

# ***Historical Commission***

## ***Agenda***

**Wednesday, May 17, 2023  
Library Meeting Room  
951 Spruce Street  
6:30 PM**

*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/histcmsn](http://www.louisvilleco.gov/histcmsn).*

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

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Approval of minutes for the March 15, 2023 regular meeting – *see attached draft*
- V. Public comments on Items Not on the Agenda
- VI. Introduction of Louisville History Foundation board representative

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or [MeredythM@LouisvilleCO.gov](mailto:MeredythM@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.

- VII. Report from Keith Keller, liaison from the Historic Preservation Commission
- VIII. Updates on Museum – Bridget and Sharon
  - A. Budget updates
  - B. Museum buildings and campus
- IX. Report from Sharon Nemechek, Director of Cultural Services
- X. Report from Bridget Bacon, Museum Services Supervisor
  - A. Museum Services Supervisor’s written report – *see attached memo*
  - B. Updates on Museum operations & projects
  - C. Approval of Deeds of Gifts from donors
  - D. Advice sought on donations of other artifacts being offered
- XI. List of questions that the City Manager would like boards and commissions to discuss this month and report back on:
  - 1. What do you consider to be the purpose and role of your body? Do you have suggestions on changing that role in the future?
  - 2. What have been your greatest successes? What about your greatest failures?
  - 3. How is your process to develop your annual work plan? How does it align with Council’s work plan?
  - 4. If Council will be considering changes, what changes would you recommend?
  - 5. Do you feel that your body has been effective or ineffective? Why?
  - 6. City Council has an informal policy of managing meeting time and canceling or reducing meeting times when agendas are light. What are the practices of your body in regards to agenda development, meeting duration, and meeting tempo?
- XII. Commission’s Work Plan for 2023 – two Museum policy revisions & updates
  - A. As a start, the Commission can read the current versions of the Museum’s Volunteers Policy and Visitor Policy (*see attached*)
  - B. The Museum staff will draft revisions of these two policies for the Commission to review at future meetings
- XIII. Chair’s Report
- XIV. Commission comments & discussion items for next meeting (July 19, 2023)
- XV. Adjourn

# ***Historical Commission***

## ***Meeting Minutes***

**Wednesday, March 15, 2023**  
**Library Meeting Room**  
**951 Spruce Street**  
**6:30 PM**

- I. **Call to order:** Commission Chair John Honan called the meeting to order at 6:33 PM
- II. **Roll call:**  
**Commission Members Present:** Jonathan Ferris, John Honan, Scott McElroy, and Joe Teasdale  
**Commission Members Absent:** Shelley Angell and Paula Elrod  
**City Representatives Present:**  
Bridget Bacon, Museum Services Supervisor  
Sharon Nemechek, Director of Cultural Services  
Summer King, Museum Associate – Outreach Services  
**Other:** Keith Keller, Historic Preservation Commission
- III. **Approval of agenda:** Members approved the agenda, vote 4 to 0
- IV. **Approval of minutes for the Jan. 18, 2023 regular meeting:** Members approved the minutes, vote 4 to 0
- V. **Public comments on Items Not on the Agenda:** None
- VI. **Historic Preservation Commission Liaison:** The Commission welcomed Keith Keller from the Historic Preservation Commission to the meeting. The Commission asked for there to be an agenda item on future agendas (like there used to be) for him to give a report about HPC activities.
- VII. **Updates on Museum – Bridget and Sharon**
  - A. **Budget updates:** The Museum was granted a \$15,000 planning grant for the Trott-Downer Cabins from the State Historical Fund for

planning the restoration of the Cabins' interiors. Also, the application for SCFD funds was submitted for the Museum.

**B. Museum buildings and campus:** The screen door on the Summer Kitchen has been repaired by a conservator.

- VIII. Introduction of Summer King, Museum Associate – Outreach Services, to talk about her work for the Museum:** Summer introduced herself to the Commission, talked about her background, and reported her duties. The focus of Summer's position at the Museum is outreach, which means that she connects with different Louisville community bases such as schools and senior centers for tours of the Museum and presentations of Louisville's history. Also, she works on the monthly E-newsletters and manages the Museum's social network presence
- IX. Report on the Museum's digital statistics for 2022 and what they show about the Museum's outreach (Summer King):** Summer gave a presentation to the Commission about the digital statistics of who is engaging with the Museum's digital content and what they are looking at.
- X. Report from Sharon Nemechek, Director of Cultural Services:** Bridget recently announced her upcoming retirement. The job posting for her position will be posted on Friday.
- XI. Report from Bridget Bacon, Museum Services Supervisor:**
- A. Museum Services Supervisor's written report:** No addition to her written report
  - B. Updates on Museum operations & projects:**
    - i. Museum's Work Plan for 2023:** Bridget went over the points of the Museum's work plan to the Commission
    - ii. "First Fridays" are continuing at the Museum and Library:** The First Friday Art Walks have gone on hiatus, but the Museum and Library have programming planned out and have continued calling them First Fridays and had a good turnout along with participating downtown businesses and the support of the DBA, Chamber, and the City's Economic Vitality program.
  - C. Approval of Deeds of Gifts from donors:**

