

Historical Commission

Agenda

**Wednesday, September 20, 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.*

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.

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Approval of minutes for the July 19, 2023 regular meeting – *see attached draft*
- V. Public comments on Items Not on the Agenda

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. 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.

- VI. Report from Louisville History Foundation board representative, Jen Henderson (3 minutes)
- VII. Report from Keith Keller, liaison from the Historic Preservation Commission (3 minutes)
- VIII. Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services
 - A. Budget updates
 - B. Museum buildings and campus
 - C. Museum Services Supervisor’s written report – *see attached memo*
 - D. Updates on Museum operations & projects
 - E. Approval of Deeds of Gifts from donors
 - F. Advice sought on donations of other artifacts being offered
- IX. Commission’s Work Plan for 2023 – two Museum policy revisions & updates
 - A. Review Pioneer Award procedures (*see attached*)
 - B. Review Museum Visitor Policy (*see attached*)
 - C. Volunteer Policy to be reviewed in November (*see attached*)
- X. Chair’s Report
- XI. Commission comments & discussion items for next meeting (November 15, 2023)
- XII. Adjourn

Historical Commission Meeting Minutes

**Wednesday, July 19, 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](http://www.louisvilleco.gov/histcmsn) to link to the meeting: 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 gyang@louisvilleco.gov.

- I. **Call to order:** Commission Chair John Honan called the meeting to order at 6:32 PM
- II. **Roll call:**
Commission Members Present: Jonathan Ferris, John Honan, Scott McElroy, and Joe Teasdale
Commission Members Absent: Shelly Angell, and Paula Elrod
Other Representatives Present:
Gigi Yang, Museum Coordinator
Sharon Nemechek, Director Library & Museum Services
Jen Henderson, History Foundation Board Member
- III. **Approval of agenda:** Members approved the minutes, vote 4 to 0
- IV. **Approval of minutes for the May 17, 2023 regular meeting:** Members approved the minutes, vote 4 to 0
- V. **Public comments on Items Not on the Agenda:** Sherry Sommer introduced herself to the Commission and came to observe the meeting

- VI. **Introduction of Louisville History Foundation board representative, Jen Henderson, and report (3 minutes):** Jen reported that they are working with Gigi on the Vintage Base ball game event, and that the Foundation submitted an eligibility request for SCFD funds. The Museum was found eligible for the SCFD funds and submitted a grant application that should have an answer in September if funds will be awarded to the Museum.
- VII. **Report from Keith Keller, liaison from the Historic Preservation Commission (3 minutes):** No update
- VIII. **Updates on Museum – Gigi and Sharon:**
- A. **Budget updates:** Sharon gave additional details to the SCFD grant application
 - B. **Museum buildings and campus:** The contract for the planning work on the Trott-Downer cabins is moving forward. Peter Stewart Architecture was hired for the job. Also, they are meeting with the Parks Superintendent tomorrow on the landscaping for the Museum campus.
- IX. **Report from Gigi Yang, Museum Services Supervisor:**
- A. **Museum Services Supervisor’s written report:** No additional information
 - B. **Updates on Museum operations & projects:** The last two First Fridays events brought 94 people for the June Dancing days event and 115 people in July for Root beer floats. Also, Gigi reminded the Commission about the upcoming Vintage Base ball game and the Members Only reinterpretation event for the Tomeo House on August 25th.
 - 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. **Joan Hodgson** – Photos and items from the Helburg family that were at the Police Station.
 2. **Monarch High School yearbook** – donated by Monarch High School for the 2022-2023 school year.
 3. **Sherry Hefton Hibbert** – Baptist Church record book.
 4. **Theresa and David Murray** - Centaurus football program from 1995
 5. **Betty Davis Barnes** – spiral-bound copy of a family history, “The Davis and Laferty Families of Louisville, Colorado and Boulder County Colorado”.
 6. **Ellen Fickewirth** – five digital photographs of Louisville in 1962.
 7. **Dean DePizzo** – Three film reels of Louisville events and photos of Louisville High School and Louisville from 1950s, program from school play, items from First State Bank, photos of Main Street construction, 1959 tax levies.
 8. **Cynthia Martin** - Louisville Pirates Homecoming button from 1971.

9. **John Leary** – items related to Louisville history and coal mining from John Madonna and a Louisville Times newspaper from 1929.

