

TROY HISTORIC COMMISSION MINUTES – FINAL**September 29, 2009**

The rescheduled meeting of the Troy Historic Commission was held Tuesday, September 29, 2009 at the Troy Museum & Historic Village. Rosemary Kornacki called the meeting to order at 7:38 P.M.

ROLL CALL **PRESENT:** Rosemary Kornacki
 Terry Navratil
 Brian Wattles
 Roger Kaniarz
 Vera Milz
 Padma Kuppa
 Kevin Lindsey
 Loraine Campbell, Museum Manager
 Cathy Russ, Library Director

GUESTS John and Sue Lavender, Troy Historical Society
 Ward Randol, Troy Historical Society
 Fred Rounds, Troy Historical Society
 Muriel Rounds, Historic District Commission
 Barbara Chambers, Historic District Commission

Resolution #HC-2009-09-001**Moved by Lindsey****Seconded by Navratil****RESOLVED, That the minutes of the June 30, 2009 be approved as amended**

Yes: 7 —, Kornacki, Navratil, Kaniarz, Milz, Kuppa, Lindsey and Wattles

No: 0

MOTION CARRIED**Old Business****A. Capital Projects**

Caswell House

Repair of the waterproofing mastic on the foundation walls has been awarded to RAM Construction Co. for \$2,885.

Poppleton School

Masonry repairs to the wash (architectural feature above the stone foundation), chimney, and poorly anchored accessibility railing will be completed by Akins Construction for \$4,565.

General Store

The rod holes in the basement will be filled with hydrophobic grout by National Restoration for \$1,435.

All repairs will be completed within four weeks.

B. Programs

Winter Public Programs are being developed.

School bookings are being received at the same rate as last year. However, staff has noticed that the number of private schools reserving programs has increased.

The Troy Historical Society awarded five \$200 field trip scholarships to cover the cost of museum admissions for 2009/10 field trips. These grants were awarded on a first come, first serve basis to classrooms that completed an application, submitted a letter of support from the principal, and provided confirmation that 1/3 of their students received free or subsidized lunches do to financial need.

C. Attendance

See attached reports.

D. Collections

See Reports.

William Boardman requests authorization to deaccession the following items: Bicentennial Commemorative bell (1976), Fairbanks scale (1900), Leather satchels/bags, Duro Co. Water Pump and Leland Electric motor (1930s), Pipe cutter/vise, Brother Electroknit Knitting Machine, Royal Typewriter (1945-50), plastic planter, Magazine collecting (Civil War Times Illustrated (1988-92), Franklin stove, nail kegs and buckets, miscellaneous tools, a grain cradle, kitchen tools, 2 electric fans, 4 sickles and sheep shears, a rag rug, 2 sets of bed side rails, miscellaneous printing equipment, a Cattaraugus Knife display case (1910), bucksaw, couch, textile art (1950), 2 adding machine, wooden table, baskets and tins, Edison handy Encyclopedia (1900), decorative plate (1989), cast iron bath tub, miscellaneous household tools, and a Kenwood stove.

Resolution #HDC-2009-09-002

Moved by Navratil

Seconded by Kanriaz

RESOLVED, That the request to deaccession the Bicentennial Commemorative bell (1976), Fairbanks scale (1900), Leather satchels/bags, Duro Co. Water Pump and Leland Electric motor (1930s), Pipe cutter/vise, Brother Electroknit Knitting Machine, Royal Typewriter (1945-50), plastic planter, Magazine collecting (Civil War Times Illustrated (1988-92), Franklin stove, nail kegs and buckets, miscellaneous tools, a grain cradle, kitchen tools, 2 electric fans, 4 sickles and sheep shears, a rag rug, 2 sets of bed side rails, miscellaneous printing equipment, a Cattaraugus Knife display case (1910), bucksaw, couch, textile art (1950), 2 adding machine, wooden table,

baskets and tins, Edison handy Encyclopedia (1900), decorative plate (1989), cast iron bath tub, miscellaneous household tools, and a Kenwood stove as recommended by William Boardman be approved.

