



# ***Historical Museum Advisory Board***

## ***Agenda***

**Wednesday, January 21, 2026  
Library Meeting Room  
951 Spruce Street  
6:30 PM**

**“Be a Part of the Story: Connect and Share in the Heart of Louisville”**

*Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.*

- *You can call in to: +1 386 347 5053 or 888 788 0099 (Toll Free)*
- *Webinar ID Number: 839 6300 6112*
- *You can log in via your computer. Please visit the City’s website here to link to the meeting: [www.LouisvilleCO.gov/historicalmuseumboard](http://www.LouisvilleCO.gov/historicalmuseumboard).*

*The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at [gyang@louisvilleco.gov](mailto:gyang@louisvilleco.gov).*

- I. Call to order
- II. Roll call
- III. Welcome and Introductions of new and old Board members
  - A. Eric Lenderman

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, or taped material, should contact the City Clerk’s Office (303.335.4536 or 303.335.4574) or [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov). A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov).

- B. erika winter
- IV. Approval of agenda
- V. Approval of minutes for the November 19, 2025 regular meeting – *see attached draft*
- VI. Public comments on Items Not on the Agenda
- VII. Election of officers (Chair, Vice Chair, and Secretary) for 2026 (Officers assume duties upon election)
  - A. Call for nominations and/or self-nominations
- VIII. Approval of Designation of Places for Posting of Notice of 2026 Public Meetings – *see attached memo*
- IX. Approval of 2026 Meeting Dates & Location – *see attached memo*
- X. Distribution of Open Government & Ethics Pamphlet – *see attached*
  - A. Distribution of Museum Collections Policy – Section 8: Ethics and Conflict of Interest – *see attached*
- XI. Distribution of Rules of Procedure – *see attached*
- XII. Report from liaison from the Historic Preservation Commission. Sloane Whidden (3 minutes)
- XIII. Updates on City Projects - Brandi Cummings, Director of Cultural Services
  - A. Foundation Report
  - B. Front and Main Street / South Street Underpass
  - C. Council and Board Work Session changes
  - D. Strategic Plan Update
  - E. Historic Preservation Tax update
- XIV. Updates on Museum – Gigi Yang, Museum Services Supervisor
  - A. Museum Services Supervisor’s written report – *see attached memo*
  - B. Museum buildings and campus
    - i. Museum closure – Jan 19-22 for reorg and cleaning
    - ii. Work done on shoring up cellar doorframe, removing several inches of mulch from north side of building
  - C. Updates on Museum operations & projects
    - i. Sesquisemiquincentennial plans
    - ii. Marshall Fire Story Project plans – December 2026
  - D. Approval of Deeds of Gifts from donors
  - E. Advice sought on donations of other artifacts being offered
- XV. HMAB Work Plan for 2026

- A. Review Work Plan for 2025 - *see attached*
  - B. Volunteer and community engagement opportunities
    - i. Farmers market
    - ii. National History Day
    - iii. Joint meeting with LHF - August
  - C. Pioneer Award / Chamber Banquet – February 18
  - D. Council workshops with Board
- XVI. Chair's Report
- XVII. Commission comments & discussion items for next meeting (March 18, 2026)
- XVIII. Adjourn

# ***Historical Museum Advisory Board Minutes***

**Wednesday, November 19, 2025  
Library Meeting Room  
951 Spruce Street  
6:30 PM**

**“Be a Part of the Story: Connect and Share in the Heart of Louisville”**

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*The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at [gyang@louisvilleco.gov](mailto:gyang@louisvilleco.gov).*

- I. Call to order: HMAB Chair Scott McElroy called meeting to order at 6:37pm
- II. Roll call: HMAB Members present: Jeanette Bangs, David Hosansky, Barbara Taylor, Rebecca Ferguson Absent HMAB Members: Joe Teasdale Other Representatives Present: Gigi Yang, Museum Services Supervisor Brandi Cummings, Cultural Services Director, and Sloane Whidden, HPC liaison

