

**Museum Advisory Board Meeting
July 20, 2023 4:00pm
Centennial Village Museum**

Roll Call: Gary Alexander, Marcus Embry, George Junne, Floris Mikkelson, Emma Pena-McCleave, David Melendez, Nancy Masimer, Michael Weiland (Chair),

Staff Present

Approval of June 15, 2023 Museum Advisory Board Meeting Minutes

REPORTS (20 Minutes)

Culture, Parks and Recreation Department Report (John Dargle, Jr.):

Culture Division Report (Andrea Haring):

Museums Report (Chris Bowles):

- Additional Staff News
- Approvals as Needed (Consent Items, etc)

Friends of the Greeley Museums Report (Nathaniel Johnson or representative):

BOARD REPORTS (10 Minutes)

Public/Board Input - Committee Reports:

- Experiences Team (Mike/George)
- Acquisitions Committee (Marcus/staff)

New Business (20 Minutes):

- Approval of High Plains Chautauqua fee waiver request (Geoff)
- Questions for staff from MAB
- Questions to MAB from staff

Next Meeting: Thursday, July 20, 2023, 4:00 p.m., Centennial Village Museum

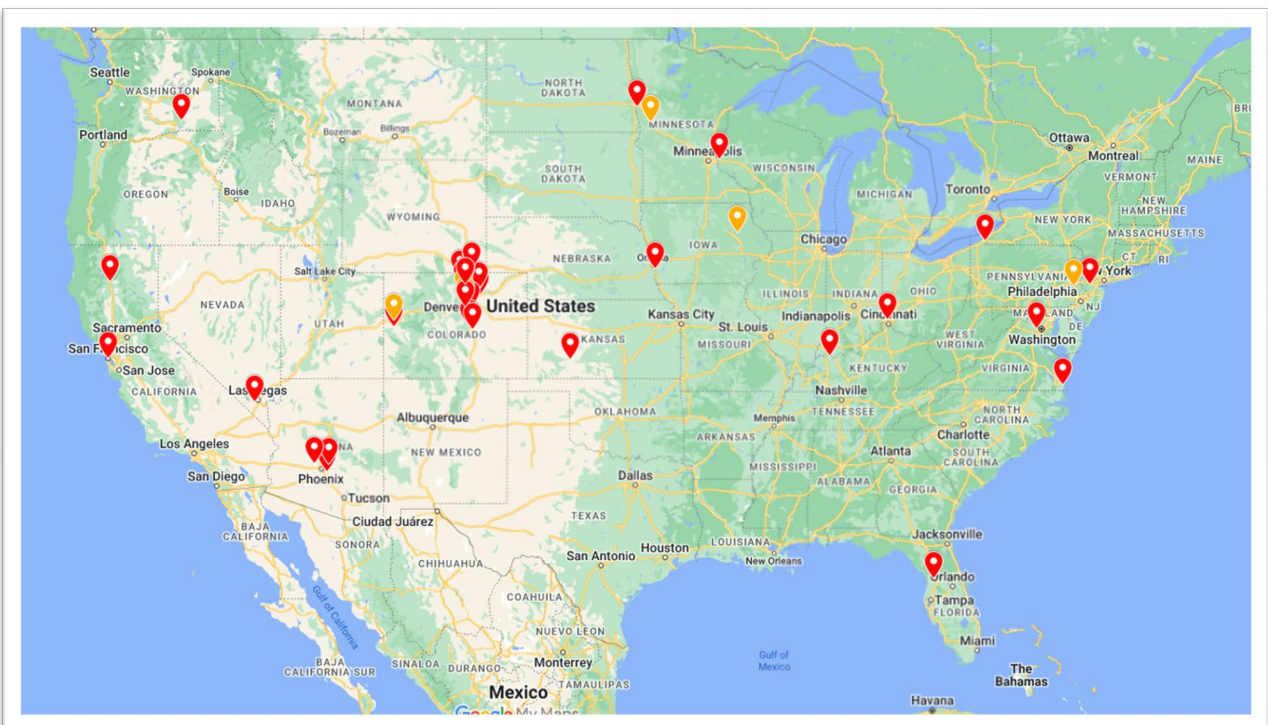
Adjourn

Museums' June 2023 Report

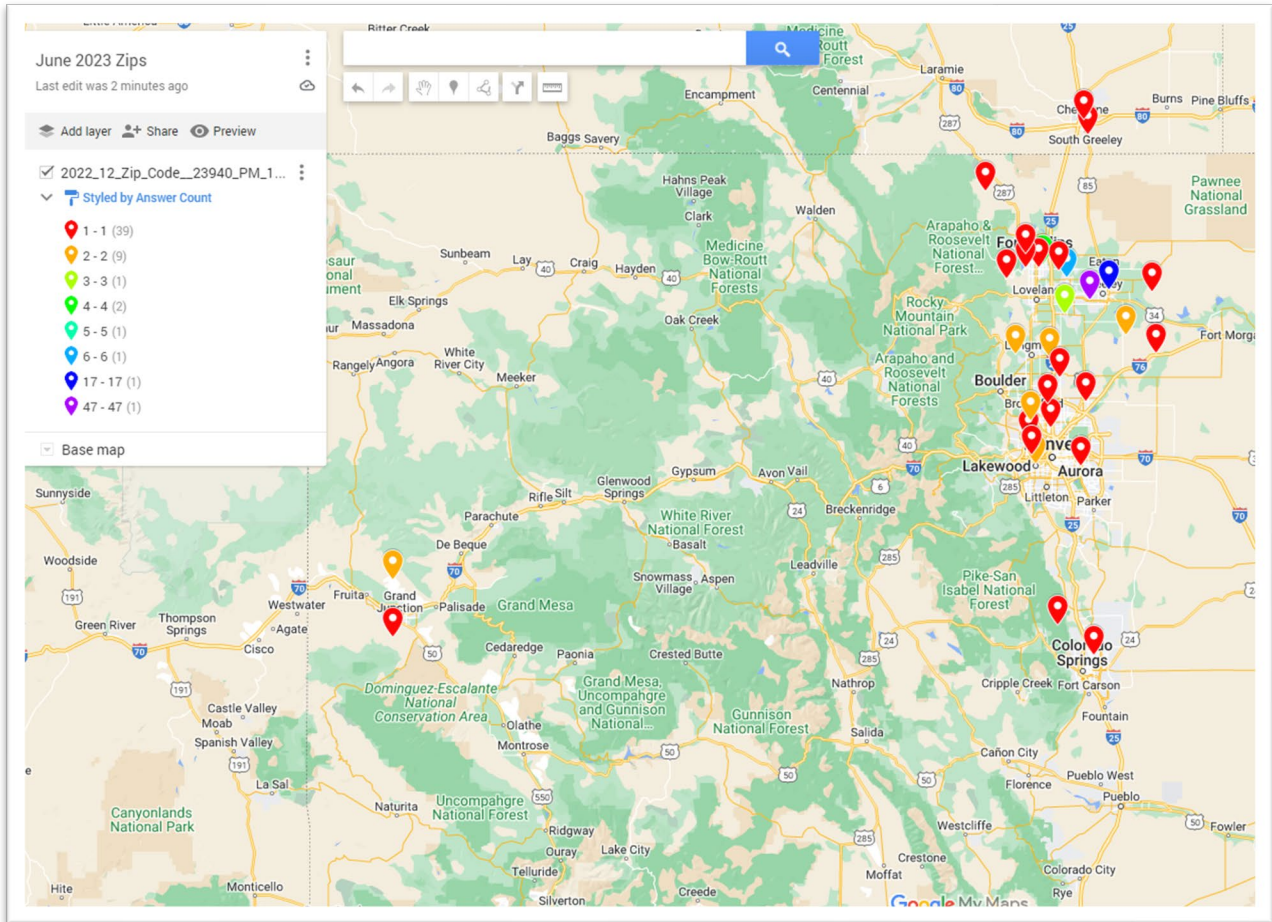
Major Events

- On 6/10, CoGMs hosted Museum at Twilight at the Hensel-Phelps Theatre from 4-6pm. The program, which focused on the Dearfield Study Act and the new acquisition of Dearfield ledgers, was well attended and well received. 73 tickets were purchased for the event.
- On 6/22, Exhibits Team, Registrar Team, and guest curators from Greeley-Weld Habitat for Humanity opened the new exhibit *Greeley-Weld Habitat for Humanity: 35 Years and Building in* the Mezzanine Gallery of the Greeley History Museum.
- Katie Ross coordinated the removal of all boxes and framed items from the 2nd floor storage room in the Shaw House and relocated these temporarily at GHM. This is to facilitate access for remedial work in Shaw House, and to protect the items.
