeds of Gifts from donors:**

The Commission voted unanimously to approve the following 4 donations:

 1. Pat Alger – scans of two 1981 photos showing 917 Front St.
 2. Nancy Wurl – scan of photo of Leon Wurl, this year’s Pioneer Award recipient.
 3. Dave Ferguson – promotional business item (jar opener) from Steinbaugh’s Hardware.
 4. Rob Lathrop – two aerial photos of Louisville from 1986 and 1989.
 - B. Advice sought on donations of other artifacts being offered:**

No advice sought

C. Museum Coordinator's written report:

In addition to her written report, Bridget informed the Commission about the Movie Night on June 1st at the old Sam's Club Parking lot. Two hours before the event, there will be informational booths from the City. The Museum will have a table set up about phones and has activities for kids. The Taste of Louisville is also on the 1st and Bridget asked the Commission for volunteers to be at the Museum during the event. Also, with the two new Museum employees Bridget's office will now be in the Jordinelli House, and they are in the process of interviewing for a new oral history intern.

D. Updates relating to Museum campus plans and operational funding:

The work on the Tomeo House basement that was delayed due to the retirement of the previous Facilities Manager and hiring of a new one is now starting up again. The new Facilities Manager is following up and starting to get a RFP for proposals from contractors to do the work. The operational funding for the Museum this year and next will be about the same until the new two year budget cycle.

VII. Report from Sharon Nemecek, Director of Library & Museum Services:

Update on group working on exploring funding options for Museum building addition:

Sharon reported that the working group visited the Longmont Museum and learned how that museum worked on its capital campaign. They had a Planning Committee and Steering Committee that were separate entities from the 501c3 group. Also, for most capital campaigns there is usually one big donor, which helps for others to contribute to the campaign. The group is also planning to look at another area museum about how it handled its project. The working group decided to get the fundraising committee from the Louisville History Foundation together with the working group to come up with the talking points that the City staff, Commission, Museum volunteers, and Foundation should all use, for consistency.

VIII. City Strategic Plan & Museum Strategic Plan:

- A. Report on the City Strategic Plan:** The City gave an update on its Strategic Plan that was presented to the Commission.
- B. Museum Strategic Plan process update – the process is underway and a preliminary document will be presented to the Commission for discussion:** The

City of Louisville

Louisville Historical Museum 749 Main Street Louisville CO 80027
303-335-4850 (phone) 303-335-4550 (fax) www.louisville-library.org

City's Strategic Plan is serving as foundation for the Museum's Strategic Plan. At the Commission's next meeting there will be a prepared draft of the Museums Strategic Plan.

IX. Chairperson's Report:

A. Update on options for upcoming mailings: Dan talked about the Foundation sending the insert with the utility bill and its success in raising awareness. The Foundation also talked about the idea of a special edition of the Louisville Historian to send out to every house in Louisville and the timing and feasibility for this project.

B. Input into City's solicitation of ideas for new names for nine parks (see more information here: <https://www.surveymonkey.com/r/MH9837F>):

Dan informed the Commission about the City seeking thoughts on naming of 9 parks.

X. Items of common interest with the Historic Preservation Commission - Reports from HPC liaison to HC and from HC liaison to HPC: With neither Chuck Thomas from the Historic Preservation Commission nor Gordon Madonna in attendance, there was no report this time.

XI. Louisville History Foundation update: Dan reported that the Foundation is looking into starting subcommittees for outreach, communication, and fundraising.

XII. Commission comments & discussion items for next meeting:

Set up an item for the Museum's Strategic Plan for the Commissions next meeting.

XIII. Close Meeting & Adjourn: The meeting adjourned at 7:33 PM. Next meeting is scheduled for July 17, 2019.

City of Louisville

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Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: July 9, 2019
Re: Museum Coordinator's Report

The Museum has started to use EventBrite for advance registration for some programs and it's been very successful. In the case of a program cancellation, the Museum staff would be able to email the registrants directly.

During the First Friday Art Walk in June, when we featured the wild burros, we had 465 visitors over a period of about two hours. Due in part to that event, the Museum had its highest monthly total of visitors ever, with 959 visitors during the month of June.

At the end of May, Betty Scarpella decided to resign from the Historical Commission. Betty still plans to volunteer to help the Museum. The City will likely decide to fill the opening later this year, at the same time other board vacancies are filled.

Last year, a group of municipal museum managers in the area started to meet regularly to discuss issues of common interest. Sharon and I attended the most recent meeting in Greeley.

Meg Murphy started recently as this year's Museum Oral History Intern. We're happy to have her help with preserving, cataloging, and providing access to the oral history interviews.

CenterStage Theatre Company is putting on a production of Thornton Wilder's "Our Town" that will be presented as an immersive, traveling theatre experience. I've been working with the directors to have Act II take place on the Museum campus. Look for tickets sales on the Center Stage website (there are to be six performance dates around the first two weekends of August).

The Museum will soon announce its new Instagram account! Also, the Museum was approached to have its online photo collection added to the DPLA (Digital Public Library of America) so that it will be accessible and searchable alongside other museum and library collections at one website. We expect Louisville's records to be added soon.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): May visitors: 366; June visitors: 959; YTD: 1948.



Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: July 9, 2019
Re: Museum survey results

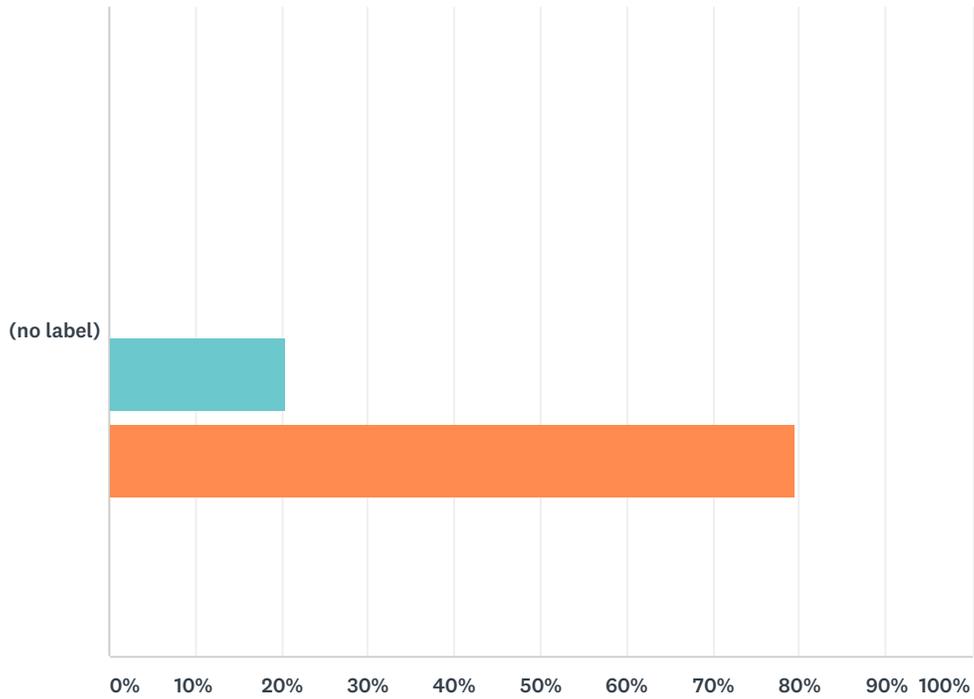
The City of Louisville asked its different departments to conduct informal customer satisfaction surveys by mid-July 2019. The Historical Museum conducted its survey during the month of June 2019. A respondent could complete the survey online through SurveyMonkey or fill out a hard copy at the Museum itself. Museum staff used the Museum website, its email list through MailChimp, regular email to some of its lists, and information given out at the Museum to publicize the survey.

The most recent survey before this one was just conducted in November, with many similar questions. This time, there were about half the number of respondents that there were in November, possibly due to that one having been done so recently.

The survey results, and comments that respondents made, are attached.

Q1 The programs were structured and organized

Answered: 34 Skipped: 0

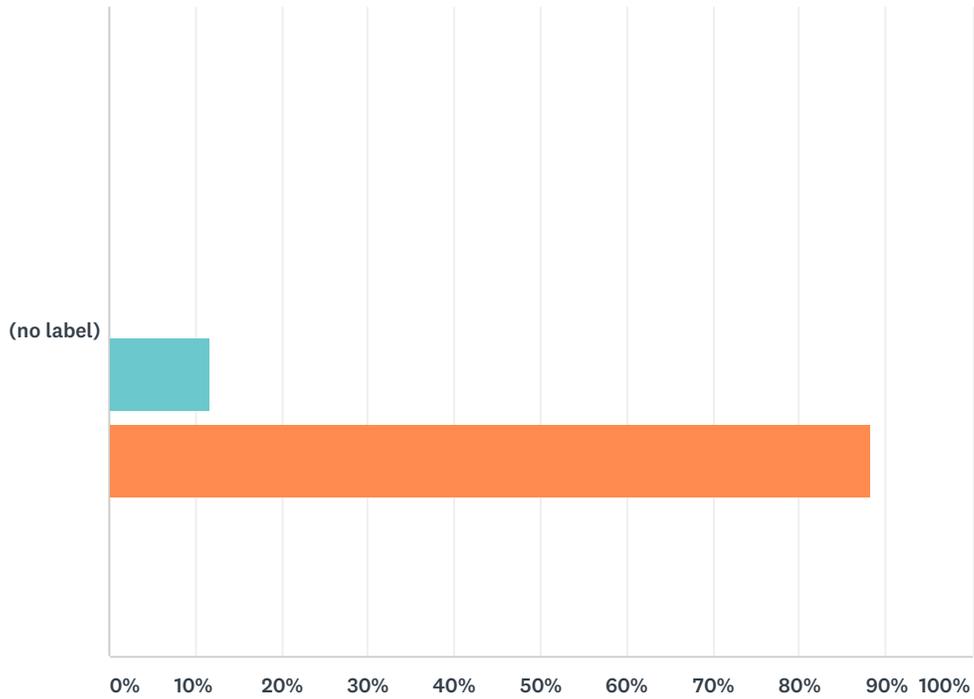


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	20.59% 7	79.41% 27	0.00% 0	34	4.79

