**TROY HISTORIC COMMISSION MINUTES – FINAL** **October 27, 2009**

The rescheduled meeting of the Troy Historic Commission was held Tuesday, October 27, 2009 at the Troy Museum & Historic Village. Rosemary Kornacki called the meeting to order at 8:55 P.M.

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

GUESTS John Szerlag, City Manager

**Resolution #HC-2009-10-001**
**Moved by Navratil**
**Seconded by Kaniarz**

**RESOLVED, That the minutes of the September 29, 2009 be approved**
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 was completed by 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 was be completed by Akins Construction for $4,565. Akins also replaced broken bricks on the northeast corner of the building.

General Store
The rod holes in the basement were filled with hydrophobic grout by National Restoration for $1,435

**B. Programs**

Winter Public Programs were submitted.

**C. Attendance**

See attached reports.

**D. Collections**

See Reports.

William Boardman requests authorization to deaccession the following items:

1. Log Cabin model

   Roof lifts off; handmade craft model; good condition; needs cleaning; no foreseeable exhibit or program use; currently accessioned

2. Shuttle

   Good Condition; needs cleaning; other examples in collection; no foreseeable exhibit or program use; no known accession number

3. Type case cabinet c.1900

   Fair condition; needs cleaning; duplicate of items in Collection; no foreseeable exhibit or program use; no known accession number

**Resolution #HC-2009-10-002**
**Moved by Navratil**
**Seconded by Milz**

**RESOLVED, That the request to deaccession log cabin model, shuttle and type case cabinet (c.1900) as recommended by William Boardman be approved.**

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

**MOTION CARRIED**

**E. Grants**

The IMLS grant for middle school program development will be completed and submitted this week. The Troy School District and the Troy Historical Society will sign letters of support. The application is due on November 2.

**F. Interpretive Master Plan (IMP)**

The museum has received the completed draft plan from 106 Group LTD. The staff will review the plan before presentation to the IMP Team is scheduled.

**New Business**

**A. Annual Report**

The Commission received copies of the Museum Annual Report FY 2008/09

**B. Troy Historical Society/ Heritage Campaign update**

The Troy Historical Society will pay for the utilities on the Niles-Barnard House for one year or until the house is relocated to the museum, whichever comes first.

**C. Presentation by City Manager John Szerlag**

Mr. Szerlag provided a presentation on the proposed organizational structure based on reduced revue for the next five years. If additional revenues are not generated, the Troy Museum will be closed or the museum could be limited to greatly reduced hours of operation.

**D. Reports and Communications**

**Staff**

No report.

**Commission Members**

Rosemary Kornacki suggested that in light of the city's financial crisis and the possible closure of the museum, that the Historical Commission should schedule a November meeting.

The Troy Historic Commission Meeting was adjourned at 10:25 p.m. The next regular meeting will be held Monday, November 30, 2009 at the Troy Museum & Historic Village at 7:30 pm.

Rosemary Kornacki
Chairperson

Loraine Campbell
Recording Secretary

# Annual Attendance Statistics

**Public Events FY 2007/08**

| Event | Date | Attendance |
|---|---|---|
| Harvest Home Festival | Sep-08 | 475 |
| Trick or Treating on the Green | Oct-08 | 650 |
| Hanging of the Greens | Dec-08 | 501 |
| Total | | 1626 |

**Public Events FY 2008/09**

| Event | Date | Attendance | Admissions |
|---|---|---|---|
| Fall Farm Festival | Sep-09 | 150 | $243 |
| Trick or Treating on the Green | Oct-09 | 320 | $423 |
| Candy Cane Christmas | | | |
| Total | | | |

**Comparative Attendance Statistics**

| Total | FY 2008-09 | FY2009-10 | Change |
|---|---|---|---|
| School Group attendance | 12,252 | | |
| Walk-in attendance | 6,036 | | |
| Program attendance | 7,731 | | |
| Public Events attendance | 1,626 | | |
| Total Public attendance | 13,767 | | |
| Total Museum visitation (Schools + public) | 26,019 | | |

| | |
|---|---|
| Meetings and facilities rentals | 90 |
| Revenue from Education Programs | $58,951.00 |
| Revenues from facilities rentals | $7,665 |
| Revenue from Admissions | n/a |
| Total revenues (schools + facilities) | $66,616 |