- Katie Ross also coordinated an Active Shooter Training for all staff at Centennial Village, along with site tours with Greeley Policy, Fire, and Emergency management to inform updates of the emergency preparedness plan.
- Geoff, Katie Henry and Chris met with Tamara Trujillo from History Colorado about taking part in History Colorado's Hands on History. Hands on History provides after school and 5th day activities for students. History Colorado was approved by the State Legislature to work with, and provide support to, partner museums. COGM would be one of the first to take part if we decide to.
- CV staff and volunteers got us ready for the annual Stampede
- CV staff also did a great job helping with the annual Naturalization Ceremony at the end of the month
- The statue at White Plumb Farm is gone. Chris captured 3D images of the statue in early June before a contractor removed the statue.

Where Did Our Visitors Come From Last Month?



Museums' June 2023 Report



Visitor Services - GHM

	June 2023	May 2023	June 2022
Attendance	444	483	186
Admissions	\$893	\$1141	\$893.00
Store	\$697.65	\$962.90	\$360.50
Research Center	\$390	\$581.25	\$40.00
Donations	\$0	\$0	\$0.00
Facilities Rentals	\$0	\$0	\$0
Combined Revenue	\$1980.65	\$2685.15	\$1,293.50

Visitor Services - CV

June 2023	May 2023	June 2022
--------------	-------------	--------------

Museums' June 2023 Report

Attendance	306	3883	592
General Admissions	\$1291.80	\$2907	\$2,289.00
High Plains History Fest	\$0	\$13,935.00	\$0
Store	\$326.50	\$1146.60	\$375.25
Donations	&0	0	\$0.00
Facilities Rentals	\$0	0	\$1,900.00
Combined Revenue	\$1618.30	\$17,988.60	\$4,564.25