Q2 Staff who led the programs were knowledgeable and professional

Answered: 34 Skipped: 0

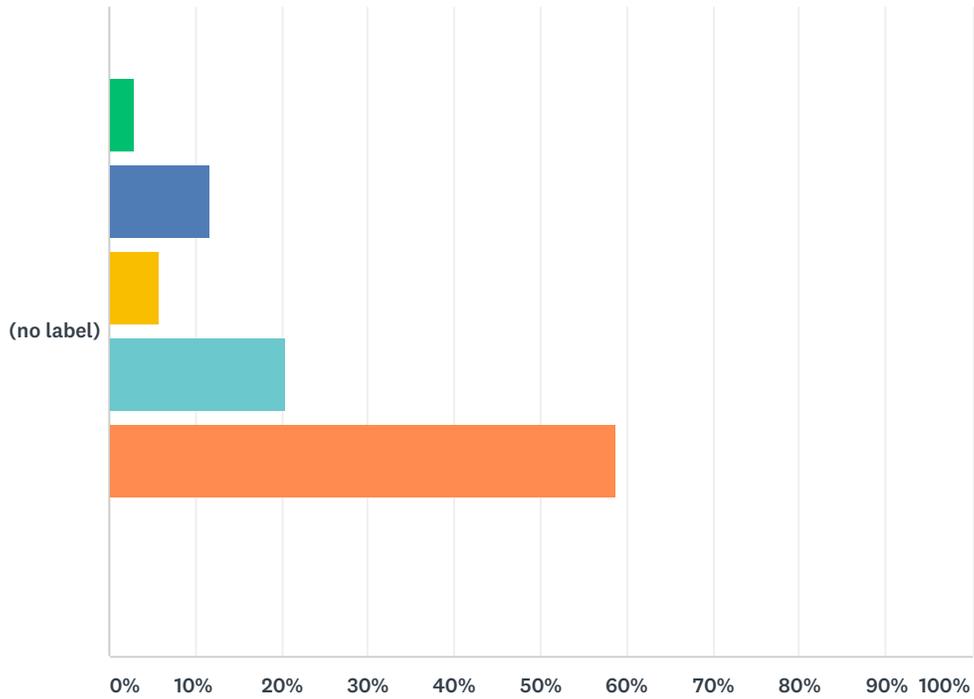


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 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	11.76%	88.24%	0.00%	34	4.88
	0	0	0	4	30	0		

Q3 The program facilities were adequate and comfortable

Answered: 34 Skipped: 0

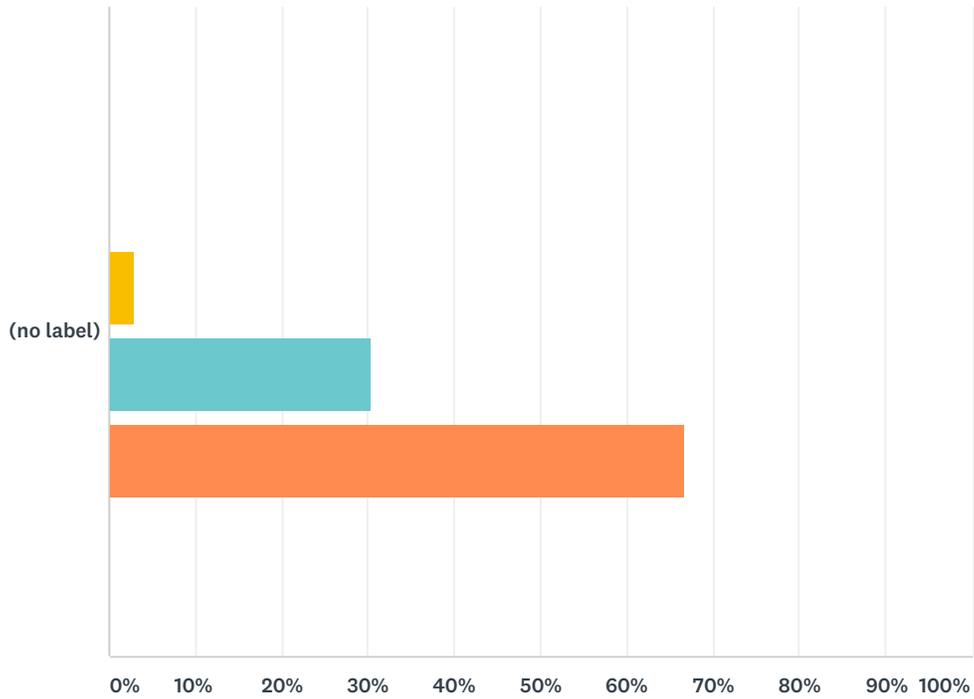


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	2.94%	11.76%	5.88%	20.59%	58.82%	0.00%	34	4.21
	1	4	2	7	20	0		

