TENTATIVE agenda City of Boyne City
Founded 1856

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# BOYNE CITY HISTORICAL COMMISSION MEETING

Monday February 18, 2019, 7:00 p.m.

City Hall

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF THE MINUTES**

Approval of the January 21, 2019 Boyne City Historical Commission Board meeting.

IV. **OLD BUSINESS**

**A.** Agenda/Minutes from joint meeting to discuss ownership of artifacts and other issues pertaining to the collection.

**V. NEW BUSINESS**

**A.** Update from Heritage Board.

**VI. CITIZEN COMMENTS**

**VII. COMMUNICATIONS**

**VIII. NEXT MEETING**, March 18, 2019

**IX. ADJOURNMENT**

# BOYNE CITY HISTORICAL COMMISSION

Minutes of January 21, 2019
7:00 p.m.
Boyne City Hall

CALL TO ORDER: 7:02 p.m.

PRESENT: Hewitt, Sansom, Raycraft, Dawson and Alexander

ABSENT: Barden

GUESTS: None

APPROVAL OF MINUTES: Approval of the minutes from the December 17, 2018 meeting, motioned by Dawson, second by Alexander, all ayes.

OLD BUSINESS:

A. Photo/Artifact Use and Recognition Discussion – The Board agrees that the Boyne Heritage Center are not the owners of the photos and artifacts. They are caretakers. The Heritage Boards needs to report back to the Historical Commission or the City Commission and image and photos need to be identified as property of the City of Boyne City. It needs to be a joint decision between the Historical Commission and the Heritage Center to release any artifacts.

Raycraft motioned, Dawson seconded, all ayes to require the Boyne Heritage Center to provide copies of their minutes and agenda packets to the Historical Commission Board following each meeting.

NEW BUSINESS:

A. Update from Heritage Board – None.
B. Election of Officers - Alexander motioned, Raycraft seconded, all ayes to elect Laura Sansom as Chair, Lisa Alexander as Vice-Chair and Michele Hewitt as Secretary of the Boyne City Historical Commission.
C. Calendar for 2019 – Dawson motioned, Raycraft seconded, all ayes to hold the Boyne City Historical Commission Meetings on the 3rd Monday of the month at 7:00 p.m.

CITIZENS COMMENTS

DRAFT

None

COMMUNICATIONS

May Conference

What is the time line for the Heritage Center now that they have their 501C3 to complete their exhibits? Do we set a deadline?

The Board discussed putting out a summer newsletter to acknowledge the Historical Commission/City of Boyne City on funding the first 2 phases of the new museum project and highlight the efforts that have been put forth by the Board thus far such as hosting the 2017 LaFrance Open House. The Boyne Heritage Center will be the new stewards of the museum.

Next Meeting: February 18, 2019

Adjourned: 8:30 p.m.

DRAFT

# Agenda

**February 4, 2019**

Present: Mike Cain, Kecia Freed, Asuka Barden, Michele Hewitt, and Syrina Dawson

1. **Ownership**

   Discussion regarding the ownership of museum artifacts (photos, documents, images, original and scanned/photographed). It was determined that any use will show "Courtesy of the City of Boyne City". In the museum displays, signage will be covered by one sign at main entrance indicating " Unless otherwise noted, all items owned by the City of Boyne City". Once the city turns stewardship over the Boyne Heritage Center, the Heritage Center will be in charge of licensing for profit and they will receive all revenue. In the event of the Heritage Center should dissolve, the royalties will transfer with stewardship. Details of these agreements will be included in the final agreement between the City of Boyne City and the Boyne Heritage Center.

2. **Written Agreements**

   a. **Photos-** Hewitt will create written agreement between City of Boyne City and Elise Freed in regards to photographing images of museum artifacts. Agreement will outline that the city will maintain ownership of photos and images, and are not for private use.

   b. **Scans-**all scanning should be done on device at Museum location. If scanner is not compatible with computer, heritage Center should submit pricing the Historical Commission for consideration of purchase of new scanner. Final determination all scanning of documents and/or photos will be done on premise.

   This information will also be included in the final agreement between the City of Boyne City and the Boyne Heritage Center.

3. **Storage (drives)**

   Discussion as to storage of photos, images, and scanned documents be limited to the computer and/or external hard drives to be provided by the city if more space is needed, Historical Commission would consider purchase of additional storage device. There was some discussion about use of the cloud.

4. **Communication**
    a. **Coordinate use/movement of artifacts**

        Kecia asked that everything be moved from the City Hall storage facility to the museum so that have that space to work with. They have begun indexing items in the museum space.

        Mike requested complete inventory list of all artifacts once completed be provided to the City of Boyne City when stewardship is officially turned over to the Heritage Center.

    b. **Tracking sheet**

        It was determined that in the event anything should be needed to be taken off sight, (Repair or oversize scanning, etc), should be checked out with either Michele or Syrina. Tracking sheet will be kept.

5. **Storage Access/Keys**

    Access to City Hall storage location is to be approved Syrina or Michele until all items can be moved to the museum location.

    Mike suggested that all city hall items are removed from the Museum storage room, that room could be outfitted with proper shelving to accommodate the storage of the boxed and catalogued items. Heritage Center would need to get pricing for special shelving units and it would be at their cost.

    Mike also suggested the loft area in the DPW as a permanent storage area if it can be properly contained to keep it dust free and climate controlled. Access to the location would have to be further discussed.

    Key card request forms were distributed to get Heritage Center members proper access to the museum. The key that is currently in Kecia's possession has been properly assigned to her. Per key card policy, keys are not to be shared.

6. **Offsite Use**

    It was determined that items would not need to be taken off site except in rare circumstances, and if done will be properly signed out via the tracking form with Michele or Syrina.

## 7. Concern for items left in Museum

Concern was expressed about the security of the museum currently, due to Farmer's Market and contractors currently having access.
Farmer's Market has been asked to keep doors shut after tables and chairs have been moved in or out to limit access to the area.
Mike will speak to contractor about not leaving door open when he is working in the building. He will also speak to him about reinforcing the locking mechanism.
It was also suggested that the security cameras may need to be adjusted to cover more of the area currently being utilized to cover the artifacts being left in the museum.

Due to these concerns, Michele had moved a storage tub containing the Miller collection back up to the upstairs storage area.

Discussion also ensued about the photographs that were scanned by the library that are still in the upstairs storage area. Once we have received a copy of scanned documents from the library, those documents will be released to the Heritage Center to be scanned and catalogued.

**Other Notes:**

Mike asked Kecia what the timeline was for completing the cataloguing and indexing. She anticipates this will take a couple years. She indicated that it would be an ongoing process, but felt that most of it would need to be completed to determine final display items.