Visitor Services – Meeker Home

	June 2023	May 2023	June 2022
Attendance	16	0	10
General Admissions	\$100	0	\$61.00
Donations	\$0	0	0
Facilities Rentals	\$0	0	0
Combined Revenue	\$0	0	0

Visitor Services Totals

	June 2023	May 2023	June 2022
Combined Attendance	766	4366	788
Combined Revenue	\$3698.85	\$20,673.75	\$5857.75

Collections

	June 2023	May 2023	June 2022
Donations completed	1	0	4
Items cataloged	142	74	31
Images added	195	127	67
Items inventoried	278	96	39

Museums' June 2023 Report

Research requests	34 (17 onsite, 17 offsite)	18 (14 onsite, 4 offsite)	24 (9 onsite/15 offsite)
Reproduction orders	72 (72 images)	65 (63 images; 2 others)	4 (16 images)

Exhibits and Programs

	June 2023	May 2023	June 2022
Beyond Suffrage Virtual Tour	20	24	15
Meeker Home Virtual Tour	39	85	249
Centennial Village Audio Tour	Unknown	Unknown	243
Viewfinder Exhibit	34	63	26
War Comes Home Virtual Exhibit	41	31	0
Exhibit-related Virtual Programs	0	0	15

Education

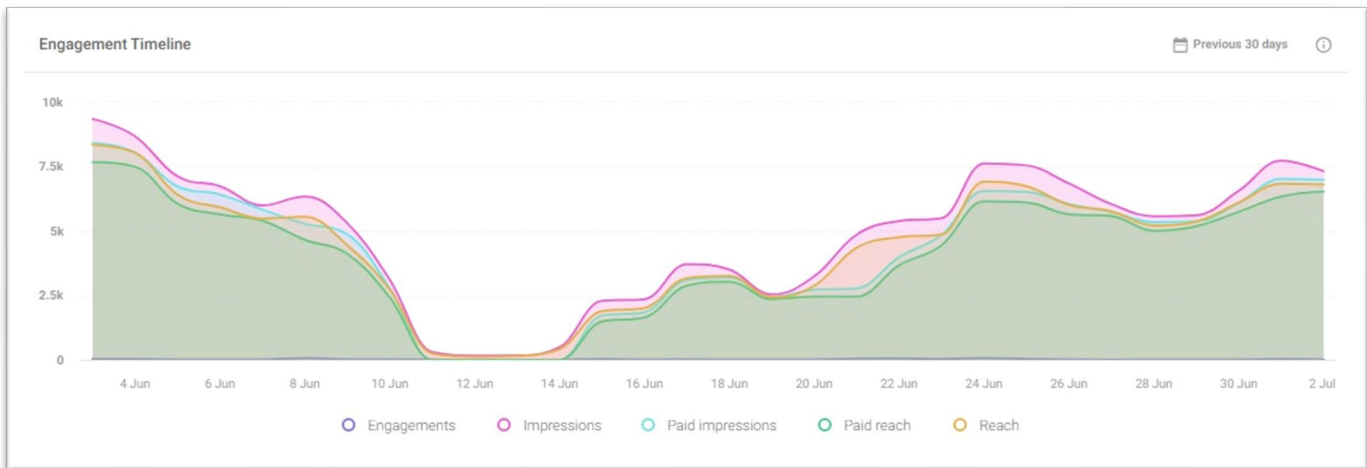
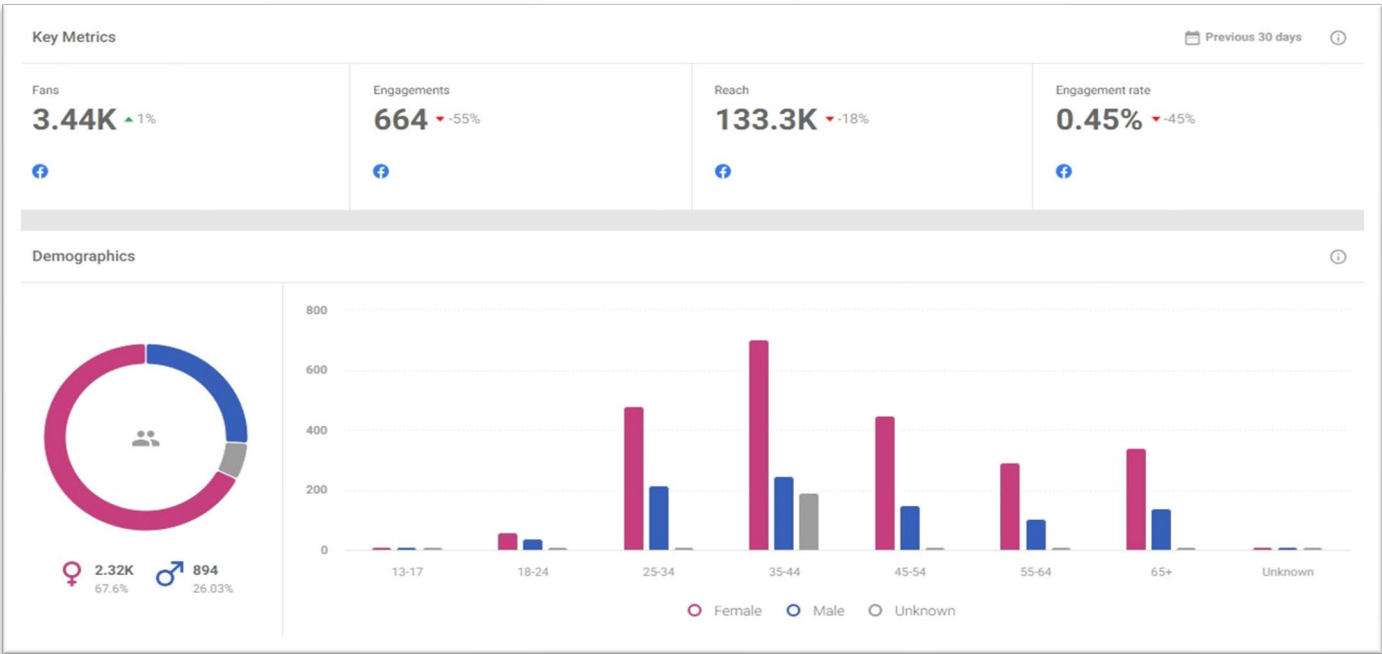
	June 2023	May 2023	June 2022
Group visits	156	3087	438

