

Louisville Historical Commission

MEETING AGENDA

MONDAY, Sept. 21, 2020

Electronic Meeting

6:30 PM

This meeting will be held electronically. Residents interested in listening to the meeting or making public comments can join in one of two ways:

- 1) You can call in to +1 669 900 6833 or 833 548 0276 (toll free) Webinar ID # 836 5755 6009.
- 2) You can log in via your computer. Please visit the City's website here to link to the meeting: <https://www.louisvilleco.gov/local-government/government/boards-commissions/historical-commission>.

The Commission will accommodate public comments during the meeting. Anyone may also email comments to the board prior to the meeting at bridgetb@louisvilleco.gov.

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Public comments
- V. Approval of January 15, 2020 regular meeting minutes - *see attached draft*
- VI. Impact of COVID on operations (Bridget and Sharon)
- VII. Diversity, Equity, and Inclusion efforts in the City and at the Museum (Sharon and Bridget)
- VIII. Report from Sharon Nemechek, Director of Library & Museum Services

Citizen Information

Persons with disabilities planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact Sharon Nemechek at 303-335-4800. A forty-eight-hour notice is requested.

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Louisville Historical Museum 749 Main Street Louisville CO 80027
303-335-4850 (phone) 303-335-4550 (fax) www.louisvilleco.gov/museum

- IX. Report from Bridget Bacon, Museum Coordinator
 - A. Updates on Museum operations, including reopening for tours by appointment and walking tours
 - B. Approval of Deeds of Gifts from donors
 - C. Advice sought on donations of other artifacts being offered
 - D. Museum Coordinator's written report - *see attached memo*
- X. Capital improvement & operational requests - Bridget and Sharon
- XI. Updates on Museum and structural work - Bridget and Sharon
 - A. Tomeo House cellar work and roof replacement have been completed
 - B. Other structural work
 - C. Exterior work, including painting
- XII. Chairperson's Report
 - A. Review of Citizen Survey results relating to the Museum - *see the general survey results at <https://www.louisvilleco.gov/home/showdocument?id=27534#page=147>* (the link is to an excerpt of the June 16 City Council meeting packet on the City website)
- XIII. Pioneer Award
 - A. Update on presentation of 2020 award to take place at Chamber of Commerce event in 2021
 - B. Selection of Pioneer Award subcommittee of two Commission members (the subcommittee will seek and review nominations for the award to be given in 2021) (continued from the last meeting)
 - C. Timeline and process for selecting 2021 award recipient - *see attached Pioneer Award Guidelines and list of prior recipients*
- XIV. Items of common interest with the Historic Preservation Commission
 - A. Report from HC liaison to HPC
- XV. Louisville History Foundation update
- XVI. Commission comments & discussion items for next meeting (Nov. 18)
- XVII. Close meeting & adjourn

City of Louisville

Louisville Historical Commission Meeting Agenda

***January 15, 2020
Louisville Public Library Meeting Room
951 Spruce Street
6:30 PM***

- I. **Call to order:** Commission Vice Chair Paula Elrod called the meeting to order at 6:36 PM
- II. **Roll call & welcome to new Commission members:**

Commission Members Present: Paula Elrod, Jennifer Henderson, John Honan, Scott McElroy, Joe Teasdale, Leah Angstman, and Jonathan Ferris

Commission Members Absent: None

City Representatives Present:

Bridget Bacon, Museum Coordinator
Sharon Nemechek, Director Library & Museum Services

Members of the Public Present: Jean Morgan
- III. **Approval of agenda:** Members approved agenda, vote 7 to 0
- IV. **Public comments:** Moved to below on the agenda
- V. **Approval of November 20, 2019 regular meeting minutes:** Minutes were approved, vote 7 to 0
- VI. **Approval of Designation of Places for Posting of Notice of 2020 Public Meetings:** The list of places for posting of notice of 2020 Historical Commission public meetings, pursuant to Louisville's Open Government Laws was approved, vote 7 to 0
- VII. **Distribution of 2020 Open Government & Ethics Pamphlet:**