Yes: 7 — Kornacki, Navratil, Kaniarz, Milz, Kuppa, Lindsey and Wattles
No: 0

MOTION CARRIED

E. Grants

Phoebe Crandall has been retained to help Loraine complete an application for a NEH Humanities Collections and Reference Resources Grant. The application outlines plans to digitize approximately 20,000 death records from Price Funeral Home, A.J. Desmond & Sons Funeral Home and the Museum obituary collection. These resources will be linked to other records held in the Museum Archive including census and land ownership records and images, letters and journals, when they are available. All or these resources will be part of the Museum Genealogy Center, which will be administered as a subset of the Archive. The application outlines a three-year project. The maximum award for a grant in this category is \$350,000 for a 2-3 year project. The grant funds equipment, salaries and training costs. Generally about half of the project costs are funded. The application is due July 15, 2009. Awards are announced in April 2010.

F. Interpretive Master Plan (IMP)

The museum has received and reviewed from 106 Group a draft of the interpretive concepts, themes and subthemes. Loraine will schedule a second meeting with the Interpretive Master Plan Team to obtain their comments and suggestions before the revised draft is developed.

New Business

A. Strategic Plan

The commission reviewed the draft Museum Strategic Plan 2009-2015 and made comments. This plan is based on the outcomes of the Museum Assessment Program (MAP) 2005-06, the plans developed by the Museum Expansion Team and ongoing work and recommendations of staff, volunteers, the Troy Historical Society Trustees and the Historical Commission.

Resolution #HC-2009-09-003

Moved by Lindsey

Seconded by Wattles

RESOLVED, That the Museum Strategic Plan 2009-1015 be approved as amended.

Yes: 6 — Kornacki, Navratil, Kaniarz, Milz, Kuppa and Wattles

No: 0

MOTION CARRIED

B. Troy Historical Society/ Heritage Campaign update

The site Plan was approved by city Council on August 3, 2009.

The Gift Agreement for the 1859 Spencer Dairy Barn has been delayed. Further negotiations with the co-owners are required.

The RFQ/RFP for a construction manager for the project is written, has been reviewed by the Heritage Campaign Committee, and is now on hold.

C. City manager’s Organizational Plan- potential museum closure

The commission and guests from the Troy Historical Society and historic district Commission discussed the City manager’s memo and presentation to City Council.

D. Reports and Communications

Staff

Debra Newby has submitted her resignation to take a full time position in South Carolina. Her position will remain vacant.

Commission Members

None

The Troy Historic Commission Meeting was adjourned at 10:20 p.m. The next regular meeting will be held Tuesday, October 27, 2009 at the Troy Museum & Historic Village at 7:30 pm.

Rosemary Kornacki
Chairperson

Loraine Campbell
Recording Secretary

Public Attendance

Date	Walk-In	#Attending Programs	#Meetings/ Facilities Rentals	Rental Fees	Admission Fees	Total Visitors
Jul-08	702	2,003	4	\$350.00		2,705
Aug-08	878	1,033	8	\$1,050.00		1,911
Sep-08	425	664	12	\$700.00		1,089
Oct-08	511	881	11	\$700.00		1,392
Nov-08	586	664	10	\$700.00		1,250
Dec-08	425	1,132	6	\$350.00		1,551
Jan-09	377	292	6	\$25.00		669
Feb-09	235	140	4	0		375
Mar-09	329	178	7	0		507
Apr-09	491	212	7	\$350.00		703
May-09	494	327	10	\$400.00		821
Jun-09	742	147	16			889
Total	6,195	7,673	101	\$4,625.00		13,862
Jul-09	1,001	1,120	2	\$50.00	\$2,269.50	2,121
Aug-09	877	356	0	\$50.00	\$1,366.50	1,233
Sep-09						
Oct-09						
Nov-09						
Dec-09						
Jan-10						
Feb-10						
Mar-10						
Apr-10						
May-10						
Jun-10						
Total	1,878	1,476	2	\$100.00	\$3,636.00	3,354

Attendance compared with same period last year -27%
 Concerts reduced from 5 to 3 and fewer weddings

Rentals + Admissions= \$3,736.00

Net change in revenue for this period last year 167%

Percent of admissions target collected= total collected/\$15,000 24%

Collections Report: July 2009

- Donations:
 - None

- Donations declined:
 - Book collection (c.1920s-1950s) – storage space limitations; no Troy connection

- Archive & Collections Research Activities/Special Requests:
 - Research: None
 - Photo Requests: None

- Special Activities & Focus Projects:
 - Processing & maintenance of the Collection & new donations
 - Scanning for Troy Fire Department book project
 - Transfer of artifacts from General Store basement prior to General Store repairs