Social Media Reach (see below for charts)

	June 2023	May 2023	June 2022
Posts	15	32	9
Reach	133k	164k	21,172
Impressions	515.89K (83.26k unpaid; 432.63k paid)	381.86k	29,376

Museums' June 2023 Report

Top Post:	Lone Valley School	Centennial Celebration	N/A
-----------	--------------------	------------------------	-----



Museums' June 2023 Report

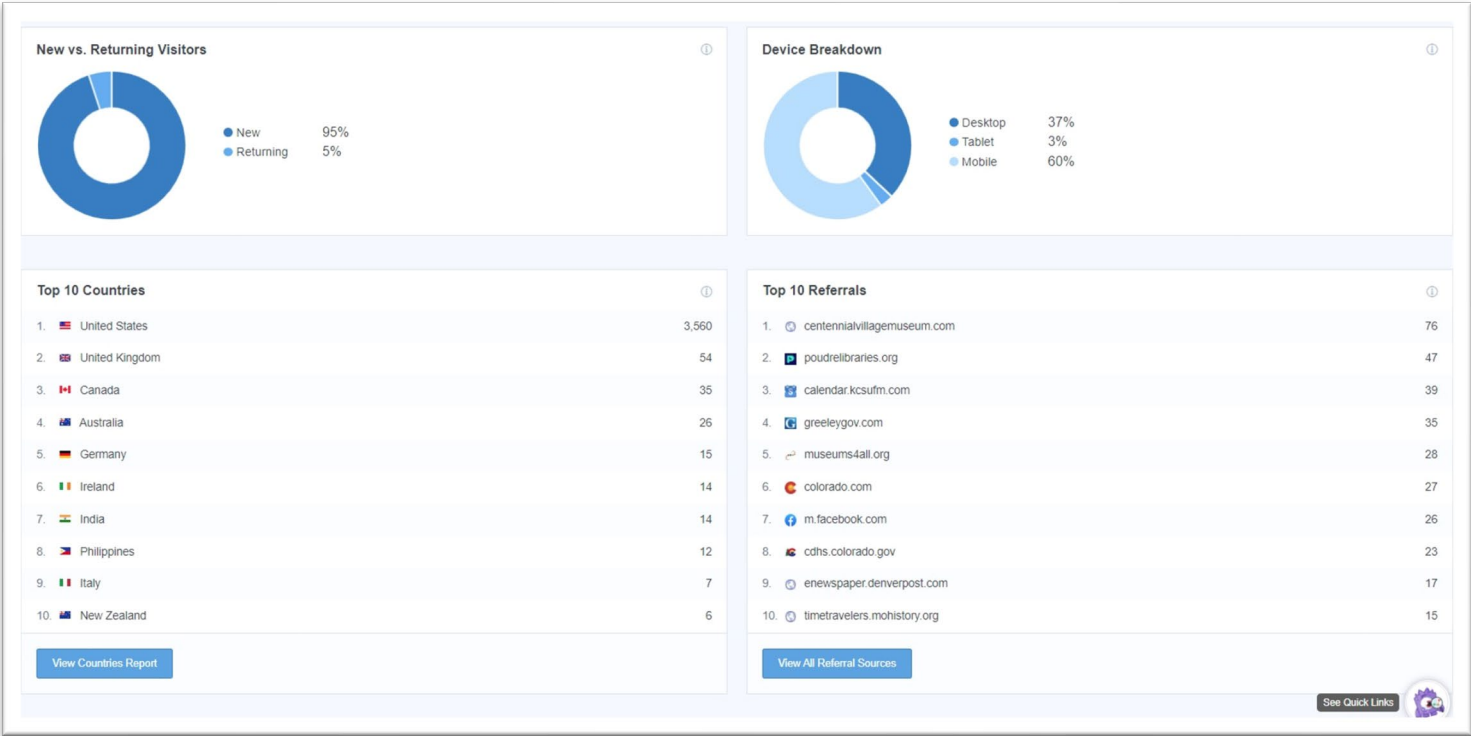
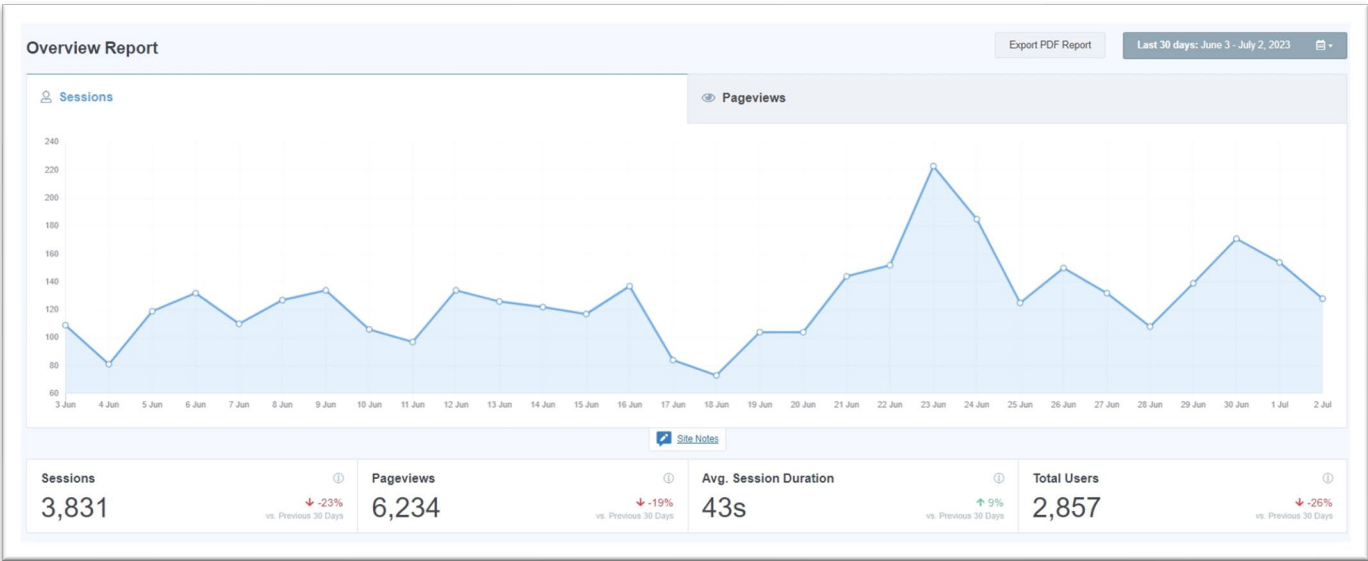
Organic Content Performance							0 Filters	Previous 30 days	
DATE	POSTS		REACTIONS	COMMENTS	SHARES	IMPRESSIONS	REACH		
	23		568	49	114	171.73K	85.68K		
8 May 11:15 AM		Centennial Village Museum's summer season kicks of... Greeley Museums Promoted centennial celebration	52	4	5	49.4K	18.6K		
8 May 11:04 AM		Centennial Village Museum launches its summer seas... Greeley Museums Promoted centennial celebration	53	4	16	46.4K	18.4K		
8 May 11:04 AM		Centennial Village Museum launches its summer seas... Greeley Museums Promoted centennial celebration	37	0	6	43.3K	17.5K		
22 May		Who among us can remember when Greeley had red p... SHOW MORE							

14 Jun 5:09 PM		{{product.brand}} Greeley Museums Promoted	0	0	0	21.4K	18.8K		
6 Jun 1:20 PM		What's next for Dearfield? Join us as the Greeley Histo... Greeley Museums Promoted	25	0	4	15.4K	13.5K		