All LHC members received copies of the Open Government & Ethics pamphlet
- VIII. **Approval of 2020 Meeting Dates & Location:** The Commission approved the 2020 meeting dates and location, vote 7 to 0

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IX. Report from Bridget Bacon, Museum Coordinator:

A. Approval of Deeds of Gifts from donors:

Commission members approved, 7 to 0, the following donations:

1. John Tveitaraas – papers, photos, and business logo items from StorageTek in Louisville
2. Anonymous donation of photos and employee newsletters from StorageTek in Louisville
3. Gail Squires – six original photos of the Jacque family of Louisville
4. Kathy Zarini – digital photos of her aunt, Betty Lu Snair, who was one of the Camp Fire Girls who started the town’s public library in 1924.

B. Advice sought on donations of other artifacts being offered: None

C. Museum Coordinator’s written report: In addition to her report Bridget informed the Commission about giving Scott and John an orientation and tour of the Museum and brought up the newly announced name of “Redtail Ridge” for the project at the former StorageTek property.

X. Review of Museum’s Work Plan for 2020 (already adopted in 2019). (The City encourages the Commission to consider adopting its own work plan for the year at an upcoming meeting.): The Commission reviewed the Museum’s work plan and Sharon went over some details of how the plan is moving forward. Some items she discussed were the increase in staff for engaging the community, cloud backup for the digital collection, and sharing the digital collection with the Digital Public Library of America. In terms of the Commission developing its own work plan that would complement the work plans of the Museum and the Louisville History Foundation, it was decided that this will be an agenda item to begin the discussion and select a subcommittee at the March meeting of the Commission.

XI. Updates on Museum – Bridget and Sharon:

A. Updates on Museum Expansion Project:

- i. Three proposals received in response to RFP for 30% schematic design and increased cost estimation:** Three firms were interviewed for the RFP. The City will select the candidate to work on the 30% schematic from the three firms.
- ii. Listening tour launch:** The listening tour to solicit input about the Museum’s needs and the proposed expansion from local groups and individuals was described to the new Commission members.

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Jennifer Henderson from the Commission will visit the History Book Club first for the listening tour.

- iii. **Plans for a joint meeting with the Louisville History Foundation board (being scheduled for March 18, 2020 at the regular Commission meeting):** Bridget asked the Commission for agenda items for the joint meeting in March. There was a consensus that about an hour at the beginning of the meeting should be devoted to the joint meeting.

B. Updates on Museum structural work:

- i. **Tomeo House cellar work:** The cellar work is done except the covering for the cellar door still needs to be shingled.
- ii. **Other structural work identified in the Historic Structure Assessments:** Bridget and Sharon had a walk-through with the Facilities Manager, and all items that the Facilities team could work on have been done or are in the process of being completed.
- iii. **Exterior work, including roof replacement and painting:** The roof will be replaced again with correct shingles and painting will be done when the weather improves.

C. Updates on Cabins:

- i. **Bridget, Sharon, and other City staff are working on a Project Plan for the Cabins relating to adding such features as electricity, lighting, access to water, and a security system:** Bridget and Sharon reported on what the Cabins need for rehabilitation and ADA accessibility at the Miners Field site and gave updates on the plan to move the Cabins. One firm responded to the RFP to relocate and rehabilitate them. Sharon and Bridget stated that they recently met at the future site with the Facilities Manager.
- ii. Jean Morgan, a member of the public, asked questions about the plans for the Cabins and made suggestions for the site.
- iii. **Bridget is preparing an Interpretive Plan for the Miners Cabins:** Bridget stated is in the process of writing an Interpretive Plan and she will have more updates in the future. She stated that it will be a priority for the Museum to use Education Collection items in the Cabins.

XII. Vice Chair's Report:

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- A. Planning for Commission presentation at upcoming City Council Study Session with the Commission, tentatively scheduled for April:** The Commission discussed ideas that should be included with its presentation, including the Museum being open a fifth day each week, the addition of two Museum Techs using Historic Preservation Funds, the increase in Museum programming and attendance, the expansion plans, and how to take advantage of the Museum's location as an anchor on Main Street. All Commission members are encouraged to attend the Study Session. It was noted that the Commission members who in November expressed an interest in working on the presentation were Jennifer, Paula, and Leah.

