

Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on August 5, 2021

1. CALL TO ORDER AND ROLL CALL

President Kisling called the Regular Meeting of the Capitola Historical Museum Board of Trustees to order at 5:43 p.m. on Thursday, August 5, 2021, Online via Zoom.

PRESENT: Board Members Pamela Greeninger, Brian Legakis, Emmy Mitchell-Lynn, David Peyton, Gordon van Zuiden, Dean Walker, and President Niels Kisling
Youth Representative Joshua Henshaw
ABSENT: None
STAFF: Museum Curator Deborah Osterberg
GUESTS: None

2. ORAL COMMUNICATIONS

Board Member Legakis informed the board that he went to his son's wedding in San Francisco, and while in San Francisco he and his wife attended an exhibition at the Legion of Honor. He commented that masks were required, but it was nice being able to visit.

3. APPROVAL OF MINUTES

A. Consider Minutes of July 1, 2021

President Kisling asked if everyone had a chance to review the draft Minutes and asked if there were any corrections. Seeing none, the following action was taken:

ACTION: Board Member Legakis moved, seconded by Board Member Peyton, to approve the Minutes of July 1, 2021, as submitted. The motion carried unanimously.

4. REPORTS OF OFFICERS AND CURATOR

A. Treasurer's Report (August, October, January and April) ~ None

B. President's Report

President Kisling said he has been working with David Macdonald, the son of Brad Macdonald, and his wife Jean for a visit to Capitola. He contacted Ted Burke at the Shadowbrook Restaurant let him know they would be here and to make arrangements for them to go to the restaurant.

C. Curator's Report

Curator Osterberg said her list was long, but quickly summarized the written Curator's Report, which was sent to the board via email as follows:

1) She has updated the Museum Website to include new Curator contact information, museum hours extended to Friday through Sunday, noon to 4:00 p.m., and posted a copy of latest museum newsletter.

2) Three posts were made to the Museum's Facebook page, including Curator Perry's retirement and the new Curator, a link to "Reinventing Capitola" walking tour video, and the wonderful Volunteer Cleaning Crew.

3) She spoke to Melissa Murphy, Santa Cruz Sentinel editor, who agreed to the Focal Point feature being shared with local museums, but coordinated through the Capitola Historical Museum. Participation for August will be from the Santa Cruz Museum of Art & History (MAH) and Aptos History Museum. She hopes to include San Lorenzo Valley once she is able to connect with them.

4) With the assistance of board members, the Capitola Sunset newsletter was sent out.

5) In coordination with President Kisling, she prepared an article for the August issue of the Capitola Soquel Times regarding Frank Perry's retirement, the new Curator, and "Capitola – Then & Now" exhibit.

6) The Museum was contacted by Arcadia Publishing wanting to know our interest in doing a new book for their Past & Present series (used to be their Then & Now series). This proposal information from Arcadia was forwarded to Assistant to the City Manager Laurent and emailed to former Curator Frank Perry. *(See additional comments under 6. Information Items.)*

4. C. Curator's Report (Continued)

7) Curator Osterberg provided an article for the city's next Capitola Currents newsletter regarding Curator Perry's retirement, the new Curator, and the "Capitola – Then & Now" exhibit.

8) She commented on the various things she has been working on with respect to the Collections, including Deed of Gift back from Becki Carmichael (Bowling lane section donation); participated in 3D scanning session held at the MAH – Objects included a set of Campo Del Mar ceramics, Pawla family perfume bottle and violet vase (from the exhibit) and a Begonia Festival bathing cap; communicated with Mary Lee Lincoln and her daughter Janet Rupp at the Soquel Pioneers Picnic regarding possible donation of her mother's white graduation dress, shoes, and diploma; visited Linda Smith's storage unit to see Frank Hill murals; and met with Margot Bauer, owner of a 1892 Peelor painting of Capitola. There is currently no interest in donation or a loan of the painting, but she will allow a photograph to be taken and used however we wish. Board Member van Zuiden asked about whether we can take a picture of it. Curator Osterberg said the painting is very large; however, we do plan to photograph it.

9) Curator Osterberg said we need to consider an upgrade to the Past Perfect catalog software from Version 4 to Version 5 with Web Access, which would be a \$750 one-time cost. The yearly subscription would be \$870.00. **(This was added to agenda for consideration. See Item 5.D.)**

10) She informed the board that IT purchased a new scanner and portable back up unit for the museum.

11) Curator Osterberg met with Librarian Malenee Barash at the Capitola Library and will be adding an interactive component to our exhibit by using the unlocked cabinet under the case for additional laminated images that correspond to the exhibit and will prepare a sign for cabinet. She hopes to get that exhibit up the end of the month or first of September.

12) She discussed the volunteer cleaning party of the Bathhouse and Beach Cottage and said a list of Beach Cottage contents was made. A list of repair/renovation needs for the museum and exhibit spaces was submitted to Assistant to the City Manager Laurent, and it was forwarded to Public Works. Professional carpet cleaners will clean the museum carpet sometime in August. At the request of City Manager Goldstein, she provided statistics pertaining to the number of visitors to the museum.

13) Curator Osterberg said she conducted a tour for a group of eight Lifelong Learners at the museum and to Riverview Avenue and Soquel Creek.

14) She attended two meetings of the Santa Cruz Museum Group regarding emergency preparedness, a meeting of the Santa Cruz Local History Group regarding 3D scanning for local museums, and introduced herself at the Soquel Pioneers Annual Picnic.

15) She commented on research requests that were received and a historical essay she is working on for the museum website on the Y.W.C.A. Students' Conferences from 1900 to 1911.

16) She informed the board that donation checks in response to the newsletter have been received totaling about \$750. She brought up to the Assistant to the City Manager, Board Member Mitchell-Lynn's idea for credit card donations. He is checking on the feasibility of the idea.

