

Historical Museum Advisory Board

Agenda

Wednesday, November 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: 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 September 18, 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 Nemechek, Director of Cultural Services
 - A. Museum staff intro – Summer King – Education and Outreach
 - B. Museum Services Supervisor’s written report – *see attached memo*
 - C. Budget updates
 - D. Museum buildings and campus
 - E. Updates on Museum operations & projects
 - i. Amendment to Collections Policy for Borrowing – see attached memo*
 - F. Approval of Deeds of Gifts from donors
 - G. Advice sought on donations of other artifacts being offered
- IX. HMAB workplan
 - A. Volunteer Appreciation breakfast – October 19 – attendance
 - B. John Honan – Boards and Commissions Open House on Oct 23
 - C. EDI training – October 24 or October 30
 - D. Chamber of Commerce Annual Awards – January 30
- X. Pioneer Award Nominations
- XI. Chair’s Report
- XII. HMAB comments & discussion items for next meeting (January 15, 2025)
- XIII. Adjourn

Historical Museum Advisory Board

Minutes

**Wednesday, September 18, 2024
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951 Spruce Street
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- I. **Call to order:** HMAB Chair John Honan called the meeting to order at 6:30 PM
- II. **Roll call:**
HMAB Members Present: Jonathan Ferris, Rebecca Ferguson, David Hosanansky John Honan, and Joe Teasdale
HMAB Members Absent: Scott McElroy
Other Representatives Present:

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Gigi Yang, Museum Services Supervisor

Sharon Nemechek, Director of Cultural Services

Sophia Imperioli, Public History and Oral History staff

Sloane Whidden, Historic Preservation Commission liaison

Gordon Madonna, Louisville History Foundation board representative

- III. **Approval of agenda:** Members approved the agenda, vote 5 to 0
- IV. **Approval of minutes for the July 17, 2024 regular meeting:** Members approved the minutes, vote 5 to 0
- V. **Public comments on Items Not on the Agenda:** City Council Member, Deborah Fahey, wanted to congratulate Sharon and the library for their involvement in the 100th birthday party and looking forward to the Vintage baseball game.
- VI. **Report from liaison from the Historic Preservation Commission, Sloane Whidden (3 minutes):** Sloane reported that the current City Planner has left and waiting for a new one to be hired for the HPC to continue their work.
- VII. **Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes):** Gordon talked about the Vintage baseball game and the bourbon brass band playing as well
- VIII. **Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services:**
 - A. **Museum staff intro – Sophia Imperioli – Public History and Oral History:** Sophia introduced herself to the Board and detailed her background, and duties at the museum. She is in charge of the Oral History and Public History programs. She is working with 12 active volunteers that are interviewers, transcriptions workers, and editors to eventually have the oral histories shared with the public. At the moment Sophia is working on the walking tours on Louisville resident's experiences during Vietnam, both overseas and at home, and another walking tour about Word War One in November.
 - B. **Budget updates:** The plans for expanding museum services and making parttime staff to fulltime is on hold as the museums budget will not be increased. Sharon and Gigi are working to get more grant funding for museum programs.
 - C. **Museum buildings and campus:** The plans for fixing the parking lot lighting, and paint and sand the floors in all the campus buildings, has been postponed to 2027. The projects that have been completed at this time are: The Jacoe store, Tomeo house, and summer kitchen chimneys had been fixed, irrigation has been installed in the planter boxes, the chicken coop installed and the laundry line is installed. Also, the signage courtyard has been ordered and waiting to be delivered.

D. Museum Services Supervisor's written report: No addition information from written report

E. Updates on Museum operations & projects: Gigi just came back from the AASALH conference and accepted the award for Excellence in History for the Marshall Fire Project with Bridget Bacon. There was the members only event during the First Friday where 81 people attended, the new exhibit on Aerial views is now up at the Library and the Vintage baseball game coming up.

F. Approval of Deeds of Gifts from donors:

The HMAB members approved the deeds by vote of 5 to 0, for the following donations:

1. St. Francis School – life magazines related to Colorado, Spaghetti – for education collection
2. Iona Kearney – Louisville Chamber of Commerce – approximately 600 slides, 1200 photographs, 175 negative strips, data discs relating to business, staff and events in Louisville; paper materials relating to Chamber activities, documentation relating to the Lafayette-Louisville Downtown Revitalization plan, and other assorted documents.
3. Robert Schroeder – Maps of the Fireside Mine, from the Louisville Coal and land Company, and of Town of Louisville from Thomas J. Knill who was a mine surveyor in Boulder County and field notes
4. Michael Kilgore – Book “Drive-Ins of Colorado” by Michael Kilgore for reference collection.
5. Pattie Cable Lester – Ben Fiechtl documents, drawings, related to his time in the service (WWII, Navy) and personal life; Lions Club certificate of membership for Thomas Cable, Deeds and Documentation related to 933 Jefferson; Book – “Service Record WWII Louisville and Community” for education collection.
6. Betty Solek – Digital copies of 25 photos of the Louisville Garden Club from 2006 planting the xeriscape garden at Memory Square Park.