D. **Advice sought on donations of other artifacts being offered:** No Advice sought

X. **Report from Sharon Nemechek, Director of Cultural Services:** The Historical Commission will now be called the Historic Museum Advisory Board. This change will happen by the end of the year. Sharon requested removal of this section be removed. She will give her report in the Museum Updates section in the future.

XI. **Commission's Work Plan for 2023 – two Museum policy revisions & updates:**

A. **Review Pioneer Award procedures:** Commission reviewed the current award procedures. The Commission suggested an addition asking the public for nominations in the Historian, and a change to the subcommittee procedures, Scott McElroy nominated to work on revising the procedures.

B. **The Museum staff will draft revisions of two Museum policies for the Commission to review at future meetings. The Museum Visitor Policy in September and the Volunteer Policy in November.:** No revisions at this time

XII. **Chair's Report:** No report

XIII. **Commission comments & discussion items for next meeting (September 20, 2023) :** Revisions to the Pioneer Award procedures, and possible nominations for the award

XIV. **Adjourn:** The LHC meeting adjourned at 7:10 PM. The next meeting is scheduled for September 20th, 2023



Memorandum

To: Historical Commission
From: Gigi Yang, Museum Services Supervisor
Date: September 20, 2023
Re: Museum Services Supervisor's Report

We are sad to report that Jason Hogstad has resigned his position as Museum Associate – Volunteer Coordinator. He will be moving on to a new full-time opportunity in Boulder after September 16. Jason has contributed a tremendous amount of research and scholarship around Louisville history, and built wonderful relationships with volunteers, community members, and stakeholders. He will be missed! To better reflect the current needs of the Museum, we have re-written this job position to focus on Public History and Interpretation, which will still include work with volunteers and the oral history program. The job opening was posted on September 5 and will close on September 20.

The Museum had a very successful re-opening of the Tomeo House in early September during the Member's Only and First Friday events with a total of 83 attendees, despite the wet weather. In September, we will be celebrating Louisville History Month with the 3rd Annual Vintage Base Ball game at Miner's Field on September 16 and a walking tour of Louisville Trees with City Forester, Chris Lichty.

Gigi Yang attended the American Association for State and Local History (AASLH) annual conference in September and presented to the Small Museum's Group on our work documenting the Marshall Fire through rapid collection and oral histories, and with supporting disaster recovery and community healing.

In October, Museum staff will be sharing Louisville history with two school groups from Coal Creek Elementary and talking about how early Louisville residents were resourceful about re-using and re-purposing items in their daily lives at the City's Ecotober Sustainability Fair. We will also explore Louisville's spookier side with a First Friday look at historic Halloween traditions, and tellings of true Louisville stories by the Spellbinders at *Stories in the Dark* on October 20.

Louisville Historical Commission Pioneer Award

*Revised by the Louisville Historical Commission
Sept. 20, 2023*

1. Introduction:

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

2. Qualifications for the Award:

- 2.1 The recipient should be a person or persons or an organization who, through his/her or their business and personal activities, is recognized within the Louisville community as an active or previously active contributor to the ongoing or past successes and welfare of the community.
- 2.2 As the Louisville Historical Museum is committed to collecting, preserving, and sharing a full range and diversity of experiences in our community, these values should be expressed with this award.
- 2.3 The award is given in recognition of the past achievements in spirit and time in promoting the interests and future of the City of Louisville through his/her or their personal service to the community and its residents.
- 2.4 The Pioneer Award may be presented as a posthumous award, in which case it will be presented to the recipient's family.
- 2.5 The Pioneer Award may be presented to a living person.

3. Procedures for the Award:

- 3.1 Anyone may nominate an individual, business, or organization for the Pioneer Award.