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- III. Approval of agenda: Members approved the agenda, 5 to 0
- IV. Approval of minutes for the September 17, 2025 regular meeting – see *attached draft*  
Members approved the minutes, 5 to 0
- V. Public comments on Items Not on the Agenda: N/A
- VI. Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes) Nothing to report, Gordon not present
- VII. Report from liaison from the Historic Preservation Commission. Sloane Whidden (3 minutes) Sloane spoke about the there being 3 vacancies on the Preservation Commission
- VIII. Updates on City projects - Brandi Cummings, Cultural Services Director
  - A. Budget update: council approved budget for 2026, the museum budget is the same, SCFD funding for the museum is lower
  - B. Agenda and Minutes Management: discussions about revamping of the Board and descriptions, request for making meetings recorded and transcribed
  - C. HMAB applications closed: No longer accepting applications
- IX. Updates on Museum – Gigi Yang, Museum Services Supervisor
  - A. Museum Services Supervisor's written report – see *attachment*
  - B. Museum buildings and campus – closed January 19-22, 2026: closed to clean the basement of the museum, plans to move mulch on Northside
  - C. Updates on Museum operations & projects
    - i. Personnel changes: Hadley Kluber Seifert at the museum has left the museum
    - ii. Upcoming Events: Historian coming out on Rocky Flats, parade of lights treat bags available before the parade on December 5<sup>th</sup>, print on demand gift shop before the parade of lights of December 5<sup>th</sup>, movie at the museum in February about black history
  - D. Approval of Deeds of Gifts from donors: Members approved the deeds 5 to 0
    - i. George Brown – Digitized copy of his high school scrapbook
    - ii. Gary Carnival – Eight business tokens used at the Twin Light Tavern at 836 Main St.
    - iii. Leo Deborski – 1948 issue of The Cargo, LHS Class Reunion Booklet: 1948-1954.
    - iv. Memory & D'Ette Delforge – Digital scan of Memory Delforge as a child, watercolor of the Louisville Historical Museum.

- v. Doreen Shumpert – Items related to Doris Thompson Clark: LHS programs, class schedule, and senior cards from otohe class of 1936-37, autograph book c. 1928-29, “Down Memory Lane” notebook c. 1936, photo of Marjorie Pickett, program for Golden Gem Theatre, graduation announcement for Harvey Fletcher c. 1942.
- vi. Barbara Wollan – Picture book “Willie & the Wildfire” by Barbara Wollan, illustrated by Laurie Hickman.
- E. Advice sought on donations of other artifacts being offered: No advise sought
- X. HMAB Work Plan for 2025
  - A. HMAB engagement
    - i. Holiday Mart – Nov 29 volunteers needs, Gigi to send sign-up
    - ii. Parade of Lights – Dec 5, Treat Bag filling Dec 4: volunteers needed, Gigi to send sign-up
  - B. Pioneer Award – nominations and voting: Members discussed potential nominee possibilities, Jean Morgan to be given the Pioneer Award in 2026, Members approved 5 to 0 on Pioneer Award nominee
    - i. Review guidelines– *see attachment*
    - ii. Nominations for future: Members discussed future Pioneer nominees
    - iii. Recognition at Chamber
  - C. Joint meeting with Louisville History Foundation- November 2026
- XI. Chair’s Report: N/A
- XII. Commission comments & discussion items for next meeting (January 21, 2025)
- XIII. Adjourn: Members agreed to end the meeting at 7:33pm, 5 to 0



## Memorandum

To: Historical Museum Advisory Board  
From: Gigi Yang, Museum Services Supervisor  
Date: Jan. 21, 2026  
Re: Establishment of Public Notice Locations for 2026

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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 2025:

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



## Memorandum

To: Historical Museum Advisory Board  
From: Gigi Yang, Museum Services Supervisor  
Date: Jan. 21.2026  
Re: Establishment of Meeting Location and Dates for 2026

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The City Manager's Office requests that boards and commissions establish meeting dates and locations for 2026.

The Historical Museum Advisory Board meets at 6:30 PM on the third Wednesday of each odd-numbered month. When meetings are held in-person, the meeting location is the first floor meeting room of the Louisville Public Library, 951 Spruce St.