Q4 The time allotted for programs was sufficient

Answered: 33 Skipped: 1

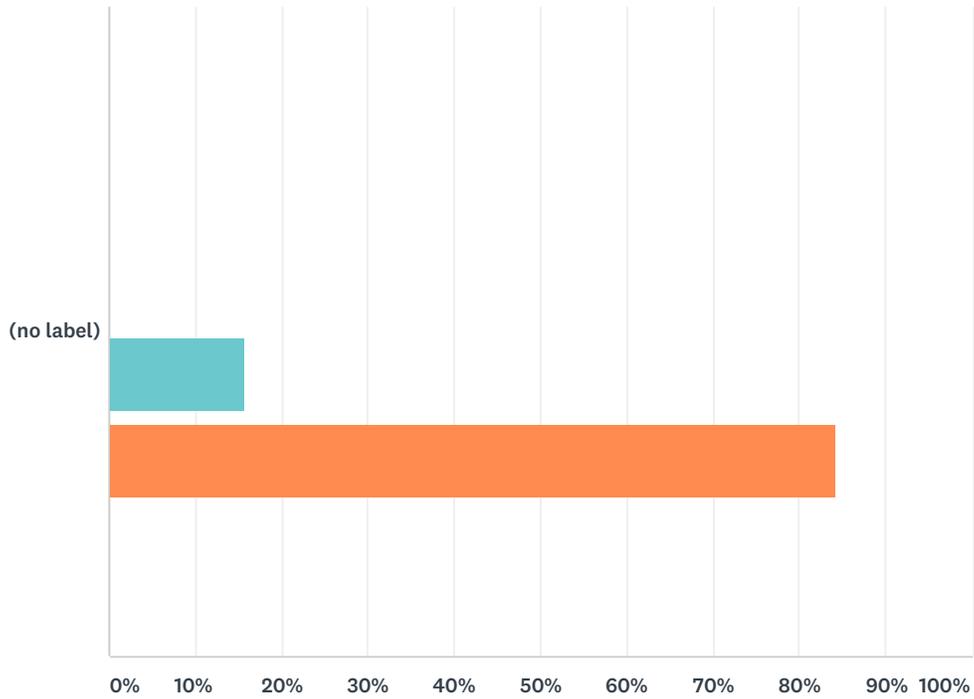


■ Poor
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 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	3.03% 1	30.30% 10	66.67% 22	0.00% 0	33	4.64

Q5 The programming content was interesting and relevant

Answered: 32 Skipped: 2

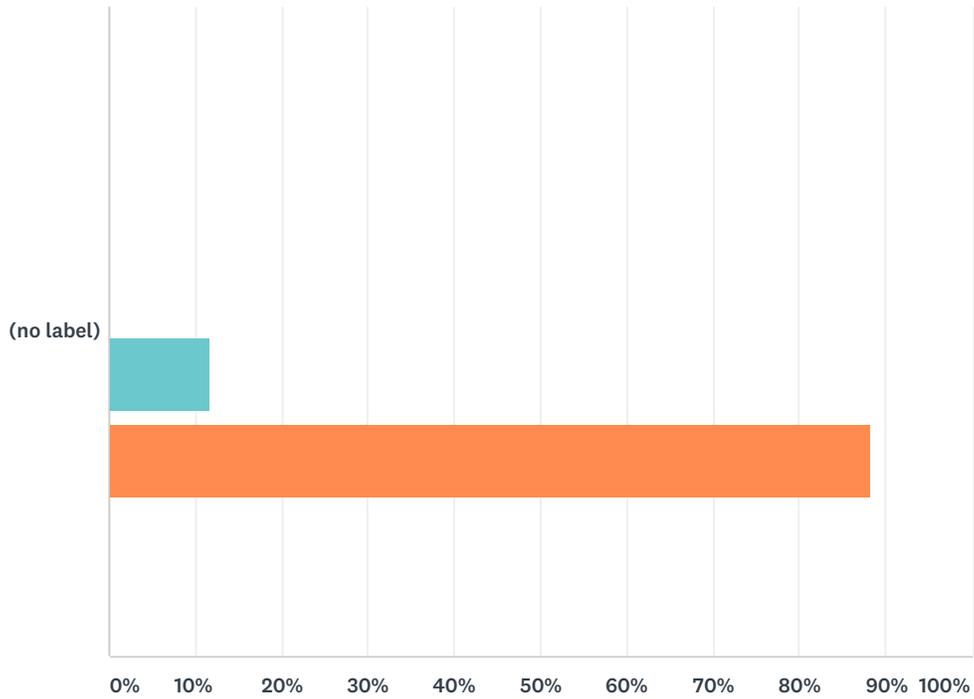


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	15.63%	84.38%	0.00%	32	4.84
	0	0	0	5	27	0		

Q6 Overall experience with the Louisville Historical Museum programs

Answered: 34 Skipped: 0



■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	11.76%	88.24%	0.00%	34	4.88
	0	0	0	4	30	0		

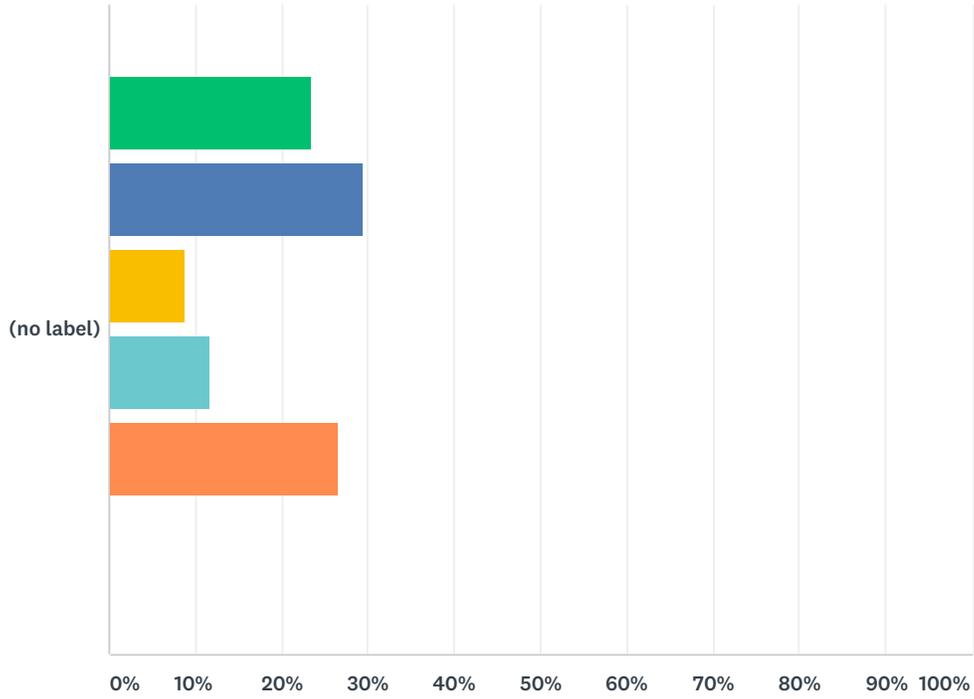
Q7 Additional comments about Museum programs:

Answered: 7 Skipped: 27

#	RESPONSES	DATE
1	Some facilities not ADA	6/21/2019 2:02 PM
2	Attendance has increased, and space is limited in the museum, so some events are crowded, but fun.	6/14/2019 3:15 PM
3	Knocked it out of the park as always	6/13/2019 11:41 AM
4	We are fortunate to have a Museum and staff of such high caliber in Louisville. They do their best in rich but confined quarters and lack adequate, safe storage. Volunteers an asset.	6/7/2019 3:37 PM
5	Louisville Museum is a tremendous resource and really critical anchor for our city. The Museum is doing a terrific job with the resources they have. A new building would provide valuable education space, collections storage spaces, staff office space, and changing exhibition space. We are lucky to have such a great museum resource in Louisville!	6/3/2019 11:29 AM
6	Good variety this year, thanks to the two new part-time employees. Looking forward to more interaction with the community.	5/31/2019 3:24 PM
7	Poor community engagement areas/Definitely needs to expand!	5/31/2019 2:59 PM

Q8 The Museum has sufficient space for exhibits and programs

Answered: 34 Skipped: 0

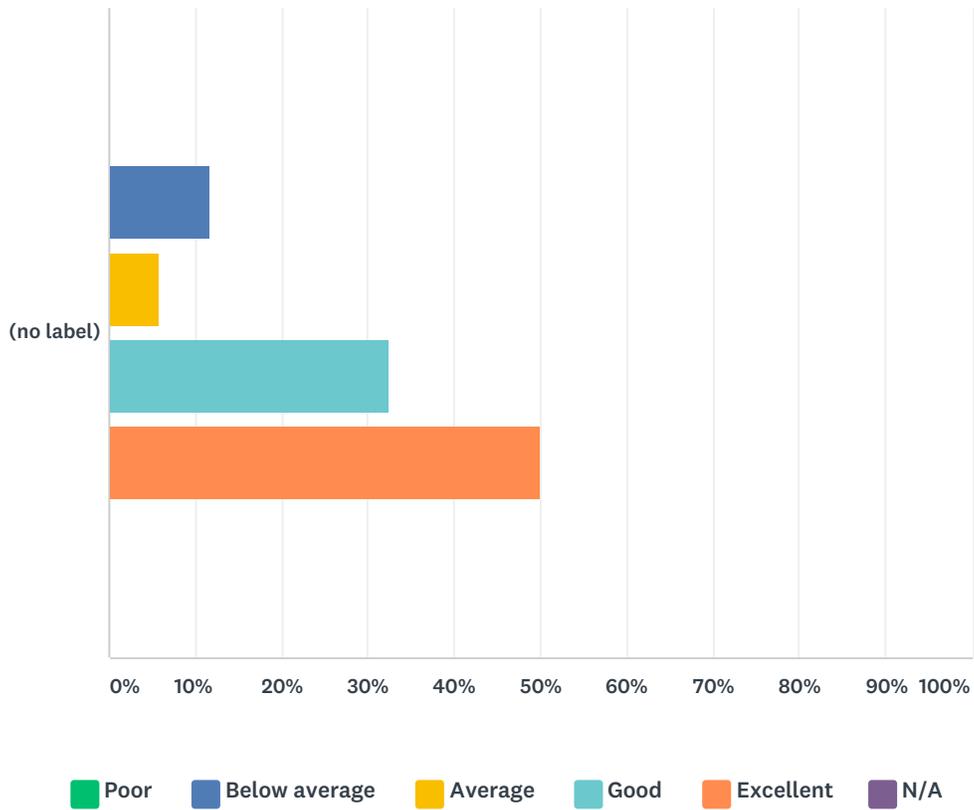


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	23.53%	29.41%	8.82%	11.76%	26.47%	0.00%	34	2.88
	8	10	3	4	9	0		