- Other Duties and Activities:
 - Internal/external correspondence – email, thank you letters, phone calls, etc.
 - Environmental monitoring/maintenance
 - Repairs to educational props
 - Computer support (scanning, PhotoShop work and general support) for interpretive staff projects & publications
 - General support for staff projects & publications

Collections Report: August 2009

- Donations:
 - None

- Donations declined:
 - Sewing machine (c.1900) – examples in Collection; storage space limitations; no Troy connection
 - Shoe lasts and misc cobbler tools (c.1920) – examples in Collection; storage space limitations; no Troy connection
 - Printing equipment (c.1920) – examples in Collection; storage space limitations; no Troy connection
 - Cream separator (c.1920) – example in Collection; storage space limitations; no Troy connection

- Archive & Collections Research Activities/Special Requests:
 - Research: None
 - Photo Requests: Big Beaver High School class photos c.1940 [general public]

- Special Activities & Focus Projects:
 - Processing & maintenance of the Collection & new donations
 - Scanning for Troy Fire Department book project
 - Transfer of artifacts from General Store basement prior to General Store repairs
 - Painted Wagon Shop back door and hardware
 - Archaeology for Kids program
 - Niles-Barnard House archaeology project

- Other Duties and Activities:
 - Internal/external correspondence – email, thank you letters, phone calls, etc.
 - Environmental monitoring/maintenance
 - Repairs to educational props
 - Computer support (scanning, PhotoShop work and general support) for interpretive staff projects & publications
 - General support for staff projects & publications

Deaccession/Disposal/Auction Candidates
July-August 2009

1. Bicentennial commemorative bell with stand c.1976
Good condition; needs cleaning; 2 sections; bell and stand sits on wooden base; decorative only (no clapper); no foreseeable exhibit or program use; currently accessioned 81.35.2



2. Fairbanks scale c.1900
Good Condition; needs cleaning; other examples in collection; no foreseeable exhibit or program use; no known accession number



3. Leather satchels/bags
Fair condition; needs cleaning; no foreseeable exhibit or program use; no known accession number



4. Water pump (Duro Co.) and electric motor (Leland) c.1930s
Good condition; needs cleaning; "Duro" serial number 7878390; operating condition unknown; no foreseeable exhibit or program use; no known accession number



5. Pipe cutter/vise

Good condition; operating condition unknown; no foreseeable exhibit or program use; no known accession number



6. Knitting machine (Brother Electroknit Knitting Machine)

Good condition; Model KH-270; operating condition unknown; no foreseeable exhibit or program use; no known accession number



7. "Royal" typewriter with case c.1945-50

Good condition; multiple examples in the collection; no foreseeable exhibit or program use; not accessioned



8. Plastic planter

Excellent condition; no foreseeable exhibit or program use; not accessioned



9. Magazine collection (Civil War Times Illustrated) c.1988-92
21 issues; no foreseeable exhibit or program use; not accessioned



10. Franklin stove
Needs cleaning; no foreseeable exhibit or program use; currently accessioned 00.219.1



11. Nail kegs and buckets
Poor condition; staves falling out; no foreseeable exhibit or program use; no known accession number



12. Misc. tool lot
Poor condition; all unserviceable or barely serviceable; no foreseeable exhibit or program use; no known accession number



13. Grain cradle
Several wooden tines broken; includes an additional tine not originally associated with this piece; no foreseeable exhibit or program use; currently accessioned 00.39



14. Misc. kitchen lot

Poor (vegetable grater) and good condition (milk glass juicer accessory); no foreseeable exhibit or program use; not accessioned



15. 2 electric fans

Good condition; operational; cage of plastic fan will not latch; no foreseeable exhibit or program use; no known accession number



16. 4 sickles and sheep shears

Fair condition; rusted; no foreseeable exhibit or program use; no known accession number



17. Rag rug

Good condition; no foreseeable exhibit or program use; not accessioned



18. 2 sets of bed side rails

Fair condition; no head or footboards; no foreseeable exhibit or program use; no known accession number



19. Lot of misc. printing equipment c.1950s

Good condition; no foreseeable exhibit or program use; not accessioned



20. Cattaraugus Knife display case c.1910

Good condition; originally attributed to a store in either the Michigan U.P. or Monroe; no foreseeable exhibit or program use; currently accessioned 92.1.11.0



21. Bucksaw

Fair condition; no foreseeable exhibit or program use; no known accession number



22. Couch

Poor condition; missing one foot; back separated; upholstery torn; no foreseeable exhibit or program use; currently accessioned 76.507



