



Historical Museum Advisory Board

Agenda

Wednesday, May 15, 2024
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: 825 4701 2866*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: 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.

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Approval of minutes for the March 20, 2024 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, or taped material, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or 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.

- VI. Report from liaison from the Historic Preservation Commission, Sloane Whidden (3 minutes)
- VII. Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes)
- VIII. Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemecek, Director of Cultural Services
 - A. Museum staff intro – Hadley Kluber Seifert – Collections management
 - B. Budget updates
 - C. Museum buildings and campus
 - D. Museum Services Supervisor’s written report – *see attached memo*
 - E. Updates on Museum operations & projects
 - i. Code of Ethics – AAM - *see attached*
 - F. Approval of Deeds of Gifts from donors
 - G. Advice sought on donations of other artifacts being offered
- IX. HMAB Work Plan for 2024
 - A. Review Work Plan for 2024 - *see attached*
- X. Chair’s Report
- XI. Open Government Training for Advisory Boards – May 22
- XII. HMAB comments & discussion items for next meeting (July 17, 2024)
- XIII. Adjourn

Historical Museum Advisory Board Agenda

**Wednesday, March 20, 2024
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: 841 2600 8024*
- *You can log in via your computer. Please visit the City's website here to link to the meeting:
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.

I. Call to order: Advisory Board Chair John Honan Called the meeting to order at
6:00 PM

II. Roll call:

HMAB Members Present: Rebecca Furguson, Jonathan Ferris, Nicole Garcia, John Honan, David Hosansky, Scott McElroy, and Joe Teasdale

HMAB Members Absent: None

Other Representatives Present:

Gigi Yang, Museum Services Supervisor

Gordon Madonna, History Foundation Board member

Sloane Whidden, Historic Preservation Commission member

- III. **Award presentation from Daughters of the American Revolution:** Gail Ellias and Terry Stone from the Daughters of the American Revolution Presented the Museum an award for keeping local history alive.
- IV. **Approval of agenda:** Members approved agenda, vote 7 to 0
- V. **Approval of minutes for the January 17, 2024 regular meeting:** Members approved the minutes, vote 7 to 0
- VI. **Public comments on Items Not on the Agenda:** None
- VII. **Report from liaison from the Historic Preservation Commission, Sloane Whidden (3 minutes):** Sloane introduced herself to the Board, she explained the role of the Historic Preservation Commission and her role as a liaison reporting the current projects the Commission is working on.
- VIII. **Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes):** Gordon asked about current opportunities for the Pioneer Award or recommendations the Board has at this time.
- IX. **Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services:**
 - A. **Budget updates**
 - i. **Cultural Services Revenue:** Gigi went over the Cultural Services Revenue spreadsheet with the Board and the estimated amount of funds that come in from memberships, and the State Historical grant funds being used for the Miners Cabins.
 - ii. **Museum Operations Budget:** Gigi explained the Museum’s budget and how the funds are used for its operation going over the line items in the attached spreadsheet.
 - B. **Museum buildings and campus:**
 - i. **CIP Requests 2025:** The current requests submitted to the city for the Museum are to update the fire alarm system, and improvements on the interior walls and floors of the Tameo house and Jacoe store.
 - ii. **HPC Funding request pending:** The requests the Museum will submit for Historic Preservation Commission funding are to replace the front porch of the Tomeo house and the ramp at the back door, the steps on the Jordinelli house and the railings, fixing seven cracked window panes on the Jacoe store, repairing doors on all of the buildings on the Museums campus, and removing rust spots on the wrought iron fence on the Tomeo house.
 - C. **Museum Services Supervisor’s written report:** In addition to the written report, Gigi informed the Board that there will be a third tour of 40 eighth graders from Louisville Middle School, in addition to the BVSD Latino Gifted students and the Rotary Club.
 - D. **Updates on Museum operations & projects:**
 - i. **Public Trust – AAM and STEPS:** Over the next two years the Museum staff will go over the STEPS workbook that is a self-evaluation of museum standards that should be ideally met, so the Museum can be accredited by the American Alliance of Museums.
 - ii. **Strategic Plan and Advocacy:** Gigi went over the priorities for the Museum for 2024 through 2026.