G. Advice sought on donations of other artifacts being offered: No advice sought

IX. HMAB workplan:

A. Scott McElroy – presented at City Council meeting Sept 3 on Louisville History Month: Scott attended the meeting and invited City Council to attend the Vintage baseball game

- B. Volunteer Appreciation breakfast – October 19:** Board members are invited to attend the event
- C. EDI training – October 24 or October 30:** Board members are reminded about attending either of the two EDI training sessions
- X. Pioneer Award Nominations:** The Board members discussed possible nominations and will nominate a recipient at the next meeting
- XI. Chair’s Report:** John reported that he was able to attend First Friday event
- XII. HMAB comments & discussion items for next meeting (November 20, 2024):** Gigi will bring Summer to the next meeting to introduce herself to the Board
- XIII. Adjourn:** The HMAB meeting adjourned at 7:01 PM. The Next meeting is scheduled for November 20, 2024



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: November 20, 2024
Re: Museum Services Supervisor's Report

We are pleased to announce that the Museum received renewed funding from SCFD of \$25,361.28 for 2025. This funding will allow us to continue with improving collections care, developing Museum programming for all ages, and updating current exhibits.

As the year closes, Museum staff will be working on rearranging the Jacoe Store exhibit space. A pivotal piece in the reorganization is the relocation and conservation of the Rex Theatre Curtain. The Rex Curtain was designated one of Colorado's most significant artifacts in 2016 by History Colorado. Museum staff are planning on moving the curtain to the backroom of the Jacoe Store and completing conservation work with textile conservator, Paulette Reading. The Museum will be closed the week of December 9-14 to facilitate the removal, cleaning, and re-installation of the Rex Curtain. At the same time, we will be rearranging the exhibit cases in Jacoe for better visitor flow and interpretation of Louisville's history. The closure and move are just the first step in updating the Museum exhibits which we expect to continue working on in the upcoming year. The Museum has also acquired a second offsite storage unit from StorQuest and will be moving large collections items to ease the storage issues and staff workspaces in the Museum buildings.

Other end of year projects include the installation of the last outdoor interpretive signage on the Museum campus and the addition of bistro lights over the Museum Courtyard. Membership renewal reminders will also be going out in a few weeks. The Museum currently has over 700 members consisting of current Louisville residents and many past residents who live throughout the U.S. The Parade of Lights is also the last big event of the year where the Museum hands out 300 Holiday Treat Bags to children, continuing a Louisville tradition that began in the 1920s. With the support of the Louisville History Foundation, each bag contains an orange, shelled nuts, and candy. The Treat Bags were first sponsored by Louisville churches and businesses to provide gifts to families who could not afford them.

We look forward to learning more and sharing more Louisville History with the community in 2025!

Current Loan Policy:

6. Loans – Incoming and Outgoing

Although the Museum staff and Historical Commission may in the future decide that the Museum may engage in incoming or outgoing loans and adopt a policy to govern such loans, at this time the Museum shall not participate in either incoming or outgoing loans.

Proposed Loan Policy:

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.

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	2006	Virginia Caranci
1986	Charles, Iona, & Quentin Thomas	2007	Bill and Betty Buffo
1987	Dr. Lucius Cassidy Sr.	2008	David Ferguson
1988	Joe Colacci	2009	Patricia Seader
1989	John "Ring" Dionigi	2010	Frank Domenico
1990	Martha Eberharter	2011	Lawrence Enrietto
1991	G.R. Henning	2012	George Brown
1992	Eugene Caranci	2013	Barbara DiSalle
1993	Susie DiGiacomo	2014	Marion Junior
1994	Lewton McCorkle	2015	Dick DelPizzo
1995	Fr. Benedict Ingenito OSB	2016	Ted & Carolyn Manzanares
1996	Frank Rizzi	2017	Anthony "Joe" Madonna
1997	L.C. "Bun" Graves	2018	Donald William "Donnie" Buffo
1998	Vera Taylor	2019	Leon Wurl
1999	Eileen Schmidt	2020	Keith Helart
2000	Eliseo Jacoe	2021	The Louisville Community
2001	Joe Carnival	2022	Debbie Krueger
2002	Robert Ross	2023	Janet Russell
2003	Glenn Steinbaugh	2024	Ed Helmstead
2004	Donald Ross		
2005	Carolyn Conarroe		