



Louisville Historical Commission Meeting Agenda

***September 18, 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 July 17, 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. Upcoming Study Session with Commission - A City Council Study Session in early 2020 is likely to have agenda item for the Historical Commission to make a presentation on recent increases in public engagement with the Museum due to new staffing having been added this year, as well as related Museum topics.
 - E. Ash Pit update
 - i. Project to document the ash pit
 - ii. Update on the possibility of having it moved to the Museum campus
- VII. Report from Sharon Nemechek, Director of Library & Museum Services
- VIII. Museum Strategic Plan

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- A. Presentation of the Museum staff's work plan to accompany the Museum Strategic Plan - *see attached final Museum Strategic Plan with list of work plan items* – Sharon & Bridget
- IX. Updates on Museum structural work – Sharon & Bridget
 - A. Tomeo House cellar work
 - B. Other structural work identified in the Historic Structure Assessments
 - C. Roof Replacement
 - D. Painting
- X. Museum expansion updates – Sharon & Bridget
 - A. Updates on exploration of funding options and timing considerations
 - 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
 - B. Development of preferred language to use with respect to the Museum expansion project
- XI. Chairperson's Report
 - A. Review of Labor Day Parade
- XII. Pioneer Award
 - A. Update on the date of Chamber of Commerce awards program – Paula
 - B. Subcommittee to present background information on the nominations; nominations to be narrowed to two; selection of recipient to take place at the November meeting.
- 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

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Louisville Historical Commission Meeting Minutes

***July 17, 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 PM.

II. Roll call:

Commission Members Present: Dan Mellish, Paula Elrod, Keith Keller, Leah Angstman, Jennifer Henderson, Gordon Madonna, Dave Hooley, and Jonathan Ferris

Commission Members Absent: Joe Teasdale

City Representatives Present:

Bridget Bacon, Museum Coordinator

Sharon Nemechek, Director Library & Museum Services

Member of the Public Present: Jason Hogstad

III. Approval of agenda: Members approved agenda, vote of 8 to 0

IV. Public comments: None

V. Approval of May 15, 2019 regular meeting minutes: Minutes were approved, vote of 8 to 0

VI. Report from Museum Coordinator Bridget Bacon:

A. Approval of Deeds of Gifts from donors:

Commission members approved at a vote of 8 to 0 to approve the following 6 items:

1. Monarch High School – 2019 yearbook
2. Jean Morgan – abstract of title for the property at 1201 Spruce
3. David & Catherine Sprague – digital photo of Hank Argue in front of 906 Main when he had the business Hank's Model Trains there

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4. Ken Ferrera – historical documents, business receipts, and other items relating to Louisville history from the Ferrera family
5. Dianne Shantz – two 1948 LHS football team photos, with identifications written by her mother, Shirley Bodhaine
6. Dick DelPizzo – items from the DelPizzo family relating to Louisville, including a Rex Theatre movie schedule

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

Bridget informed the Commission of discussions with the DelPizzo family about possibly moving the beehive-shaped ash pit located behind the house at 1133 Main. It is believed to be the last one of its kind in the Louisville area. Dick DelPizzo has expressed a willingness for it to be moved to the Museum campus. Bridget noted that it would not technically be part of the Museum collection, but by having it on the campus itself, it could be preserved and could be part of what is discussed with visitors in terms of what daily life in Louisville was like. Bridget asked the Commission members' thoughts on Sharon and Bridget pursuing this. Commission members stated that they do like this idea and they recommended that Sharon and Bridget seek advice from the City's Facilities Manager and from other City staff on how it might be moved.

- C. Museum Coordinator's written report:** In addition to her written report, Bridget informed the Commission that tickets to the production our "Our Town" are now on sale, the Museum is preparing to launch an Instagram account in August, and Bridget is working with the Oral History Intern to make some of the older oral history interviews that were done on audiotape in the 1970s and 1980s available to the public.

- D. Update on informal survey conducted for the City in June 2019 to solicit feedback on Museum services and programs:** The Commission reviewed the results and comments from the City's informal survey about the Museum. These were part of the meeting packet for the meeting.

- E. Takeaways from recent training provided by the City for Board & Commission staff liaisons:** Bridget and Sharon recently attended City training for staff liaisons to boards and commissions, and shared the information with the Commission on aspects of Commission functions such as taking of meeting minutes, public comments, work plans, and communication with the Commission.

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

Sharon had no report.

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VIII. Museum Strategic Plan:

A. Presentation of the Strategic Plan by Jennifer Henderson, Gordon Madonna, Sharon Nemechek, & Bridget Bacon:

Gordon, Jennifer, Sharon, and Bridget presented the draft of the Museum Strategic Plan, consisting of a new mission statement and three goals, to the Commission. The four were part of the committee that worked on the draft. The proposed mission statement is “Be a part of the story! Connect and share in the heart of Louisville.” The three goals are to: Engage Community; Collect, Preserve, and Share the History of Louisville; and Refine and Promote the Vision for the Future of the Museum Campus. The draft plan also listed some possible work plan items for the Museum staff under each goal.

B. Discussion/Direction/Action regarding the adoption of the Museum Strategic Plan: The Commission reviewed the Museum Strategic Plan and discussed it. The Commission voted to approve the Strategic Plan, consisting of the three goals and mission statement, at a vote of 8 to 0, with the request that the staff revise the staff work plan items under the goal of “Engage Community” to include an item on education.