14 Jun		{{product.brand}} SHOW MORE							

Paid Content Performance							1 Filters	Previous 90 days	
DATE	POSTS		PAID IMPRESSIONS	PAID REACTIONS	PAID COMMENTS	PAID SHARES	PAID LINK CLICKS	PAID REACH	
	14		432.63K	6.15K	136	379	1.78K	165.66K	
2 Jun 1:23 PM		{{product.brand}} Greeley Museums Promoted	76.6K	110	2	-	298	30K	
16 Jun 5:16 PM		{{product.brand}} Greeley Museums Promoted	37K	15	-	1	56	23.7K	
8 May 11:04 AM		Centennial Village Museum launches its sum... Greeley Museums Promoted centennial celebration	49.2K	49	3	14	109	18.9K	
14 Jun		{{product.brand}}							

Website Analytics

Museums' June 2023 Report



**Museum Advisory Board Meeting
June 15th, 2023, 4:00pm
Centennial Village Museum**

Meeting digitally recorded; transcribed by Samantha Ashton

Call to Order: 4:00 PM

Roll Call:

Members Present- Gary Alexander, Marcus Embry, George Junne, Floris Mikkelson, Emma Pena-McCleave, David Melendez, Nancy Masimer, Mike Weiland (Chair)

Staff Present- Chris Bowles, Geoff Havens, Katie Ross, Holly Berg

May 18, 2023, Museum Advisory Board Meeting Minutes Motion to approve by Marcus Embry seconded by Floris Mikkelson. The motion passed unanimously.