23. Textile art c.1950

Good condition; no foreseeable exhibit or program use; not accessioned



24. Adding machine

Good condition; needs cleaning; no foreseeable exhibit or program use; no known accession number



25. Adding machine

Good condition; no foreseeable exhibit or program use; no known accession number



26. Table

Fair condition; missing drawer; no foreseeable exhibit or program use; no known accession number



27. Baskets and tins

Good to excellent condition; no foreseeable exhibit or program use; not accessioned



28. Book ("Edison's Handy Encyclopedia") c.1900

Poor condition; paperback; no foreseeable exhibit or program use; not accessioned



29. Decorative plate c.1989

Excellent condition; no foreseeable exhibit or program use; no known accession number



30. Misc. lot

Good condition; no foreseeable exhibit or program use; no known accession number



31. Cast iron bath tub

Good condition; no foreseeable exhibit or program use; not accessioned



32. Kenwood stove

Fair condition; missing one foot; needs cleaning; no foreseeable exhibit or program use; currently accessioned 93.5.8.1



Troy Museum & Historic Village Strategic Plan 2009-2015



Troy Museum & Historic Village

Mission Statement

The Troy Museum & Historic Village preserves and interprets the history and heritage of Troy and the region for our diverse community and provides a unique setting for lifelong learning.

Vision

The Troy Museum & Historic Village will be recognized as an outstanding cultural destination in southeast Michigan that emphasizes learning by interaction among staff, volunteers and visitors and that stimulates curiosity, awareness and appreciation of regional history and heritage.

Values

- * The museum will provide an environment that fosters interaction, knowledge-sharing, and lifelong learning among visitors, volunteers and staff.
- * The museum will preserve cultural heritage through historically significant structures and materials.
- * The museum will preserve the history of Troy Township and the City of Troy through archived records and materials.
- * The museum will provide access to ideas, resources and materials that encourage curiosity and stimulate awareness, appreciation and understanding of the history and the cultural heritage of the community.
- * The museum will serve the community as a dynamic cultural destination that adds value to the quality of life of residents and provides an attraction for visitors to the region.

Historical Commission

Rosemary Kornacki, Chair.
Roger Kaniarz
Padma Kuppa
Kevin Lindsey
Vera Milz
Terry Navratil
Brian Wattles

Staff

Loraine Campbell, Manager
William Boardman, Archivist
Diane Behrendt, Admin.
Laura Bunting, Archive Tech.
Ginny Czerwinski, Interpreter
Gillian Ellis, Interpreter
Diana Franco, Genealogy
Nancy Jones, Interpreter
Ray Lucas, Genealogy
Anne Nagrant, Interpreter
Frances Willuweit, Interpreter

Troy Historical Society Board of Directors

Cheryl Barnard, Pres.
Sherrill Jackson, VP
Cathy Ogawa, Sec.
Sue Lavender, Membership
Fred Rounds, Treasurer
Ward Randol, Asst. Treas.
Gloria Anderlie
Richard Barnard
Ron Bernard
Alison Iceman
Judy Iceman
Kinda Hupman
John Lavender
Judy Siess
Gerry Young

History

The Troy Museum & Historic Village has evolved slowly over forty years. The campus of ten historic structures is the result of the preservation efforts of local citizens committed to preserving Troy's past.

The Troy Historical Society was incorporated as a non-profit corporation under Sec. 501(c)(3) of the IRS Code in 1966. In 1968 they were granted permission by the City of Troy to use a portion of the 1927 Township Hall as a museum. Then, through a public-private partnership with the city, the Troy Historical Society relocated the Caswell House to the parcel of city-owned land behind the Township Hall. Their efforts to save buildings by relocating them to the museum were repeated six times as the young city grew

and real estate values exceeded historic values in the eyes of developers. The log cabin, Poppleton School, Wagon Shop, Town Hall, Church and Parsonage were moved to the site and the "Village" was established. In addition the City and Historical Society worked together to build a representation of Cutting's General Store, to remodel an old workshop into the Print Shop, and to add the Gazebo, pathways, landscaping beds and parking lots to the facility.

The City of Troy formally resolved to establish and fund the museum in 1974. At different times the museum has been administered through the Library Department, Parks and Recreation and as a separate department. Presently the museum is administered through the Library Department. The Troy Museum & Historic Village is a locally designated historic district. The museum adheres to the Department of Interior Standards for Rehabilitation in maintaining all of the structures.