IX. Museum expansion updates – Sharon & Bridget:

A. Updates on exploration of funding options and timing considerations:

The Commission discussed the different options for funding the Museum expansion and the timing each option will need.

B. Development of preferred language to use with respect to the Museum expansion project: Sharon informed the Commission of the working group’s progress of the preferred language for the Museum expansion project and sought the Commissions thoughts. The working group will continue to work on the language and will communicate their decisions to the Commission later.

C. Updates on:

- i. timeline for RFP for 30% design and cost estimation for building expansion in 2020:** The plan is for the RFP for the 30% design to go out in September.
- ii. the prospect of conducting citizen survey relating to funding options:** An RFP will need to be done for a citizens survey that would not happen until next year.

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- X. **Chairperson's Report:** Dan wished to acknowledge Betty Scarpella's resignation from the Commission and to thank her for her participation and volunteering for the Museum and the Commission
- XI. **Pioneer Award:**
- A. **Selection of second member of Pioneer Award subcommittee due to vacancy:** Gordon was appointed to the subcommittee to replace Betty Scarpella.
 - 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:** Paula will talk with the Chamber of Commerce on the timing of the event and will report back to the subcommittee to discuss the timing of the nomination.
- XII. **Labor Day – Monday, Sept. 2nd:**
- A. **Labor Day Parade Planning with the Foundation:** Paula informed the Commission of the Foundation's plans for this year's Labor Day parade participation and invited Commission members to participate as well.
 - 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:** Leah stated that she will likely be able to help. Keith and Paula said that they would check.
- XIII. **Items of common interest with the Historic Preservation Commission - Reports from HPC liaison to HC and from HC liaison to HPC:** No Report
- XIV. **Louisville History Foundation update:** The Foundation recently discussed Labor Day parade plans and plans for a "piazza party" on August 2nd where Museum staff will have a scavenger hunt for the First Friday Art Walk and the Foundation will be providing refreshments. Also, the Foundation recently formed committees to divide up the work with respect to outreach, fundraising, and communication.
- XV. **Commission comments & discussion items for next meeting:** None
- XVI. **Close meeting & adjourn:** The LHC meeting adjourned at 8:22 pm. Next meeting is scheduled for September 18th, 2019.

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Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: September 10, 2019
Re: Museum Coordinator's Report

The City's Open Government Rules require that all board and commission members attend Open Government training once every two years. The City Clerk recently announced that Fall Open Government Training for City advisory board members (which includes Historical Commission members) has been scheduled for **Wednesday, October 23 at 6:30 PM at City Hall**. I have already informed the four Historical Commission members who need to attend this time, but all Commission members are welcome to attend. There is no need to RSVP.

Until recently, Gigi Yang was the City's only Museum Technician, but with the addition of two other Museum Technicians (Lizzie Reinthal and Jason Hogstad) this year, the City's HR Department is revising Gigi's title from "Museum Technician" to "Museum Technician – Collections & Exhibits" to reflect the specialty areas that she focuses on.

The CenterStage Theatre Company production of Thornton Wilder's "Our Town" was presented as an immersive, traveling theatre experience in downtown Louisville, with Act II taking place on the Historical Museum campus. The intermission, during which the audience and case members ate picnic dinners together, also took place on the campus. As a result of the six performances in August, many people who had not previously been exposed to our Historical Museum spent time enjoying the Museum campus. This was a very successful and enjoyable collaboration with CenterStage Theatre!

The Museum has launched its new Instagram account! Please consider following us in order to keep up with Museum happenings and to see what the public is viewing about the Museum.

Museum Visitors Report (these statistics represent visits to the Museum itself, and not inquiries that come in by email or phone): July visitors: 533; August visitors: 518; YTD: 2,999.

Vision

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

Mission

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

Historic Museum Mission:

Be a part of the story! Connect and share in the heart of Louisville.

Goals

- 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.

Critical Success Factors



Financial Stewardship and Asset Management



Reliable Core Services



Vibrant Economic Climate



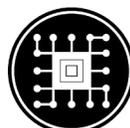
Quality Programs and Amenities



Engaged Community



Healthy Workforce



Supportive Technology



Collaborative Regional Partner

Engage Community

The Museum enhances our vibrant community.

- ***Tours:*** Increase the number of walking, driving and self-guided tours to make all of Louisville part of the Museum.
- ***Volunteers:*** Create a broader, more connected community of volunteers.
- ***Education:*** Demonstrate to our residents that history is relevant and that museums are places for fun community engagement for all ages.
- ***Outreach:*** Increase communication about Museum activities to the community.
- ***Branding:*** Develop Museum branding by creating a recognizable identity and mission. Build on residents' love of history and pride of place.
- ***Redesign the website***

Collect, Preserve, and Share the History of Louisville

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

- ***Campus:*** Care for the Museum campus as a part of the collection.
- ***Digital collection:*** Ensure sufficient electronic storage and secure backup.
- ***Online exhibits:*** Share themed collections on web, social, DPLA, etc.

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 two historic cabins that the City has acquired***
- ***Phase the work of the Museum expansion***