Q9 The Museum campus and buildings use space efficiently and appropriately

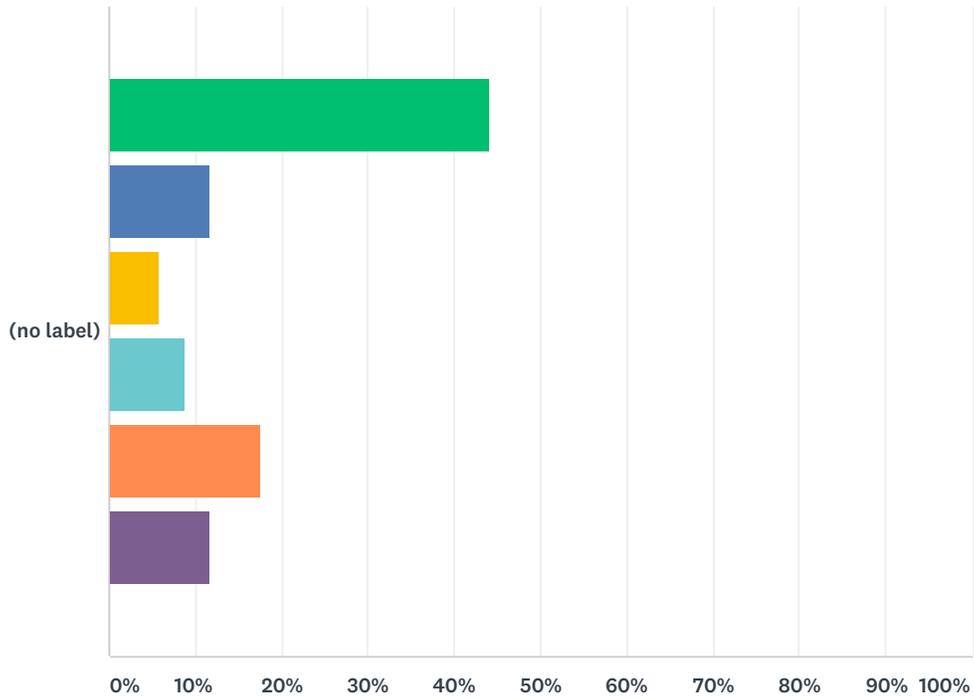
Answered: 34 Skipped: 0



	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	11.76%	5.88%	32.35%	50.00%	0.00%	34	4.21
	0	4	2	11	17	0		

Q10 Disability accessibility of the Museum buildings and campus

Answered: 34 Skipped: 0

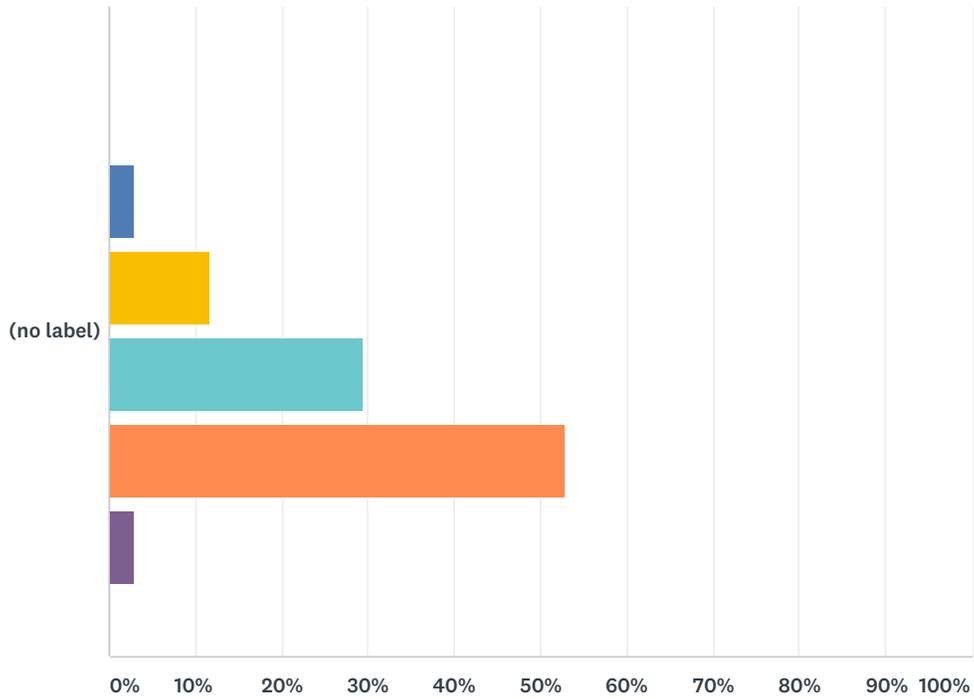


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	44.12%	11.76%	5.88%	8.82%	17.65%	11.76%	34	2.37
	15	4	2	3	6	4		

Q11 The site is well maintained for use by patrons

Answered: 34 Skipped: 0

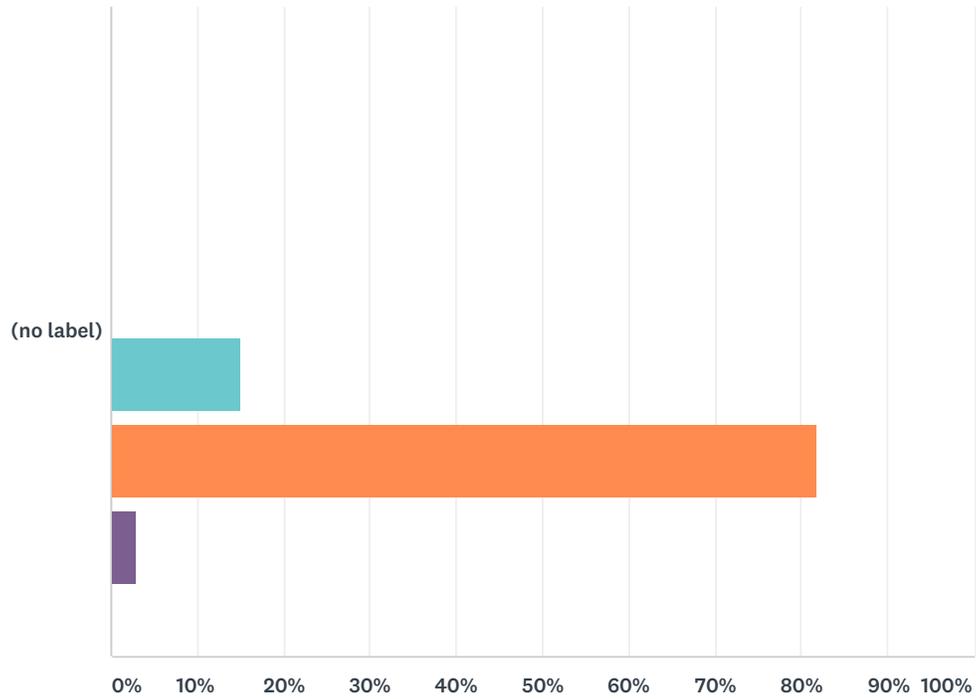


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	2.94%	11.76%	29.41%	52.94%	2.94%	34	4.36
	0	1	4	10	18	1		