The proposed regular meeting dates for the Historical Museum Advisory Board for 2026 are:

- January 21,2026
- March 18, 2026
- May 20,2026
- July 15,2026
- September 16,2026
- November 18,2026



## **Open Government & Ethics Pamphlet 2026**

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](http://www.LouisvilleCO.gov). This pamphlet is also provided to every member of a public body at that body's first meeting each year.



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# Citizen 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, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. 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 the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Special meetings or Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Regular meetings include remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on the City's website 48 hours after the meeting;
- Special meetings and Study Sessions also include remote participation option via Zoom and are available on the City's website 48 hours after the meeting
- Unless it is an emergency session, agendas are posted a minimum of 72 hours prior to the meeting.

*Meeting Agendas for City Council meetings, other than emergency 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](http://www.LouisvilleCO.gov)

*Meeting packets with all agenda-related materials for regular meetings 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](http://www.LouisvilleCO.gov)

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov). Meeting minutes of meetings are available in the City Clerk's office and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the quarterly *Lantern* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

## **Communicating Directly with the Mayor and City Council Members**

Contact information for the Mayor and City Councilmembers is available at [www.LouisvilleCO.gov](http://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 [Council@LouisvilleCO.gov](mailto:Council@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](http://www.LouisvilleCO.gov)).

## **Mayor and 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, at [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov) or 303.335.4574.

## **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 Advisory Board
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting 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](http://www.LouisvilleCO.gov)

Copies of meeting packets containing 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](http://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 makes a recommendation of approval or denial to the City Council for all land use proposals.

- 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.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

## **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 meetings 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 bodies" for ease of reference). Important open meetings rules and practices include the following:

## **Regular and Special 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. Meetings may be held electronically under specific circumstances.

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](http://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, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- 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.

## **Conflicts**

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 they 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 Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

## Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are 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 police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or 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](http://www.LouisvilleCO.gov)). In addition to posting agenda-

related material, the City maintains a communication file (email) for the City Council which is available on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

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](http://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 the Guiding Principles direct their work. In addition to 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 2025*

## Louisville Historical Museum Collections Management Policy

Adopted by the Louisville Historical Commission  
March 2, 2016

### 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 Museum Advisory Board, 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 Museum Advisory Board 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 Museum Advisory Board 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:

- 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 Museum Advisory Board, 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 Museum Advisory Board 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 Museum Advisory Board 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 Museum Advisory Board'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 Museum Advisory Board 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 Historical Museum Advisory Board 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 Historical

Museum Advisory Board 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 HMAB 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.

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 HMAB 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 19,300 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

The Museum may borrow items from local museums or cultural institutions for use in exhibits or for research. The Museum may also borrow travelling exhibits from other cultural institutions. At this time, the Museum does not engage in outgoing loans.

- 6.1 **Request:** Incoming loans are requested or approved by the Museum Services Supervisor, Collections Management Associate, or Director of Cultural Services.
- 6.2 **Loan Agreement:** Items are borrowed using a signed loan agreement with the lending organization that specifies the items borrowed, purpose, location, loan period, value, and condition of items. Loan agreement documents are provided by either the lending organization or Museum.
- 6.3 **Insurance:** Museum insurance covers collections items temporarily exhibited by the Museum. Coverage is arranged with the City of Louisville Risk Manager.
- 6.4 **Transportation:** The Museum assumes responsibility of transporting the borrowed item(s) safely. Transportation insurance can be arranged with the City of Louisville Risk Manager, if needed.
- 6.5 **Care & Condition:** Once on site, the Museum will work to ensure the safe keeping of items on loan. No changes, repairs, restoration or cleaning will be made to the item while in the care of the Museum. If damage should occur, the lending organization will be contacted immediately.

- 6.6 **Location:** Borrowed items will be exhibited in Museum buildings or in locations where items can be safely and securely displayed.
- 6.7 **Permissions:** The Museum will adhere to the photography policy and other relevant policies relating to permission or duplication of the lending organization.
- 6.8 **Credit:** The Museum will give credit to the lender in any publicity for the exhibition or use of borrowed items.