Culture, Parks, and Recreation Department Report (John Dargle): The Cultural Affairs Manager position is still open and being bid out to a third-party recruiter for a nationwide search.

Culture Division Report (Andrea Haring): No official updates currently.

Museums Report (Chris Bowles): 2024 Budget Increase requests include staff and operations increases at both Greeley History Museum and Centennial Village. Those requests include several positions and large equipment needed at Centennial Village. American Rescue Plan Act funds request was submitted for landscaping over at Meeker Home. Looking at external funding and grant options for further projects due to the limits with city budgets and positions who would focus on these funding opportunities. The American Alliance of Museums Conference is in Denver in May. Staff got a lot of information and were able to see where we are as a division and where we are trying to go in the future. We conducted a survey to see where we are compared to nationwide museums and see where are ahead and where we are behind from our community's point of view. Funding has been received for the Agricultural Heritage Museum feasibility study just waiting on some final review from legal to get this project started. White Plumb family farm statue has been taken down, but we were able to obtain a 3-D image before removing it. The Spring History Fest was a success and staff received positive feedback from teachers letting staff. We are still tracking the zip codes from all our visitors.

Friends of the Greeley Museums Report (Floris Mikkelson): Still working on the website for memberships. Discussing the budget for the 2023 Potato Day. Working on a flip book of pictures from the Museum and Historic Sites.

Public/Board Input - Committee Reports:

- Experiences Team (Mike/George) –Planning a Volunteer Appreciation Event for the Volunteers and a guest. Working on creating a volunteer subcommittee. Front Range Collections Group's most recent meeting was at the Molly Brown House and Katie Ross got some ideas on how to implement some ideas in our own Meeker Home. A presentation for the team that Holly Berg attended at AAM is visitor journey mapping. This is a way to track the visitor experience and fill in possible gaps. The next exhibit featuring a Curator's Corner on Habitat for Humanity is scheduled to open on June 22nd, and installation starts June 16th. At the tail end of switching from Oncell to Stqry for audio tours and we were able to get Analytics tracking set up. Several collection items were moved from the Shaw House storage to GHM. Centennial Celebration was at the end of May, attendance was lower in previous years due to rainy weather. We had some minor flooding in the Stone House items were moved to the courthouse for safety. Most capital improvement projects are completed, still working on a ramp at the railway depot and redesigning the bathrooms. Centennial Village maintenance and upkeep projects continue. Preliminary discussion on partnerships with Model Railroad Museum and High Plains Library. Meeker Home had its first open day of the year with 21 visitors and a survey has been established on what people want to see from Meeker. Meeker is open second Saturday of the month in the summer. Arts Picnic will have a booth and is looking for volunteers. The Museum at Twilight Dearfield Q & A event led to a potential news articles and families that have potential images. Set up a booking page with the new Microsoft 365 and can have people book time in the research
- Acquisitions Committee (Marcus/Staff) – No official updates next meeting is June 21st.

Old Business: We were able to get signage on 8th Street.

New Business:

Questions from City Clerks Office:

- Discussion of interest in moving meeting times that are currently held between the hours of 9 a.m. - 5 p.m. to a time that is before 9 a.m. or after 5 p.m. to maximize public participation; Please report back consensus to CCO for transmittal to City Council.
 - Motion to keep meeting times as they are by Marcus Embry seconded by Floris Mikkelson. The motion passed unanimously.
- Discussion of interest in expanding meeting forms to maximize public access such as virtual meetings, in-person meetings, or hybrid meeting options; Please report back consensus to CCO for transmittal to City Council.
 - Motion to further investigate a hybrid meeting option using current equipment on hand by Marcus Embry seconded by David Melendez. The motion passed unanimously.

Questions to Staff from MAB:

- Q: (Mike Weiland) What is an interpretive master plan?
 - A: (Chris Bowles) An interpretive master plan looks at every point of our museums from exhibit to digital to education as well as long term interpretation and growth over time and to leave behind a guideline.
- Q: (Nancy Masimer) Curious how the transition for collections database continues?
 - A: (Katie) Transition for the collections database continues and working on applying a small grant for the Colorado State Archives for the digital portion the collection database. Wanting to go with Axiell Collections and is ADA compliant and has language options or automatic translations

Questions to MAB from Staff:

- No questions currently.