E. Approval of Deeds of Gifts from donors:

The Board members approved the deeds by vote of 7 to 0, for the following donations:

1. Sheila Ryan – six issues of The Lookout from 1962, Education collection - miners lamp
2. Barbara Gigone – Oliver Standard typewriter used at the Daily Camera – Education Collection
3. Gordon Madonna – tie tack, ribbon, medal and patch from the United Mine Workers First Aid Team, 1938
4. James A. Dixon – Bronze vase with fronds sculpture related to the Marshall Fire
5. Arlene Leggett – Shoe skates and case from the 1950s

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

X. HMAB Work Plan for 2024:

A. Presentation of Work Plan for 2024 to City Council: The Board reviewed the work plan presentation.

XI. Chair's Report: John reported, a month ago Chairpersons from Boards and Commissions met with the City Council and John presented the work plan to the city Council.

XII. HMAB comments & discussion items for next meeting (May 15, 2024): Gigi will try and bring staff members to the next three meetings so they can introduce themselves and explain their role at the Museum.

XIII. Adjourn: The HMAB meeting adjourned at 7:22 PM. The next meeting is scheduled for May 15th, 2024



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: May 15, 2024
Re: Museum Services Supervisor's Report

The newest issue of the Louisville Historian was mailed out recently and focused on Celebrating 100 Years of Library Service. Museum staff have also been collecting oral histories and stories from community members who remember the library from the 1950s to today. It has been gratifying to research the importance of education and life-long learning throughout Louisville's history and the parallel history of Women's Clubs in Louisville.

This spring, we are preparing for a busy summer, expanding our interpretation of Louisville history to the outdoor campus spaces. Museum staff will be working with the Parks Department to refresh garden beds with native plants that will illustrate indigenous history, fire-resistant plants, and herbs and vegetables used by Italian immigrants.

Staff members Sophia Imperioli and Summer King have been boosting the volunteer program with regular meetings of the Oral History team and held a volunteer orientation training in April for volunteers interested in helping out with tours and events. We had a very successful First Friday in March covering "Recycled History" where we explored making rag rugs and got a good head start on a community-made rag rug for the Tomeo House, led by Kristen Poppe, a new volunteer.

Museum staff have also been active in the Museum profession. Sophia Imperioli recently judged student projects at the National History Day state competition and awarded the Louisville Historical Museum Award to two student projects that focused on mining and labor rights. The LHM award is funded by the Louisville History Foundation. Hadley Kluber Seifert presented a poster on collections re-organization at the Colorado-Wyoming Association of Museums annual meeting in early May. In preparation for re-organizing the Jacoe Store exhibits, Gigi Yang and Hadley Kluber Seifert visited the Westminster Grange to learn more about the care and display of their historic "Grand Drapery" that is similar to the Museum's Rex Curtain. Staff have also continued our progress through the STEPS program evaluating our museum practices and professional standards. We have completed initial review of Mission, Vision, and Governance; Stewardship of Collections; Audience and Community Engagement; and Interpretation.

Lastly, we are looking forward to hiring two new interns for the summer to assist with a collections inventory project that is part of the on-going re-organization, and with education and outreach projects that will help make historical content more accessible at the Museum and on the website.

AAM Code of Ethics for Museums

Adopted 1993 by the AAM Board of Directors and amended in 2000

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>

Please note that the Code of Ethics for Museums references the American Association of Museums (AAM), now called the American Alliance of Museums.

Ethical codes evolve in response to changing conditions, values and ideas. A professional code of ethics must, therefore, be periodically updated. It must also rest upon widely shared values. Although the operating environment of museums grows more complex each year, the root value for museums, the tie that connects all of us together despite our diversity, is the commitment to serving people, both present and future generations. This value guided the creation of and remains the most fundamental principle in the following Code of Ethics for Museums.