## 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 HMAB. 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 Museum Advisory Board 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, HMAB 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 Historical Museum Advisory Board, 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 HMAB members must always act in such a way as to maintain public confidence and trust.

Museum staff and HMAB 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, HMAB members, and volunteers shall not acquire objects from the collections once owned by the Museum.

No Museum staff, HMAB 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, HMAB member, or volunteer collects objects similar to those collected by the Museum.

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

No Museum staff member, HMAB 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 HMAB 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.



*Handbook for  
Boards & Commissions*



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## **INTRODUCTION**

In order to assist in setting direction for the City of Louisville, the City Council considers the advice of its various boards and commissions. Citizens who serve on boards and commissions, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers. In addition, some boards or commissions have powers and duties defined under the City Charter or state law, and their functions go beyond advising and making recommendations to the City Council.

At present, the City has the following boards and commissions:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Advisory Board
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

## **PURPOSE**

The purpose of this *Handbook for Boards and Commissions* is to explain the role of boards and commissions and set forth guidelines to assist them in carrying out their work. Should you have any questions about the information here, please contact the City Clerk.

## **CITY STRUCTURE**

The City of Louisville is a home rule municipality operating pursuant to the City of Louisville Charter adopted by the citizens of Louisville in 2001. The citizens have chosen a mayor-council-manager form of government. Under this form, the citizens elect six council members, two from each ward, and one mayor at-large.

The City Council sets the goals and policies for City government and annually adopts a budget in support of City activities. The City Council appoints the City Manager, City

Attorney, Municipal Judge, and Prosecuting Attorney. City staff members, under the direction of the City Manager, are responsible for carrying out the direction of the City Council in implementing programs and services. Department directors and their department staffs are under the direction of the City Manager.

As the City's chief executive officer, the City Manager oversees the day-to-day administrative affairs of the City, including assigning staff to assist boards and commissions in carrying out their responsibilities. The City Manager is responsible for conveying and implementing City Council policy.

### **QUASI-JUDICIAL VS. ADVISORY ROLES**

The quasi-judicial boards are those that act like a judge in their proceedings and make decisions affecting a specific persons rights based on applying specific criteria to an application. These boards generally determine rights, duties, or obligations of a specific person or entity following a public hearing where evidence and public testimony is presented. The quasi-judicial boards are:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

Advisory boards make recommendations to the City Council in a number of ways including on legislation, policy, and budgetary decisions. The advisory boards are:

- Cultural Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

These two boards are generally advisory but also have some quasi-judicial functions:

- Open Space Advisory Board
- Parks and Public Landscaping Advisory Board

## **CITY STAFF LIAISON**

The City Manager appoints a staff liaison to each board or commission. That staff member serves to:

- Communicate the City's expectations to the board.
- Relay board requests to the City Manager and City Council.
- Identify areas in which the City would like the board's input and advice.
- Provide procedural guidance on the role of the board, City regulations, meeting rules, and open government procedures.
- Coordinate meetings and projects for the board.
- Creating the meeting packet and publishing that packet in accordance with all open government rules.

If any board or board member has a conflict with or concern regarding its staff liaison, please contact the City Clerk.

## **RULES OF PROCEDURE**

The City Council has adopted Rules of Procedure for boards and commissions. Members should familiarize themselves with the Rules to better understand meeting process.

## **BOARD MEMBER EXPECTATIONS**

Additional expectations regarding day-to-day interactions of board members and staff are detailed in the Rules of Procedure.

## **Code of Conduct**

The City does not have a formal Code of Conduct at this time; however, the City Council expects all board members to act in a respectful manner at all times. This includes having courteous conversation among board members and with the public and treating staff members with civility.

## **Attendance**

The effective operation of a board depends upon regular attendance of the members at meetings. Board members are required to attend a minimum of three quarters (75%) of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson and staff liaison at least 24 hours in advance of the meeting. The staff liaison will monitor attendance and forward attendance information to the City Clerk's Office when a member fails to meet the attendance requirements stated herein.

In addition, each calendar year, the City Clerk's Office reports to City Council the

attendance information for every board and commission member including the number of meetings held by each board and commission and the number of meetings attended by each member.