There are over 10,000 items in the museum collections. They include archival and photographic materials, textiles, and wood, metal, ceramic and glass artifacts, which are catalogued and conserved following the standards and guidelines set by the American Association of Museums.

The services provided by the museum evolved with the physical campus. Public event days, evening lectures and weekend programs were developed. However, the cornerstone of the Troy Museum services remains the core education programs for grades K-5 that have been developed by staff and volunteers. In 2008/09 12,252 students and chaperones from a seven county region participated in the museum's popular education programs. Each program includes age-appropriate activities and meets Grade Level Content Expectations set by the State of Michigan. Additional program initiatives include:

- An active volunteer program
- Undergraduate college internships
- Publications program
- Genealogy Center

In 2008-09 Troy Museum visitation exceeded 26,000 people.

In 1995 and again in 2005/06 the Troy Museum participated in the Museum Assessment Program, which is co-sponsored by the American Association of Museums and the Institute for Museum and Library Services. Simultaneously, museum staff and the Heritage Campaign Committee of the Troy Historical Society developed a business plan for a capital expansion to enhance and complete the facility for future generations. These initiatives involved all museum stakeholders and have provided the goals and objectives outlined in this strategic plan.

Goals and Objectives

Note regarding timeline:

Staff and financial resources to implement the goals and objectives listed below are very uncertain due to the present local and regional economy. While this document is a five year plan, the Historical Commission, staff and volunteers will work first to maintain core services.

Goal #1

Provide a staff that is professional, responsive, and forward-thinking in meeting the needs of the community.

- Formalize the orientation and training of museum volunteers and docents. Consult models used by other living history facilities including, The Henry Ford and Conner Prairie, or recommended by the American Association of Museums or the American Association for State and Local History.
- Develop and expand partnerships to increase awareness and responsiveness to the needs within the community. Suggested partners include but are not limited to:
 - Troy Community Coalition
 - Public and private schools in Troy
 - Chamber of Commerce
 - Businesses and non profit organizations
 - Troy Garden Club

- Organized community groups
- Universities and colleges
- Work more actively with the Cultural Alliance of Southeast Michigan and take full advantage of the programs and services provided through the museum's membership.
- Increase staff training and development opportunities including:
 - Certified Heritage Interpreter (National Assn. of Interpreters)
 - Certified Interpretive Manager (National Assn. of Interpreters)
 - Leadership Training (Cultural Alliance of SE Michigan)
 - Collections care and management training

Goal #2

Provide a physical campus that welcomes all and provides opportunities for knowledge-sharing in telling the never-ending story of Troy in an interactive, intimate and human environment.

- Work in partnership with the Troy Historical Society, the City of Troy, Troy Historical Commission and other partners to complete the museum as outlined in the Troy Heritage Campaign Business Plan.
- Work with members of the Advisory Committee for Persons with Disabilities to provide inclusiveness in all aspects of the museum's mission and vision.
- Develop maintenance timetables and protocols as the facility is expanded.
- Continue to maintain the structures following the Department of Interior Standards for Historic Rehabilitation.
- Refine and update collections policies so that they address new needs and challenges brought about by the planned expansion.
 - Establish a more formal system of gift and loan acceptance.
 - Use *The New Museum Registrations Methods* rather than Dan Reibel's registration methods book.
 - Merge the Collections Policy with the Operating Procedure document to produce a collections management policy.
 - Apply for a General Conservation Survey grant through Conservation Assessment Program.

Goal # 3

Respond to the needs of the community and work in partnership with stakeholders to develop, provide, and maintain outstanding programs and services.

- Complete the Interpretive Master Plan and begin phased implementation as the expansion proceeds.
- Work in partnership with Troy Schools to develop programs targeted for middle school grades, high school students and/ or special needs groups that meet appropriate Grade Level Content Expectations.
- Expand the present internship program to include additional job training and retraining opportunities.
- Outreach to the community to provide the museum facilities for purposes consistent with the mission of the museum. These may include but are not limited to:
 - Sets for the film industry
 - Ceremonies
 - Receptions for community or private events
 - Small group meetings

Goal #4

Develop policies and initiatives to ensure the Museum's fiscal stability for the future.

- Work in partnership with the Troy Historical Society to:
 - Develop a legacy giving program as the foundation for an endowment fund to support the museum
 - Investigate opportunities to increase the diversity, skills and capacity of the board
- Formalize a grant writing program

- Develop a comprehensive marketing plan, perhaps with the assistance of a graduate student in marketing.