Q12 Staff are visible and available to provide assistance

Answered: 33 Skipped: 1

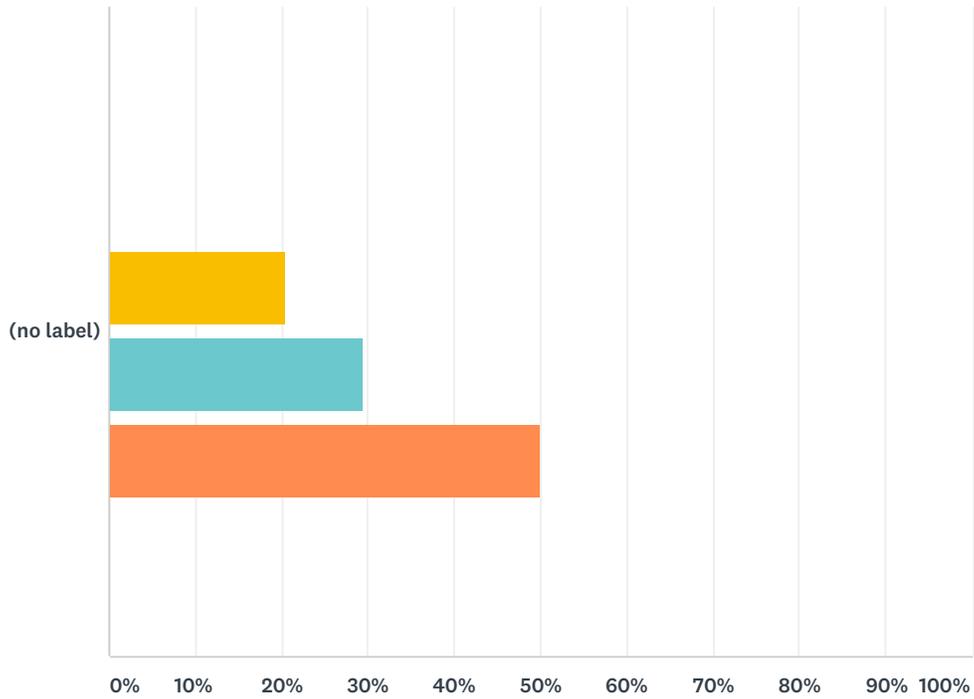


■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	0.00%	0.00%	15.15%	81.82%	3.03%	33	4.84
	0	0	0	5	27	1		

Q13 Overall experience with the Louisville Historical Museum's facilities

Answered: 34 Skipped: 0



■ Poor
 ■ Below average
 ■ Average
 ■ Good
 ■ Excellent
 ■ N/A

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	20.59% 7	29.41% 10	50.00% 17	0.00% 0	34	4.29

Q14 Additional comments about Museum facilities:

Answered: 15 Skipped: 19

#	RESPONSES	DATE
1	Need to provide better handicap accessibility and restrooms. Need to have more space to display more of their collection. Need to have a comfortable, easily accessible area for programs, community events and space for staff to work.	7/1/2019 9:54 PM
2	What is going on with the empty lot next to the museum?	6/21/2019 2:01 PM
3	Loved the donkeys!	6/21/2019 2:00 PM
4	thanks for bringing the Burros!	6/21/2019 1:59 PM
5	Would be great to have more space - you have such wonderful collections! Also not sure about the accessibility - just saw front stairs. Thank you for doing such great work!	6/21/2019 1:17 PM
6	With such wonderful collections, it is a shame that there is not more space to exhibit them.	6/14/2019 3:15 PM
7	Our community is lucky to have the facilities and excellent staff that engage us in our history, and provide us a vision for the future.	6/13/2019 11:41 AM
8	Need for both additional space for exhibits and for artifact organization in storage.	6/7/2019 3:37 PM
9	The Museum Campus needs to have additional space for displaying more of their collection, community events, meetings and work space for staff members. There is a definite need to provide better accessibility for disabled people into the buildings on the Museum Campus. The staff at the Museum does a great job with what they have available for them to work with. The City of Louisville should be embarrassed and mortified by the fact that they are not working toward providing an enhanced environment for its residents and visitors at the Museum Campus since it is the "Heart" of Louisville to provide generations to come and experience the foundation of its history.	6/7/2019 12:31 PM
10	As noted earlier, the Museum needs a new building to support the critical infrastructure of the Museum's operations, and resources for programming.	6/3/2019 11:29 AM
11	Staff is always helpful, professional and resourceful! Bridget Bacon is a true asset for the City.	6/2/2019 6:58 PM
12	wheni am home--in Louisville--I try to go to the museum and some of the "walks" they have--it's so good to keep the knowledge of Louisville alive ---Lynnor Bogle	6/1/2019 12:23 PM
13	ADA bathroom necessary! Better signage at front for handicapped access in rear of building. Jordinelli house needs exterior spruced up (cleaned, painted, etc). North entrance to Tomeo House often dirty (spiderwebs, etc. on walls and walkway). I'm at the museum twice a month and often feel sad that the museum doesn't have better "Main Street" pride. The flowers are nice in the spring/summer, but cleanliness, weed-free grass, and a welcoming front-face is a must to preserve the character of historic Louisville.	5/31/2019 3:24 PM
14	There seems to be so little room and so many collections. I know it's in a small original building, but it's a shame they couldn't expand it to allow more room for browsing. I wasn't even aware that it's an actual "campus" with multiple buildings! I am a little confused what the concrete slab is doing there and why it isn't being used for something. I also have a family member who is in a wheelchair and it wasn't comfortable for her at all to even try to go in there or be able to maneuver around comfortably, so she had to stay outside while we browsed. :(5/31/2019 3:10 PM
15	Definitely needs more space! Staff does an excellent job considering how cramped the facilities are!	5/31/2019 2:59 PM



Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: July 9, 2019
Re: Museum strategic plan

The City of Louisville recently adopted a strategic plan with a vision, mission, and values, and asked its departments to formulate strategic plans, work plans, and mission statements in support of the City's strategic plan.

For the Historical Museum, a group met for three hours on April 17 to formulate a draft strategic plan and new mission statement for the Historical Museum. The meeting was facilitated by Megan Davis, Deputy City Manager. Participants were Department Director Sharon Nemechek, Museum Coordinator Bridget Bacon, Museum Technician Gigi Yang, Support Services Coordinator Erin Owen, and Historical Commission members Gordon Madonna and Jennifer Henderson.

Jennifer, Gordon, Sharon, and I are presenting this draft strategic plan for, we hope, the Commission's approval and adoption at this meeting. The goals expressed in the new strategic plan (to engage community; to collect, preserve and share the history of Louisville; and to refine and promote the vision for the future of the Museum campus) are very similar to those expressed in the Museum Master Plan and other past planning documents. However, the group felt that the language in this new plan, and especially its mission statement, might be more effective at capturing the excitement and vitality surrounding the Museum's current outreach and engagement with the community. The proposed new mission statement "Be a part of the story! Connect and share in the heart of Louisville" follows the pattern of cultural institutions using shorter, more memorable mission statements than in the past and attempts to capture the essence of the important community role that the Historical Museum can play in Louisville today.

Louisville Historical Museum Strategic Plan

City Vision

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

City Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

The Louisville Historical Museum: Be a part of the story! Connect and share in the heart of Louisville.

Our goals are to:

Engage Community

Collect, Preserve and Share the History of Louisville

Refine and Promote the Vision for the Future of the Museum Campus

Values

Innovation

Leading and embracing change and transformation through creative thinking, learning, and continuous improvement.

Collaboration

Proactively engaging colleagues and other stakeholders in developing solutions through open communication.

Accountability

Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect

Treating people, processes, roles and property with care and concern.

Excellence

Doing our best work and exceeding expectations with responsive, efficient, and effective customer service.

The Louisville Historical Museum Strategic Planning Process is grounded in the Louisville Historical Museum Campus Master Plan (January 17, 2017) and also informed by the Feasibility Study and past work of the Historical Commission.

Engage Community

The Museum enhances our vibrant community.

Inspire Community:

Tours – Walking and driving tours make the whole City part of the Museum

Volunteers – Create a broader community of volunteers.

Partnerships – Build stronger relationships with LAD, DBA, Cultural Council and other entities

Memberships – Work with the Foundation to increase community participation in the Museum through memberships

Spread the Word:

Branding- Align website, PastPerfect site and all other outlets with a consistent brand. Build on residents' love of history and pride of place.

Outreach – Increase to schools, businesses and community groups. Consistent, focused presence at local events. Increase social media activity.

Publicity – Banners, flags, brochures, fliers, digital signs at Library, newspaper articles, City website, Cultural calendar

Bring them in:

Families – Invite families to spend time at the Museum with enticing programs and family-friendly activities.

Welcome all – Address ADA issues in all Museum spaces.

Collect, Preserve and Share the History of Louisville

The Museum brings the diverse history of Louisville to our residents.

Collect:

Build collections:

Nurture relationships to encourage donations.

Gather visitors' stories and conduct oral history interviews.

As part of awareness campaign, let people know that they can donate items to the Museum.

Preserve:

Campus - Care for the Museum campus as a part of the collection.

Collection - Advocate for museum expansion with archival storage.

Digital Collection – Ensure sufficient electronic storage and backups

Share:

Online exhibits – Themed collections on web, social, etc.

Art in Public Spaces – Photography exhibit at Rec, Moxie, Library, etc.

Rotate the exhibits – Freshen up exhibits at the campus and in the Miners' Cabins on a regular schedule.

Louisville Historian quarterly publication – Work with the Foundation to increase awareness of the *Louisville Historian* as one of the most important ways in which the Museum shares historic photos, news, and history with the community.

Refine and Promote the Vision for the Future of the Museum Campus

The Museum respects the past while planning for the future.

Preserve and share the Miners' Cabins:

Integrate – Incorporate cabins into the Museum as a complement to the campus.

Interpret – Select interpretive themes and decide how to bring them to life.

Phase the work of the Museum Expansion:

Timeline

Name

Funding Sources & Fundraising Plan

Key Influencers

MOU – City, Foundation, Commission

Awareness Campaign – build public support and interest

Communications Plan – coordinate staff, Foundation and Commission

Community Partnerships