### **Ethics Rules and Conflicts of Interest**

The objective of City is that appointed members avoid ANY conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Where a conflict exists, and even in situations where the board member is unsure where an actual conflict exists but there exists a potential appearance of impropriety, the City Charter requires the following procedures be followed if you have a conflict of interest:

- Immediately and publicly disclose the nature and extent of the conflict.
- Do not participate in any discussion or decision regarding the action before the board.
- Leave the room.

In addition:

- Do not participate in discussions with other members of the board or City staff regarding the matter.
- Do not attempt to influence the matter, publicly or privately.
- These rules apply whether interest is direct or related to interest of a competitor.

What is considered a conflict? Key terms in answering this are whether there is an "interest." The definition of "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. Your interest extends to relatives and any business in which you are an officer, director, or employee or own more than 1% of outstanding shares.

Occasionally gifts are offered to board members. Board members 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 your official action. There is an exception for "occasional non-pecuniary gift" of fifteen dollars (\$15) or less, unless the gift, no matter how small, may be associated with the member's official action, whether concerning a contract or some other matter.

Additional rules to keep in mind:

- Board members may not use non-public information for personal or private gain.
- Board members may not use any City employee's time for personal or private

reasons.

- Board members may not use City vehicles or equipment, except in same manner as available to any other person.
- For two (2) years after leaving the board, board members are precluded from representing an interest in front of the City if it concerns a matter the board member voted on while serving the City.

If you are unsure of your legal responsibilities on any matter regarding your role as a board member, please seek the advice of the City Clerk's Office as soon as possible, particularly before a meeting where you may have a conflict of interest respecting a matter before the board.

### **Open Government Training**

The City Charter requires board members attend Open Government Training once every two years while they serve. Training is offered in the fall and the spring each year. Your staff liaison will make sure you have training dates and times. Open Government training includes information on ethics, open meetings laws, legal rules, meeting preparation, and more.

### **Board Responsibilities**

Each board and commission is responsible to consider and make thoughtful recommendations to the City Council on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the City Council, City staff, the citizens of Louisville, and from the board members themselves. The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources.

As a part of the biannual budget process, the City Council creates its goals for the year. Those goals can serve as a good starting point for a board when considering new projects or policies. Ask your staff liaison for the list of goals and the annual work plan if you are interested in the details.

The channel for communication between the City Council and the boards and commissions is through the staff liaison to the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility, except there should be no communications with the City Council or other quasi-judicial decision makers

concerning any pending quasi-judicial matters. For example, board members must not contact City Councilmembers regarding zoning applications outside of the zoning hearing. Similarly, quasi-judicial board members may not discuss pending applications amongst themselves or with others outside of the hearing.

Please remember that when considering recommendations from boards and commissions, the City Council attempts to balance the many diverse interests in our community.

## **MEETINGS**

All meetings at which any public business is discussed where a quorum, or three or more board members, are present are considered public meetings and are open to the public at all times. No board or commission shall conduct any closed meeting.

A meeting is defined as follows:

- A "meeting" is "any kind of gathering, convened to discuss public business, in person, by telephone, or by any other means of communication."
- All meetings of three or more members or a quorum of a public body, whichever is fewer, are public meetings open to the public at all times.
- All meetings shall occur in public buildings and public facilities accessible to all members of the public.
- All meetings must be preceded by proper notice.

When board members are acting as volunteers carrying out a program or service of a board or commission, such as manning a booth or recycling stations at City events or helping with set up of a board event, agenda and open meeting rules do not apply. However, board members must take care when acting in these types of volunteer roles to ensure that they are not engaging in board policy discussions to which these rules do apply. Policy making can only occur in a public meeting that is open to the public, proper notice is posted, and the meeting conforms to open meetings laws. Any questions regarding whether a proposed gathering, event or activity requires as an agenda and other meetings procedures should be directed to the staff liaison.

In general, all boards meet in person, however the City Council may make a determination that electronic meetings are necessary for the continuation of City business in which case boards may meet electronically.