- 3.2 Nominations may be made to any Louisville Historical Commission Member or to the Louisville Historical Museum Supervisor for referral to the Commission.
- 3.3 The Louisville Historical Museum Supervisor shall place a notice in the Spring edition of the Louisville Historian seeking nominations for the Pioneer Award.
- 3.4 Nominations should include all relevant information and facts which would support the request.
- 3.5 Nominations should be submitted as early as possible for the Commission to review.
- 3.6 The Commission may ask for guidance from the Louisville Historical Museum Supervisor or anyone from within the community with an interest.
- 3.7 All nominations are confidential and only the final award recipient will be identified.
- 3.8 At the May meeting, the Commission shall make initial recommendations for nominations for the award.
- 3.9 The Commission will consider initial background information for each nomination at the July meeting and seek to narrow the nominations down to two at that meeting.
- 3.10 The Commission or a subcommittee of one or more members may research and provide any additional information for the nominations.
- 3.11 Should there be more than one nomination, the nomination(s) not chosen may be considered for the following year's award.
- 3.12 The Commission shall make the final nomination(s) at the November meeting.
- 3.13 A subcommittee of one or more members shall prepare a draft presentation for the award for consideration at the following January meeting.
- 3.14 After the January meeting, the subcommittee shall revise the draft presentation for the award and forward it along with a photo of the recipient, if available, to the Louisville Historical Museum Services Supervisor for finalization, notification, processing and possible inclusion into *The Louisville Historian*.

Louisville Historical Commission Pioneer Award Past Recipients

1985	J.J. Steinbaugh	2005	Carolyn Conarroe
1986	Charles, Iona, & Quentin Thomas	2006	Virginia Caranci
1987	Dr. Lucius Cassidy Sr.	2007	Bill and Betty Buffo
1988	Joe Colacci	2008	David Ferguson
1989	John "Ring" Dionigi	2009	Patricia Seader
1990	Martha Eberharter	2010	Frank Domenico
1991	G.R. Henning	2011	Lawrence Enrietto
1992	Eugene Caranci	2012	George Brown
1993	Susie DiGiacomo	2013	Barbara DiSalle
1994	Lewton McCorkle	2014	Marion Junior
1995	Fr. Benedict Ingenito OSB	2015	Dick DelPizzo
1996	Frank Rizzi	2016	Ted & Carolyn Manzanares
1997	L.C. "Bun" Graves	2017	Anthony "Joe" Madonna
1998	Vera Taylor	2018	Donald William "Donnie" Buffo
1999	Eileen Schmidt	2019	Leon Wurl
2000	Eliseo Jacoe	2020	Keith Helart
2001	Joe Carnival	2021	The Louisville Community
2002	Robert Ross	2022	Debbie Krueger
2003	Glenn Steinbaugh	2023	Janet Russell
2004	Donald Ross		

Louisville Historical Museum Visitor Policy

Adopted by the Louisville Historical Commission
September 20, 2023

The Louisville Historical Museum is an inclusive place that strives to collect and share the story of Louisville through its historic artifacts, programs, and buildings. 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. We request visitors to the Museum respect and show consideration for the Museum's collections, staff, and other visitors.

In order to provide a safe and welcoming environment for visitors of all ages and abilities, all visitors are expected to:

Respect historic artifacts, historic buildings, and grounds.

- Avoid touching artifacts or other items in the Museum's collection. Museum staff and volunteers may handle items with care and knowledge of preservation methods
- No eating or drinking, other than drinking from covered containers
- Don't take photos of historical photographs. To obtain copies of historical photographs, please refer to the Museum's Photo Reproduction Policy & Agreement
- No running, climbing, or skating, including use of skates, skateboards, and scooters on the Museum campus

Be considerate and respectful of others.

- Don't abuse or harass other visitors or the Museum staff
- Avoid excessive noise that disrupts other Museum visitors
- Wear shoes and shirt
- Don't litter or leave trash on the Museum grounds
- Leave promptly at closing
- No obscene language or hate speech

Act legally and ethically, per Louisville City Codes and Ordinances

- Only service dogs are allowed in the Museum buildings, please refrain from bringing in pets
- No smoking or vaping
- No visible drug or alcohol intoxication
- No abuse, vandalism, or theft of Museum facilities, artifacts, grounds, or equipment
- Louisville City code prohibits possessing a firearm on Museum premises
- No physical, sexual, or verbal abuse, bullying, or harassment of Museum visitors or staff
- No soliciting, electioneering, or petitioning within City buildings
- Do not engage 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

Please supervise all children. Caregivers should stay with vulnerable visitors.

Comply with other policies and direction from Museum Staff.

Visitors who do not comply with the above policies and who are engaging in inappropriate behavior may be asked to leave the Museum premises.

Thank you for your cooperation!

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.