

**Historical Preservation Advisory Committee**  
**Meeting Minutes**  
**August 14, 2018**

Meeting Called to Order (Time 7:35pm)

Reading of Open Public Meeting Act.

**Members present:** Vice Chairman Dave Wilding, Council Liaison Vince Russo, Caryl Keyser, Bob Roy, Mary DiBrigida, Laura Olstein

Absent: Jill Iannino

Friends: Nora Wilding

Guests: None

**Approval of Minutes:** Motion to approve July 10, 2018 minutes made by Bob Roy and seconded by Caryl Keyser, all in favor, none opposed.

**Ordinance/Council Business:** Vince Russo- 1) Vince made changes and will introduce at the August 16<sup>th</sup> Mayor and Council meeting; it will be passed at the September 20<sup>th</sup> meeting. 2) Caryl wants to get rid of the piano as it has no historical significance; all agreed. Will contact other museums. Voted unanimously on advising the Council and Mayor that the committee is looking to dispose of the piano. 3) Mayor wants to enforce no alcohol policy throughout borough buildings.

**Annual Reorganization Meeting:** Postponed until ordinance has passed-will discuss in October.

**Discussion on various topics:**

Software Program 'Past Perfect' Status: Dave put on hold at last Friend's meeting; since grant was approved the museum will be in upheaval and he wasn't sure of Bob's status with the committee. Will re-address after indoor construction is done. Will move Michael and his computer equipment to the kitchen. Everyone should be trained on Past Perfect once it is implemented.

**Phase III Restoration Grant:** Phase II is done. See 'Grant Reports' later for more information.

**Old Business:**

**Friends Report:** Nora-Taking a booth at K-Fest on September 29<sup>th</sup> from 1-4pm. Will have clipboard to add names and e-mails; table, banner, tent & stationary cards, magnets, trifolds, L'Ecole pamphlets. The Girl Scouts will give a presentation. Will do the same for the Pathways tour.

**Fundraising:** Laura Olstein-1) Sold Harley bike for \$25 and will contribute \$25. Was on sale list for 2 years; 2) How does one donate funds to the museum? Send to Friends of the Kinnelon Museum, 25 Kiel Avenue; 3) Friends can have a Facebook page and L'Ecole can reference it on their website also; 4) L'Ecole can also post Friend's events on their website.

**Building and Grounds Report:** Caryl Keyser-DPW trimmed all hedges, cut down two limbs from cherry tree, took railroad ties away, tall grasses cut; fixed stair on pedestal in garden, weed-whacked and updated maintenance log. Nick Gakos gave Caryl and John Whitehead a drawing for fixing the steps and provided an estimate of approximately \$1000 if DPW can do labor. Price does not to include railing.

Lighting & Security Assessment: 1) Can advise the borough to light up the building. 2) Have to be considerate of neighbors re: lighting. Would be nice to light up the flagpole and/or sign and keep internal light on. Caryl will talk to Bud Fehr. Need new insert for sign? Put lowlights on sign during open hours? Caryl will do research of lighting for building.

## Grant Reports:

Morris County Historic Preservation Trust (large grant money)-Regarding recently awarded grant: 1) Margaret Hickey will be at October 9<sup>th</sup> meeting to give updates; will have 2 months to relocate all furniture upstairs; she's working on bids now; 2) registered letters have gone out to all neighbors within 200'.

-All of outside work finished at @\$7000 over budget-will use Open Space funds.

-Grants going forward: Have to send the county a letter of intent by 9/1 of each year if a grant is being applied for. Bob will speak with Margaret to confirm if it is starting this year as this grant (Phase III) is being done in parts a, b & c-might need to send letter in by 9/1 for part b-would need for Council meeting 8/16!

-County is also taking a hard look at numbers, e.g., how many people are visiting the museum, how many are looking at the website, how many are signing the guest book. Also looking at ADA issues-not only handi-capped but hearing impaired, etc.

-The county is also recommending that a caucus archival project evaluation be done-state offers a free professional assessment of how the archives are being managed.

Morris County Heritage Commission History Regrant Program (small grant money)-Mini-grants due December. Mary will call to find out details.

**Pathways:** Laura Olstein-Tour is September 22<sup>nd</sup> & 23<sup>rd</sup>. Mary & Laura met at Staples to gather materials. Picked up three large poster size papers to go on sandwich boards for Jill to put together at the library. Will put up flyers around town-Laura has a publicity list. After event is over, make up a master list of places that are willing to take advertisements-Dave will send Laura his list. Put up at church community bulletins, on the boro's electric sign, schools, G&A Bagels, Meadtown stores (Nora), Boonton Avenue (Caryl), local delis, Longfellows, etc. Girl Scout Emily Less will do activities and crafts for the kids. After Pathways, Girl Scout Chrissy DiBrigida will be talking to senior groups about the museum and will bring them flyers.

**Scout Projects/Special Programs:** Mary DiBrigida-Approached by a parent about her high school child volunteering at the museum on weekends-what is our process for things like this? They want to volunteer consistently. Ideas for volunteering: 1) If scouting projects don't get filled, they could learn scripts for tours; 2) Inventory the library-cover the books, describe them, move books and bookcase downstairs into conference room and can work at desk; 3) Help at Pathways; 4) Make list of on-going projects.

**Research & Collections:** On hold until accessioning starts (which is also on hold). Ann from the library brought in some books on Morris County, etc., which have already been accessioned by Michael.

**Staff report:** Caryl Keyser-Michael will send out e-mails to those on L'Ecole's list one month before Pathways' weekend to advertise the tour.

**New Business:** Want to add L'Ecole to list of places DPW can clean-not in the budget; has to go on DPW's budget as it is a borough building. Vince will speak with John Whitehead at DPW to see if they can add onto a regular cleaning schedule. Per the grant request; cleaning needs to be done. Michael vacuums and sweeps front porch but need windows washed, floors mopped and waxed, etc.

Mary-Should there be a run-thru for the Pathways tour? Meet the weekend before at the museum-Nora will let the Friends know-Sunday September 15<sup>th</sup> at 2:00.

**Next Meeting: Tuesday, September 11, 2018 – 7:30 pm**

**Adjournment:** Time 9:20pm. Motion made to adjourn by Bob Roy and seconded by Mary DiBrigida. All in favor, none opposed.

*At the September 11, 2018 meeting, on a motion by Bob Roy, and seconded by Caryl Keyser, and the affirmative voice vote of all members present, the August 14, 2018 minutes were approved.*