XIII. Pioneer Award:

- A. Update on Pioneer Award being given in 2020:** Paula stated that the Chamber of Commerce's dinner is on April 1st at the Dove House. The recipient of the award has not been notified yet.
- B. Selection of this year's Pioneer Award subcommittee of two Commission members (the subcommittee will seek and review nominations for the award to be given in 2021):** This item was deferred to the next meeting.

XIV. Items of common interest with the Historic Preservation Commission:

- A. Reports from HPC liaison to HC and from HC liaison to HPC:** No reports.
- B. Selection of 2020 liaison to Historic Preservation Commission:**
Leah was selected as liaison, with Joe as an alternate.

- XV. Louisville History Foundation update:** The Foundation is having a retreat on Sunday to work on their goals and plans for the next year. The Foundation is working on more ways to be visible in the community and bring awareness for the Museum expansion.

- XVI. Election of officers (Chair, Vice Chair, and Secretary) for 2020 (officers assume duties upon election):** The slate of officers elected for 2020 were: Paula Elrod as Chair, Leah Angstman as Vice Chair, and Jonathan Ferris as Secretary. These appointments were approved, vote 7 to 0 on all appointments.

- XVII. Commission comments & discussion items for next meeting:** The Commission plans to have a joint meeting with the Foundation at the March meeting and will have an agenda item about a Commission work plan for the year. Bridget and Sharon will update the Commission and seek input on the upcoming capital and operational budget requests for the Museum.

- XVIII. Close meeting & adjourn:** The LHC meeting adjourned at 8:30 pm. Next meeting is scheduled for March 18, 2020.

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Memorandum

To: Historical Commission
From: Bridget Bacon, Museum Coordinator
Date: September 16, 2020
Re: Museum Coordinator's Report

The staff has been working hard to continue to engage with the public while the Museum is still closed to walk-in visitors, including in the following ways. For in-person services on the following list, facial coverings and social distancing are required, and registration is limited. Other work such as collections and exhibits work and historical research, while less visible to the public, also continue!

- The Museum reopened for private tours by appointment in early August. The public has booked several tours that either the staff has already given or that are on the schedule.
- We've organized two September walking tours in partnership with Parks & Open Space. For these tours, staff follows the guidelines for "guided services" under the state category of "Outdoor Recreation" for the Safer at Home phase.
- Our solicitations for the COVID-19 Experience Kits and invitations to participate in the History Photo Challenge, while very different from one other, have both turned out to be great ways for the Museum to engage with the community during this time.
- Each week, we receive 3 to 5 public inquiries about local history by email.
- Museum staff will soon give a Zoom program on family history for the Senior Center.
- The staff is working on an outreach program to offer support to students and educators.
- We regularly add more historical content in the form of short videos and oral history interviews to the Museum's YouTube channel.
- In coordination with the Museum launching its new website this summer, we are able to promote virtual offerings on a special "History at Home" page. Soon, the staff will add something new to the website: information about the Commission's Pioneer Award program with short bios and photos of all of the past recipients.

Here are the statistics on the Museum's digital views and usage for the period between March 1 and Sept. 12, 2020 (just over 6 months):

- Instagram: 2,286 total visits (and with 307 followers now)
- Museum YouTube channel: 2,462 views
- PastPerfect Online (with over 5,000 Museum images now online): 1,467 searches
- Museum's monthly e-newsletter: 1,726 email opens
- Museum website page views: 7,929

Louisville Historical Commission

Pioneer Award

Revised procedures adopted by the Historical Commission on January 16, 2019

1. Introduction:

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

2. Qualifications for the Award:

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

3. Procedures for the Award:

- 3.1 Anyone may nominate an individual, business, or organization for the Pioneer Award.
- 3.2 Nominations will be made to any Louisville Historical Commission Member or to the Louisville Historical Museum Coordinator for referral to the Commission.

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

**Louisville Historical Commission
Pioneer Award Past Recipients**

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