## **Quorum**

The majority of all of the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

### **Public Notice and Meeting Packets**

Meeting packets are prepared by City staff liaison. However, members should note what is required for meeting preparation and give meeting agendas proper consideration and enough time to meet the City's deadlines. The City Charter requires the following meeting preparation:

- Agendas must be specific and list all topics on which substantive discussions or formal action is expected.
- Agendas must be posted at least 72 hours in advance. Administratively, the City requires all agendas be posted the Wednesday the week prior to the meeting to allow anyone who might be interested time to read the materials.
- Places for posting meeting notice include the City Hall, Recreation Center, Library, and Police Station.
- The complete meeting packet is also posted on the City website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

During a meeting, substantive discussion is not allowed on any subject not listed on the agenda or not substantially related to a subject listed on the agenda.

### **Public Involvement Policy**

All meetings are open to the public and the public has an opportunity to speak although the City may determine the specific time, place, and manner of public comment.

Public participation is an essential element of the City's representative form of government. To promote effective public participation the adopted a Public Involvement Policy. (The complete policy is available on the City's web site [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)). City officials, board members, staff, and participants should all observe the following guiding principles, roles, and responsibilities of that document.

Some of those guiding principles include:

- **Inclusive not Exclusive** - Everyone's participation is welcome.
- **Voluntary Participation** - The process will seek the support of those participants willing to invest the time necessary to make it work.
- **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.
- **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.

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure 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;
- in all public involvement activities fostering long-term relationships based on respect and trust;
- 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.

The public is also accountable for the public involvement process and for the results it produces. All parties 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 consider 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.

### **Quasi-Judicial Public Hearings**

Quasi-judicial boards will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of a quasi-judicial public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting and in a written resolution adopted by the board.

Further information regarding the conduct of public hearings is available from your staff liaison or the City Clerk's Office.

In general, the City will always interpret meeting rules in favor of participation and disclosure. Try to keep discussions on topic and set discussion of new items for a later date. Always advise the public and participants of City's local rules.

### **Electronic Meetings**

All boards offer an electronic attendance option for the public using Zoom. If the technology fails for any reason, the in person meeting may continue if there is a quorum present. The chair will decide if any items need to be continued to a later meeting.

Board members may attend remotely if they are traveling or if illness prevents attendance. It should NOT be used regularly as a substitute for in person attendance.

The Staff Liaison, with input from the board members, may in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

## **ORGANIZATION OF THE BOARD**

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary.

### **Chairperson**

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, and facilitate the overall decision process. The chairperson should encourage the input of ideas from all members of the board, not only those they agree with or those who may speak the loudest.

The chairperson should clarify ideas as they are discussed and repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the board. The chairperson, working with the staff liaison, is responsible for preparing an agenda for each meeting.

### **Vice Chairperson**

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

### **Secretary**

Quasi-Judicial boards have a City staff person to serve as secretary for meeting minutes. Advisory boards shall appoint a member to serve as the secretary to take meeting minutes. The secretary is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. City staff will deposit a copy of the approved minutes from each meeting in Central Records for permanent retention.

## **APPOINTMENTS AND VACANCIES**

You **MUST** meet the following criteria to serve on a Louisville Board or Commission:

- You must reside in the City of Louisville.
- You may not be an employee of the City of Louisville.

Each member is appointed to a specific term of office. Annually in the fall, the City will advertise for interested applicants for vacancies in the upcoming year. The City

Council will review all applications and may interview applicants prior to making appointments at a City Council meeting.

The application process for the position is required for all applicants, including existing board or commission members seeking reappointment to a new term on the same board or commission.

This application process does not apply to the Youth Advisory Board which maintains a separate application process.

Mid-year vacancies can be filled if there is an interested applicant or the City Council may choose to leave seats vacant until the annual appointment process. Those interested in a mid-year appointment will complete an application to be reviewed by the City Council. Mid-year appointments last until the end of the calendar year and appointees may apply for a full term during the annual appointment process.

The City Clerk's Office shall send an email of appointment to each new member including a copy of the Code of Ethics and the *Handbook for Boards and Commissions*. The City's Open Government Pamphlet is provided to each board member at the first meeting of every year.