Next Meeting: Thursday, July 20th, 2023, 4:00 p.m., Greeley History Museum

Adjourn: Mike adjourned the meeting at 5:12 PM

~ Museums Acquisitions Committee ~ Deaccession Recommendations 21 June 2023 To ~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~ As Consent Agenda Considerations 21 July 2023	2023
---	-------------

City of Greeley Museums Collections Management Policy, Part I, Sections 1-5, Introduction; Mission, Scope, and Descriptions of Collections; Ethics; Acquisitions of Collections; Deaccessioning and Disposal of Artifacts, and Loans apply in all actions taken by the Museums Acquisitions Committee and Museums Advisory Board. Greeley Museums Acquisitions Committee (AC) presents their Recommendations for Deaccessions for Museum Advisory Board (MAB) consideration, and recommendation to the Culture, Parks, and Recreation Director (or Designee) whose signature is required for final approval. Acquisitions Committee Recommendations for Deaccession with Recommendations for Disposal options from the Museums Acquisitions Committee Minutes dated <u>March 16, 2023 as Approved by Museums Manager Chris Bowles.</u>	The Culture, Parks, and Recreation Director or any MAB member may request to have an item pulled from the Consent Agenda for further discussion or to request further research before a final decision is reached. The Consent Agenda can be approved as written or amended before approval. The Consent Agenda, once approved, becomes a part of the MAB Minutes. Please contact the Museums Registrar and/or the Curator of Collections with any questions about any item included on this Consent Agenda.
Object ID Number: 1989.14.0001 Object Descriptions: The beet shanty structure is board and batten construction originally under red brick roofing paper. The Shanty has five windows, a south facing door, and the flooring is tongue and groove. Condition: good, evidence of bird habitation, ground rot, and possible interior fire damage. The structure is stable and sound. Photo: Available, Size: Provided. Recommendation Reason & Comment by Katie Ross and JoAnna Luth Stull. V Maintenance: This important historic structure cannot be properly cared for, conserved, or preserved by the Museums as an accessioned item in the Permanent Collection. Recommendation to AC: • Recommend Deaccession from the Permanent Collection. • Recommend Transfer to Level 3 Collection in order that repairs and maintenance, present and future, can be undertaken as a historic house structure. AC Recommendation on 21 June 2023: Acquisitions Committee approved the Transfer of the Grauberger Shanty to Level 3 Collection for continued maintenance, preservation, and proper care as a historic structure per the Greeley Museums Collection Management Policy and Procedures.	Donor/Statement of Legal Title: <u>Grauberger, Darryl</u> donated to the City of Greeley Museums without limiting conditions and as an unrestricted, irrevocable gift, a boxcar-roofer beet shanty. Signed by the donor and accepted by Jim Rakke for the Greeley Museums on 6/13/89. Relation to Mission: The boxcar-roofed beet shanty structure (14' x 24' x 8'6") was moved from the Grauberger farm located at 11492 Weld County Highway 392 as a representative structure for the Germans from Russia culture in Weld County. A report is titled "German Russian Shanty Circa 1890-1930" (2004.85.0001) contains documentary copies of newspaper and magazine articles relating to Germans-from-Russia in Colorado and Weld County. Frederick Weber compiled the documentation and was the construction supervisor for the renovation of the beet shanty at Centennial Village. His plans for the renovation are also included in the documentation. Relation to Collection: In 1989, the purpose of the City of Greeley Museum's permanent collection was to collect and preserve objects and cultural materials which illustrated or documented "the history of the human occupation of the Colorado High Plains region and its greater historical and environmental context." The Collections Policy stated that "Objects in the permanent collection shall have "permanence" in the collections so long as they retain their physical integrity, their identity, their authenticity, and usefulness..." Current Museum Policy requires that same care of an object in the Permanent Collection, however, the past and ongoing maintenance, repair, and preservation of the historic structure is more closely aligned with Collections Level 3.

~ Museums Acquisitions Committee ~ Deaccession Recommendations 21 June 2023 To ~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~ As Consent Agenda Considerations 21 July 2023	2023
---	--------------------

Signatures Attesting to Affidavit of Title Research	Affidavit of Title for Due Diligence Research
DocuSigned by: <u>Katie Ross</u> 7/3/2023 SIGNATURE DATE DocuSigned by: <u>JoAnna Luth Stull</u> 7/5/2023 SIGNATURE DATE	The City of Greeley Museums staff by their signature(s), affirm that they have researched ownership of the item considered for deaccession with due diligence for transfer of title. A Contract of Gift and an Accession Sheet was located and Greeley Museums was unconditionally and irrevocably given <i>The Mountain States Telephone and Telegraph Company No. C 8-B</i>, Winter 1926-27. Telephone Directory on a Deed of Gift signed by the donor on July 24, 2006.
City of Greeley Museum Advisory Board Signature	City of Greeley Museum Advisory Board Approval by
SIGNATURE DATE	Museum Advisory Board Chair or Museum Advisory Board Chair Vice Chair
Culture, Parks & Recreation Department Signature	Culture, Parks & Recreation Department Approval by
SIGNATURE DATE	Culture, Parks, & Recreation Department Director or Culture, Parks, & Recreation Department Cultural Affairs Manager as Designee* *The Cultural Affairs Manager may not sign for both Museum Manager's approval and final Culture, Parks, and Recreation Department approval as Designee.