The Commission members approved the deeds by vote of 4 to 0, for the following donations:

    - 1. Shirley Elrod** –photos and other items relating to her father, John Waschak, who served on the Louisville City Council and as Mayor.
    - 2. Anne Dyni** – photos and slides relating to Louisville history, many of which she when she was researching Boulder County history for her books and lectures as a local historian.

**3. Ed Helmstead** – digital photos of him painting lettering on the Louisville Grain Elevator building in 2022 based on the original lettering that appears in historic photos of the building.

**4. Juanita Razo** – digitized historic photos showing members of the Duran, Lorenzi, and related families.

**5. Victoria Malcolm** – items that belonged to Joseph Malcolm, consisting of two ledgers from his insurance business in Louisville and a photo showing him and other soldiers during their service in the Spanish-American War.

**6. Clint Petrun** – digitized historic photos from a family photo album relating to the Petrun and Ferrari families of Louisville.

**7. Bob Bryan** – prints and digitized historic photos from the related Scarano/Scran, DelPizzo, and Brierley families.

**D. Advice sought on donations of other artifacts being offered:**

No advice sought

- XII. Discussion and approval of the Commission's Work Plan for 2023:** The Commission discussed the proposed work plan and approved it by, vote 4 to 0.
- XIII. Chair's Report:** John reported to the Commission about his presentation of the two Pioneer Awards at the Chamber of Commerce awards dinner in January.
- XIV. Commission comments & discussion items for next meeting (May 17, 2023):** Review of the two current Museum policies and discuss whether it will be feasible to purchase uniforms for the vintage baseball game
- XV. Adjourn:** The LHC meeting adjourned at 7:36 PM. The next meeting is scheduled for May 17<sup>th</sup>, 2023.



## Memorandum

To: Historical Commission  
From: Bridget Bacon, Museum Services Supervisor  
Date: May 9, 2023  
Re: Museum Services Supervisor's Report

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Sharon and I are pleased to announce that Gigi Yang has been selected to be the new Museum Services Supervisor! Starting at around the time of my retirement in June and at the next regular Commission meeting in July, Gigi will be the City staff liaison to the Commission along with Sharon.

As many of you know, Gigi has worked at the Museum since 2018 as a Museum Associate specializing in Collections and Exhibits. In that capacity, Gigi has been responsible for the care and storage of the Museum's collections. She has also cataloged and preserved historic photos and artifacts, created engaging exhibits about Louisville, led public tours, developed programs, and implemented the conservation workshops for Marshall Fire survivors by bringing in professional conservators for people to talk to. She also maintains the Museum's website, making an abundance of history information available there. Currently, Gigi is leading the Museum's effort to re-interpret the Tomeo House in order to put the focus on the Rossi family living in the Tomeo House during the Depression and on Grace Rossi as the head of the household.

Prior to her work at the Museum, Gigi was the Manager of Adult Services at the Mamie Dowd Eisenhower Library in Broomfield. Gigi has both a Master's Degree in Library & Information Science and a Certificate in Museum Studies. Congratulations to Gigi and welcome to her in her new role!

The Spring issue of the *Louisville Historian* will come out this month. Also, on Thursday, May 25, the public is invited to the Louisville Landmark Plaque Ceremony organized as part of Louisville's Historic Preservation Program. Meet at 6 PM in the Museum Courtyard for light refreshments, followed by a walk or drive to the two downtown historic houses landmarked in 2022.

The Museum has planned walking tours on "Historic Trees of Downtown Louisville" (June 10) and "Louisville on La Farge" (June 24). See the website or new *Louisville Historian* for more information about time, place, and registration.

## Louisville Historical Museum Volunteers Policy

Adopted by the Louisville Historical Commission,  
January 6, 2016

### Definitions

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

### Statement of Purpose

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

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

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

### Recognition

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

### General Provisions

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

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

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

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

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

### **Recruitment and Supervision of Volunteers**

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

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

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

There will be no formal evaluation process for volunteers.



## **Louisville Historical Museum Visitor Policy**

Adopted by the Louisville Historical Commission  
July 6, 2016

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

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

### **Inappropriate Behavior**

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

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

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

In addition, visitors are requested to refrain from openly displaying weapons.

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

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

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

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

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