### **LIABILITY**

When performing authorized functions, board members and the City's volunteers are entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. The City Clerk's Office staff is available for further discussions regarding liability. To minimize risk of liability to themselves, the City, and their board, board members should keep in mind that they are members of a collective body and therefore should avoid acting individually on a matter unless clearly authorized to do so. Also, board members should stay within their authorized activities and not act in cases where a conflict of interest exists.

### **CAUSE FOR REMOVAL**

In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive, and civil manner. The City Council established that during the term of office, a member of a board or commission shall be removed only for cause which includes but is not limited to:

- A. Violation of City or state ethics laws;
- B. Conviction during the term of office of a felony or of any other crime involving moral turpitude;
- C. Absence from more than 25 percent of the regular meetings in any 12-month period;
- D. Neglect of duty or malfeasance in office;
- E. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
- F. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
- G. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
- H. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
- I. Other grounds constituting cause as established by law.

The procedure for removing a member of a City board or commission is as follows:

- A. Any person who believes that there is cause to remove a member of a City board or commission as provided in section 2 above shall present the evidence of such cause to the City Manager.
- B. The City Manager shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a determination as to whether there may be grounds for removal or whether other action is warranted.
- C. If the City Manager determines there may be grounds for removal, the City Manager shall present a report to the City Council for its consideration and action. The member shall be provided a copy of the report and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the report. Removal of a member shall require the affirmative vote of a majority of the entire City Council.

D. The City Manager may appoint a designee to perform the Manager's duties set forth in this Section.

A member may resign from a board or commission at any time by providing a resignation letter or email to the Mayor, staff liaison, or the City Clerk.

**MORE INFORMATION**

For specific information regarding the City's boards and commissions and a description of membership requirements and duties, please see the City's website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov) or contact the City Clerk (303.335.4536 or [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov)).

*Updated December 2024*



## Memorandum

To: Historical Museum Advisory Board  
From: Gigi Yang, Museum Services Supervisor  
Date: January 21, 2026  
Re: Museum Services Supervisor's Report

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As the new year starts, we are pleased to report statistics from last year showing increased community engagement with Museum activities. In 2025, the Museum saw more visitors and hosted more programs than ever:

- We saw over **6,300 Museum visitors** from **38 states** and **17 different countries**.
- The Museum held **65 special programs and tours** attended by **4,091 people**.
- **1,470 people** attended our First Friday programs.
- **517 people** joined us for our annual Vintage Base Ball Game.
- We received over **70 different donations** and added more than **350 objects** to our collection.
- Staff and volunteers completed **17 oral histories** totaling around **23 hours of stories** from community members.
- Staff researched **12 social history/ building reports** related to resident requests for Historic Preservation funding; completed **53 community research requests**, and four Louisville Historian articles expanding our knowledge with new research on
  - Louisville and the Vietnam War
  - Hidden Histories of businesses and buildings
  - Firefighting and Hose Teams
  - Rocky Flats and Louisville

The first few months of 2026 will be a challenge as we will be short-staffed due to two Museum Associate vacancies. Sophia Imperioli will be leaving at the end of January for a full-time benefited position at CU. We are sorry to see her go and wish her well in her new endeavors.

Gigi will be working on year-end reporting for the SCFD grant and applying for general operating support funding for 2027. Museum staff have planned a deep dive exploring themes related to the sesquicentennial including: Life, Liberty, and the Pursuit of Happiness, Consent of the Governed, Free and Independent States, and Created Equal and how these themes connect to the history and people of Louisville.

We are pleased to welcome two new HMAB members – Eric Lenderman and erika winters and look forward to new opportunities with HMAB and engaging the community with local history.



**City Council &  
Historical Museum Advisory  
Board  
2025 Joint Meeting**

April 22, 2025

Mayor: Chris Leh

Board Chair: John Honan

Liaison: Gigi Yang

# Purpose and Expectations

- Annual joint meeting with City Council
- Overview of HMAB role
- 2025 City Council Priorities and Work Plan
- 2025 HMAB Priorities
- Discussion/Direction from City Council

# Introductions

- Joe Teasdale
- Pronouns:
- Historical Museum Advisory Board Vice-Chair – current
- Tenure on Council/HMAB/with the City – 6 years

# Historical Museum Advisory Board Role

Advisory to city council.