~ Museums Acquisitions Committee ~ Deaccession Recommendations 21 June 2023 To ~ Museums Advisory Board ~ ~ Culture, Parks, and Recreation Director ~ As Consent Agenda Considerations 21 July 2023	2023
---	-------------

Collections Management Handbook, Section 5.1	Collections Management Handbook, Section 5.4
Objects in the Level 1, Level 2, or Permanent Collections may be deaccessioned for the following reasons only: 1. <u>Non-relevance</u>: Any artifact no longer relevant or compatible with the City of Greeley Museums' mission statement may be disposed of properly. 2. <u>Maintenance</u>: Any artifact that cannot be safely stored, preserved, or used in a professional manner to ensure its integrity may be disposed of. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances. 3. <u>Hazards</u>: Any artifact containing an infestation or inherent chemical hazards that may imperil the condition of other artifacts or people may be disposed of by destruction or discard. Destruction or disposal of hazardous chemicals or objects of a dangerous nature will be coordinated with the authorities having the appropriate jurisdiction and knowledge, which could include Greeley Police, Greeley Fire, or others as deemed appropriate. 4. <u>Fraud</u>: Any artifact determined to be fraudulent, or a gross misrepresentation of an authentic artifact may be disposed of as fraudulent. 5. <u>Quality</u>: Any artifact subject to irreversible deterioration or of such poor quality that it hinders the upgrading of collections and occupies valuable storage space may be disposed of. 6. <u>Illicit Property</u>: Any artifact acquired contrary to the regulations set forth regarding illicit property may be disposed of. 7. <u>Native American Grave Protection and Repatriation Act (NAGPRA)</u>: Material covered by the NAGPRA may be repatriated as per 43 CFR Part 10.	Acceptable methods of disposing of deaccessioned or retired education artifacts are as follows: 1. <u>Exchanges</u>: Reciprocal transfer of artifacts with a similar cultural, scientific, or educational institution is the most desirable means of disposal. Such transfers increase the probability of preserving materials for the future and keep them within the public domain as well as fostering goodwill between such institutions. 2. <u>Gifts</u>: Artifacts may be given to a suitable institution if they have special regional or historical significance to that institution and it is considered to be in the best interests of society. 3. <u>Return to Donor</u>: (Donor Deceased) 4. <u>Destruction</u>: (Not Applicable in this instance) 5. <u>Repatriation</u>: (Not Applicable in this instance) 6. <u>Sale by Public Auction</u>: If reasonable attempts have been made to exchange, gift, or return artifacts with no success, items may instead be sold by means of public auction. Monies or compensation received from the deaccessioning and disposal of objects from the collections shall be used solely for the benefit of the collections.

High Plains Chautauqua at Centennial Village

Details

Who: The general public

When: August 2nd, 2023, from 1-5pm

Where: Centennial Village Museum, 1475 A Street, Greeley CO 80631

What: A free event as part of the High Plains Chautauqua (HPC) Festival aimed at families and younger audiences that is interactive and engaging.

Why: To provide an event that engages the Greeley/Weld/Northern CO Community and provides an opportunity to begin a partnership with HPC that benefits the missions of both parties through training, engagement, and growth of services.

Identified Community Partners: High Plains Chautauqua,

Potential Additional Community Partners: FFA, Friends of Greeley Museums

Description of Event

High Plains Chautauqua at Centennial Village would be a free four hour open day at Centennial Village Museum focused on living history presentations and demonstrations as part of the broader HPC Festival that runs from August 2nd-5th. The event would be one of several 'out' programs occurring that week, and aimed predominantly at engaging families and younger audiences, which is a demographic not currently well served by the program.

Centennial Village would be open at no charge for the event, and museum staff, volunteers, and HPC provided presenters would be stationed around the village to provide 1st and 3rd person living history demonstrations for those attending. Food and drink vendors would also be allowed on-site to further draw those who want to make full afternoon of visiting before heading to the 'main stage' Living History Performances at Aims Community College later that evening.

Community partners have expressed interest and a willingness to support the event by providing several presenters, arranging food vendors for the event, and assisting in marketing and promotional efforts. In turn, the City of Greeley Museums would provide limited staffing, logistical support, some advertising, and has requested to waive fees for the event.

Waived Fees Request

The City of Greeley Museums is requesting to waive fees for this event for two primary reasons. Most importantly, this event is designed to serve as an interest and awareness occasion. We want to showcase and grow experience in an aspect of historical education and interpretation that is exceptionally effective and immersive for audiences. This partnership event naturally helps our

experience with and knowledge of that art grow. This program and possible future training partnerships will in turn allow us to conduct more living history programming at all museums' sites, and have a long term impact on visitation as awareness and experience with Living History grows.

Additionally, National Public Lands Day falls in September. A common practice at the national, state, and community levels across the nation and here in Colorado is to waive visitation fees on that day. This encourages public engagement with the resources being protected sites such as Centennial Village. While our event does not fall on the exact day in question due to scheduling conflicts, it would be appropriate to waive fees for this event as a substitute to gain the same effect.

If waived fees are not outright approved, City of Greeley Museums would instead utilize the special event pricing of \$4 per person to lower the barrier of attendance, but will not see the same community impact due to the fiscal barrier presented.

Future Impacts

A successful event in 2023 represents the beginning of, rather than the fulfillment of, the Museum's goal to grow its living history program alongside partners such as HPC. Success in 2023 could see the inclusion of this event, as a free event, in future calendar years.

With additional volunteers from events like this one, Museums may further be able to add additional living history stations to many of its other events to represent this skill and art in a sustainable and ongoing manner into the foreseeable future.