# 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 | 582 | 529 | 10 | $450.00 | $1,647.00 | 1,328 |
| Oct-09 | 354 | 945 | 11 | $1,000.00 | | 1,299 |
| Nov-09 | | | | | | |
| Dec-09 | | | | | | |
| Jan-10 | | | | | | |
| Feb-10 | | | | | | |
| Mar-10 | | | | | | |
| Apr-10 | | | | | | |
| May-10 | | | | | | |
| Jun-10 | | | | | | |
| Total | 2,814 | 2,950 | 23 | $1,550.00 | $5,283.00 | 5,981 |

| | |
|---|---|
| Attendance compared with same period last year | -18% |
| Rentals + Admissions= | $6,833.00 |
| Net change in revenue for this period last year | 177% |
| Percent of admissions target collected= total collected/$15,000 | 35% |

# School Group Attendance

| Date | # Prgms. | # Attnd | Troy Groups | # Staff | Prg Fee |
|---|---|---|---|---|---|
| Sep-08 | 4 | 89 | 1 | 4 | $376.50 |
| Oct-08 | 27 | 1,595 | 5 | 56 | $7,876.50 |
| Nov-08 | 23 | 1429 | 23 | 5 | $6,462.50 |
| Dec-08 | 11 | 857 | 11 | 31 | $4,406.50 |
| Jan-09 | 9 | 792 | 0 | 27 | $4,052.50 |
| Feb-09 | 6 | 477 | 0 | 18 | $2,346.50 |
| Mar-09 | 25 | 1547 | 7 | 53 | $7,317.00 |
| Apr-09 | 51 | 1813 | 27 | 64 | $6,463.00 |
| May-09 | 85 | 2718 | 30 | 86 | $15,658.00 |
| Jun-09 | 18 | 935 | 9 | 32 | $3,992.00 |
| Total | 259 | 12,252 | 113 | 376 | $58,951.00 |
| Sep-09 | 8 | 311 | 2 | 12 | $1,649.00 |
| Oct-09 | 22 | 1,426 | 3 | 43 | $8,075.50 |
| Nov-09 | 22 | 1,151 | 3 | 41 | $6,575.00 |
| Dec-09 | | | | | |
| Jan-10 | | | | | |
| Feb-10 | | | | | |
| Mar-10 | | | | | |
| Apr-10 | | | | | |
| May-10 | | | | | |
| Jun-10 | | | | | |
| Total | 52 | 2,888 | 8 | 96 | $16,299.50 |

| | |
|---|---|
| Attendance last year this period | 89 |
| Percent increase | -7% |
| Revenue last year this period | $14,715.50 |
| Percent increase | 11% |

**Collections Report: September 2009**

- Donations:
    - 7 poster frames filled with Poppleton School photos and ephemera (some duplicates of material already in Collection) [Robin Mullins]

- Donations declined:
    - Typewriter (c.1910) – examples in Collection; storage space limitations; no Troy connection
    - Cultivator (c.1920) – examples in Collection; storage space limitations; no Troy connection
    - Baby pram (c.1920) – examples in Collection; storage space limitations; no Troy connection
    - Voting machine – storage space limitations; no Troy connection

- Requests for Deaccession/Auction/Disposal
    - Please see attached list for complete notes

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

- Special Activities & Focus Projects:
    - Processing & maintenance of the Collection & new donations
    - 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: October 2009**

- Donations:

    - Baker Middle School, Troy School District, and Stuart K. Baker documents and ephemera c.1970s [Mary Lou Kennedy] {September donation not included on previous report}
    - Dorothy Scott document and photo collection [Cindy Scott Stoll]

- Donations declined:

    - Sewing machine (c.1910) – examples in Collection; storage space limitations; no Troy connection
    - Manure spreader (c.1920) – poor condition; 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
    - 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

Deaccession/Disposal/Auction Candidates

September 2009

No photos available at this time due to time constraints. Most materials are, however, available for viewing on a table on the 2nd floor of the main museum building.

1. Log Cabin model
   Roof lifts off; handmade craft model; good condition; needs cleaning; no foreseeable exhibit or program use; currently accessioned

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

3. Type case cabinet c.1900
   Fair condition; needs cleaning; duplicate of items in Collection; no foreseeable exhibit or program use; no known accession number

In addition to the Collections related material above, numerous lots of general City of Troy assets such as old AV equipment, cameras, kitchenware, and miscellaneous unused items are suggested for auction.