# Louisville Municipal Code

- Sec. 2.20.020. – Boards and Commissions - General

*Except as otherwise provided by the charter or by ordinance, each board and commission shall be advisory in character.*

- Sec. 2.20.070 – Cultural Advisory Board

*The board shall serve in an advisory capacity to the city council in matters related to the Louisville Historical Museum and to promote public awareness of the history of Louisville, Colorado. The powers, duties, and responsibilities of the board shall be as set forth by city council resolution.*

# Resolution No. 60, Series 2023

- The Board shall have the following responsibilities and such other duties as may be assigned by the City Council:
  - A. *Assist City staff in promoting public awareness of the history of Louisville and the Louisville Historical Museum.*
  - B. *Advise City staff and City Council in determining the community's needs and desires for public history and historical museum services.*
  - C. *Advise City staff and City Council on maintenance, improvements, and development of all City museum facilities.*
  - D. *Advise City staff and City Council on the capital and operating budget as it relates to museum services.*
  - E. *Advise City staff and City Council on medium- and long- range planning for museum services and facilities.*

# Other Key Guidance

- All City Boards are subject to the Colorado Open Records Act and Open Meeting rules in the Home Rule Charter.
- Rules of Procedure are in place for all boards. These cover meeting civility, general rules, meeting requirements and more.
- Bylaws – Updates coming
- New quasi-judicial role



# 2025 Council Work Plan



# 2025 Council Work Plan

## Four Priorities:

- Economic Vitality
- Core Services
- Safety
- Affordable Housing

## Two lenses:

- Equity, Diversity, and Inclusion (EDI)
- Environmental Sustainability

# **2025 Proposed Work Plan**

## **Historical Museum Advisory Board**

# 2024 HMAB Highlights

- Assisted Museum staff at retreat for Strategic Priorities planning for 2024-2026.
- Reviewed HMAB role and Museum standard practices in the STEPS program (Standards and Excellence Program for History Organizations).
- Awarded Pioneer Award to Ed Helmstead for 2024.
- Attended and participated in Museum events – Members Only reception, Vintage Base Ball game.
- Reviewed and approved updated Museum policies and donations to the Museum collections.

# 2025 HMAB Priorities – Related to Council’s Work Plan

## Economic Vitality

- HMAB will support the Historical Museum as a community resource and as stewards of Louisville history.
- HMAB will promote and volunteer at Museum events that will bring community members and tourists to the Historic Downtown area.
- HMAB will promote the Museum Campus as a welcoming space and build awareness of the Historical Museum’s value as a cultural destination.

## Equity, Diversity and Inclusion

- HMAB will receive training in EDI principles and practices.
- HMAB will work with Museum staff on regular review of policies and practices to support EDI ideals.
- HMAB will attend, volunteer at, or assist with Museum programming that supports the City’s EDI initiatives.
- HMAB will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

# Proposed 2025 HMAB Work Plan Priorities not included on City Council's Adopted Plan

- Advisors
  - We act as a sounding board to the Museum Supervisor and her staff on policy and strategy issues.
- Advocates
  - We act as advocates for the Museum – promoting Louisville History Month.
  - We build awareness in the community and with City Council of Museum activities and needs.
  - We recognize community leaders through the annual Pioneer Award.
- Volunteers
  - We volunteer at Museum events around the community.

# Council Guidance

Opportunity for discussion/direction from council:

- Anything else the board should consider related to the council work plan?
- Council guidance on the non-work plan items?

*Important considerations:*

- *Are all items in the purview of the board and advisory to council in nature?*
- *Is this what council needs from the board?*

# Thank you!

- To the Board members for your leadership and time as volunteers!
- To staff for your work!
- Next Steps:
  - Council looks forward to continued work with each board and commission
  - APRIL – Recommendations for interim budget due
  - MAY – Recommendations for 2026 Council Work Plan due
  - NOVEMBER – Recommendations for 2026 Legislative agenda due