

St. Mary's County Museum Division Board of Trustee
Meeting Minutes
Potomac Building – Room 14
February 13, 2017 · 8:30 a.m.

Board Members Present: Dale Springer (President), Bryan Barthelme, Michael Blackwell, Susan Erichsen, Susan Gough, Victor Govier, Eleanor Slater, Stephanie Waikart,

Board Members Absent: Helen Dorsey, James Banagan, Lynn Fitrell

Staff Present: Brian Loewe, Director, Dept. Recreation and Parks, April Havens, Acting Museum Director

1. **Call to Order:** D. Springer called the meeting to order at 8:30 a.m.
2. **Pledge of Allegiance:** The Board pledged allegiance to the flag of the United States.
3. **Moment of Silence:** A moment of silence was observed.
4. **Roll Call:** D. Springer verified the presence of a quorum.
5. **Approval of Minutes:** December 12, 2016 Minutes were presented.

Motion: to approve minutes. Made by: B. Barthelme. Seconded by: S. Gough. Motion carried.

6. Old Business

a. Re-Accreditation:

1. D. Springer reported that American Alliance of Museums (AAM) review board has seen the museum's submission and will have a decision ready by early March. There are a few items to be addressed (the vacant director position and the agreement between the County and Friends of St. Clements Island) but overall the board was satisfied with the submission.

Action Item: The draft agreement between the County and the Friends to be reviewed by the Board of Trustees.

2. D. Springer reported the Strategic Plan needs to be revised and board consensus was to go ahead with revisions.

Action Item: The Strategic Plan revisions are to be made under the supervision of the B. Loewe, A. Havens, and D. Springer. Trustees are available for consult of revisions.

b. Museum Director Position:

1. B. Loewe reported that the position is now tied to the proposed Tourism Plan for the county which will be presented to the Board of St. Mary's County Commissioners on February 14, 2017.

Action Item: B. Loewe to contact the Director of Human Resources for the County and request a timeline and critical path for the hiring of a new museum director. This information should be submitted in writing.

- c. New Board of Trustees Member: Michael Blackwell has been appointed to serve out the residual of an existing term and was welcomed to the board.
- d. Ethics Policy Amendment: Verbiage governing the use of funds acquired through the deaccession of museum collections was added to the Ethics Policy as per request from the Re-Accreditation reviewers.

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Motion: to approve the addition of collection deaccession funds management. Made by: M. Blackwell, Seconded by: E. Slater. Motion carried.

7. New Business:

- a. St. Clements Island Building Restoration:
 - 1. The project has been pushed to the Fiscal Year (FY) 2019 when \$181,000 will be released for design, in FY 2020 \$990,000 will be released for construction and in FY 2021 \$330,000 will be released to finish the project. This delay has allowed for more detail planning regarding the relocation of the museum and archives.
 - 2. There may be a redundancy of efforts between the Friends and the County regarding concept planning.

Action Item: B. Loewe to review the planning of the restoration project and layout a timeline for construction so staff can create a timeline for the museum's move.

- b. 2016 Annual Report: A. Haven submitted the draft annual report for approval.

Motion: to approve the 2016 Annual Report. Made by: B. Barthelme, Seconded by: M. Blackwell. Motion carried.

- c. St. Clements Hundred. No report.
- d. Friends Update:
 - 1. D. Springer reported that there is a new board member, Tressa Setlak. One board position remains open.
 - 2. Appraisal Fair had a good attendance and participants are open to more events like this.
 - 3. Museum shops are being upgraded with new locations and inventory. A soft opening for the shops will be held on March 9, 2017.
 - 4. Jazz Festival planning has begun and staff is submitting a grant to the St. Mary's County Arts Alliance to help with costs of performers.
- e. Museum Monthly Updates:
 - 1. A. Haven reports that the updates will be presented quarterly.
 - 2. Piney Point Lighthouse Museum renovations and upgrades are on schedule as is the new exhibit.
 - 3. St. Clements's Island Museum repairs are scheduled
 - 4. The Lower Potomac Marathon is scheduled for March 12, 2017 and the Maryland Day celebration is scheduled for March 24, 2017.
- f. Department Update:
 - 1. B. Loewe reported that the Capital Improvement Project budget sessions begin February 14, 2017 and the operations budget sessions to begin in late March. Item of impact is minimum wage which increases.

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8. Spring/Summer Events:

- a. Events: have been scheduled and will proceed as planned.

9. Next Board of Trustee Meeting:

- a. January Meeting: Will be held on March 13, 2017 at 8:30 am – Potomac Building, Rm 14.

10. Adjournment.

Motion: to adjourn. Made by: M. Blackwell, Seconded by: V.Govier. Motion carried.

Meeting adjourned at 9:40 a.m.