Code of Ethics for Museums

Museums make their unique contribution to the public by collecting, preserving and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and non-collecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically. This Code of Ethics for Museums, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections and programs, the American Association of Museums promulgates this Code of Ethics for Museums. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees and volunteers in the performance of museum-related duties. Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society—present and future.

Governance

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society and respect the diversity of the natural and cultural common wealth.

Thus, the governing authority ensures that:

- all those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- its members understand and fulfill their trusteeship and act corporately, not as individuals

- the museum's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the museum's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- working relationships among trustees, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain.

Collections

The distinctive character of museum ethics derives from the ownership, care and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

Thus, the museum ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
- the unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial gain
- competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively and with respect for the dignity of all parties involved.

Programs

Museums serve society by advancing an understanding and appreciation of the natural and cultural common wealth through exhibitions, research, scholarship, publications and educational activities. These programs further the museum's mission and are responsive to the concerns, interests and needs of society.

Thus, the museum ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

Promulgation

This Code of Ethics for Museums was adopted by the Board of Directors of the American Association of Museums on November 12, 1993 and revised in 2000. The AAM Board of Directors recommends that each nonprofit museum member of the American Association of Museums adopt and promulgate its separate code of ethics, applying the Code of Ethics for Museums to its own institutional setting.

A Committee on Ethics, nominated by the president of the AAM and confirmed by the Board of Directors, will be charged with two responsibilities:

- establishing programs of information, education and assistance to guide museums in developing their own codes of ethics
- reviewing the Code of Ethics for Museums and periodically recommending refinements and revisions to the Board of Directors.

Afterword

Each nonprofit museum member of the American Association of Museums should subscribe to the AAM Code of Ethics for Museums. Subsequently, these museums should set about framing their own institutional codes of ethics, which should be in conformance with the AAM code and should expand on it through the elaboration of specific practices. This recommendation is made to these member institutions in the belief that engaging the governing authority, staff and volunteers in applying the AAM code to institutional settings will stimulate the development and maintenance of sound policies and procedures

necessary to understanding and ensuring ethical behavior by institutions and by all who work for them or on their behalf.

The Code of Ethics for Museums serves the interests of museums, their constituencies, and society. The primary goal of AAM is to encourage institutions to regulate the ethical behavior of members of their governing authority, employees and volunteers. Formal adoption of an institutional code promotes higher and more consistent ethical standards.

Historical Museum Advisory Board

Work Plan 2024

1

Role of Historical Museum Advisory Board

- **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

2

Museum Mission

Be a Part of the Story!
Connect and share in the heart of Louisville

3

Museum Strategic Plan

Engaging Audiences:

Increase visitations and program participation for all ages.

Enhance the Visitor Experience:

Become a cultural destination in Louisville.

Activate Collections:

Make community objects and stories more visible.

Community Commitment:

Build and foster relationships across the community.

Professional Presence:

Recognized as a resource for historical education.

4

City Council Priorities

2M - Equity, Diversity and Inclusion

5H - Economic Vitality

5

Historical Museum Advisory Board Work Plan

2M - Equity, Diversity and Inclusion

- HMAB will receive training in EDI principles and practices in order to meaningfully support this initiative.
- HMAB will work with Museum staff on regular review of policies and practices to identify those that no longer align with EDI ideals.
- Members of the HMAB will attend, volunteer at, or assist with Museum programming that supports the aims of the City's EDI initiatives.
- Members of the HMAB will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

6

Historical Museum Advisory Board Work Plan

5H - Economic Vitality

- HMAB will support the Museum's role as a community resource, as stewards of local history, and as tourist destination.
- HMAB will promote engaging programming of interest to our diverse community that will bring community members and tourists to the Historic Downtown area, supporting the City's vision of creating a great small-town feel.
- HMAB members will volunteer at Museum events, such as First Fridays, to draw community members downtown.
- HMAB will promote the Museum Campus as a welcoming space and build awareness for an expansion of the Museum or Museum Campus to include collections storage, programming space, and other amenities.

7