D. Report on Volunteers

President Kisling said there were 935 visitors in July. He mentioned that we are still having difficulty finding volunteers to fill all the time-slots at the museum and currently have an opening on Saturday. Board Member Legakis said he signed up for the 2-4 pm time slot earlier today.

Board Member Peyton thanked Curator Osterberg for the leads for new volunteers. There are ten new people interested in volunteering at the Museum and he has trained 3 of those people. Many of them have a history to the Capitola area. He was really pleased to see this new interest. There was discussion pertaining to the need for a training program. Board Member Legakis suggested videotaping one of Board Member Peyton's volunteer training sessions starting with opening the museum, putting up the flag, opening the bath house, etc. He would be happy to do the videotape with his phone. Board Member Peyton said it is a great idea; however, he would want to fine tune his presentation. Curator Osterberg wasn't sure such a video should be made available to the public; it could be sent individually to the volunteers. She also informed the board she plans to revise the Volunteer Guide using the Word document Curator Perry provided to her.

4. D. Report on Volunteers (Continued)

President Kisling talked about trying to find a date for the volunteers to meet our new Curator in the Museum. He expressed concern that he hasn't received much response. There was discussion regarding the possibility of a different location. President Kisling said this event for the volunteers was to be an Open House to meet Curator Osterberg and to have a refresher course regarding the exhibit.

5. BUSINESS

- A. Consider Rescheduling next Board Meeting from Thursday, September 2 to Thursday, September 9, 2021

Curator Osterberg explained that she has a conflict with the September 2 date and would like the board to consider rescheduling the meeting to the following Thursday, September 9.

Board Member Greeninger advised that she will be out of town on September 9 as they will be driving to southern California for a wedding in La Jolla. She wonders if Curator Osterberg might be able to prepare the minutes as she would not be available via Zoom. Board Member Legakis said he, too, would be out of town; however, he should be able to attend if it will be on Zoom.

ACTION: Board Member Greeninger moved, seconded by Board Member Walker, to reschedule the next Museum Board meeting to Thursday, September 9, 2021. The motion carried with Board Member Mitchell-Lynn voting no.

- B. New Capitola Historical Museum Sign
Curator Osterberg informed the board that she got the sign design from President Kisling and she forwarded it to Assistant to the City Manager Laurent.

- C. Consider New Idea for Museum Participation in the Art & Wine Festival on September 11-12, and the Capitola Beach Festival on September 25-26
Since she has not participated in any of the City's festivals, Curator Osterberg thought the Board might want to discuss the museum's participation. Assistant to the City Manager Laurent suggested we have something at City Hall with a tent near the Museum rather than setting something up in the Village.

Board members believe it is a great idea to participate, but acknowledge it does require a commitment of time. There was discussion regarding both events and interest in knowing who might be available to volunteer. Board Member Greeninger said she would not be available for Art & Wine and is not sure about the Beach Festival. President Kisling said he could do one or the other, but not both. Board Member Walker will be available. Youth Representative Joshua said he would be helping at the Beach Festival and could possibly help at the museum.

There was considerable discussion regarding the amount of work involved participating in these events. Board Member van Zuiden asked about having our usual display at the palm tree for Art & Wine. Curator Osterberg said we could get a tent from the city to put up in the parking area behind the Museum and then have a sandwich board sign at the event directing people to the Museum. She was also thinking about dressing up in costume and walking around the festival to promote the museum.

After discussion President Kisling, Board Member Peyton and Curator Osterberg volunteered to work on a plan for the events. They will meet and email board members.

- D. *ADDED ITEM* Consider Upgrade to the Past Perfect Catalog Software with Web Access
(See *Curator's Report Item 4.C.9*)
Curator Osterberg said she wanted to bring this matter before the board as we need to consider an upgrade to the Past Perfect catalog software from Version 4 to Version 5 with Web Access, which would be a \$750 one-time cost. The yearly subscription would be \$870.00. She is working with IT and explained the complications accessing the information and importance to be up to date with the latest version.

Board Member Legakis wanted to be clear of the expenditure and what account the funding would come from. He also asked if we could conditionally support this software upgrade with funding coming from the City.

5. D. Past Perfect Upgrade (Continued)

The following action was taken after Board discussion:

ACTION: Board Member Legakis moved, seconded by Board Member Mitchell-Lynn, to adopt the latest version of Past Perfect including Web Access with funding from the City. The motion carried on the following vote: AYES: Board Members Greeninger, Legakis, Mitchell-Lynn, Peyton, Walker, van Zuiden and President Kisling. NOES: None. ABSENT: None. ABSTAIN: None.

6. INFORMATION ITEMS

Curator Osterberg brought up the request from Arcadia Publishing to do a new book for their Past & Present series. (*See Curator's Report Item 4.C.6*) She would like to know whether the Board thought this was a good idea or not. Board members believed it would be a good opportunity and directed Curator Osterberg to keep them informed in this regard.

Board Member Legakis said a toddler ran into the glass in the museum's Capitola Theater exhibit and he was surprised it didn't break. He wondered what type of glass it is. There was discussion regarding the safety of the glass and a suggestion to consider placing some type of bar across it.

7. ADJOURNMENT

On a motion of Board Member Mitchell-Lynn, seconded by Board Member Legakis, the Capitola Historical Museum Board of Trustees unanimously adjourned at 6:40 p.m. to its next **rescheduled** regular meeting to be held on **Thursday, September 9, 2021**, at 5:30 p.m., Online via Zoom.

Respectfully submitted by Pamela Greeninger, Secretary

APPROVED BY THE BOARD AT ITS MEETING ON 9/9/2021