

## Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees on September 9, 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 5:32 p.m. on Thursday, September 9, 2021, Online via Zoom.

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

### 2. ORAL COMMUNICATIONS

Board Member Legakis discussed the smoke, heat, and COVID situation in Port Angeles, WA and how in the Capitola area we are lucky to have better conditions. He also stated that for future exhibitions to be better relatable to children they should include historic photographs of children.

### 3. APPROVAL OF MINUTES

#### A. Consider Minutes of August 5, 2021

President Kisling asked if everyone had a chance to review the draft Minutes and asked if there were any corrections. There were no corrections to the minutes.

ACTION: Board Member Walker moved, seconded by Board Member Legakis, to approve the Minutes of August 5, 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 ~ None

#### C. Curator's Report

Curator Osterberg summarized the written Curator's Report, which was sent to the board via email as follows: The Curator highlighted that she intends to better incorporate the Native American story into all future annual exhibitions by dedicating one of the two current Pioneer family exhibit cases to Native American topics. She will also be adding a couple of Native American related panels to the current "Capitola – Then & Now" exhibition as well as focusing on Native American occupation of the area for the first of her "My Neighborhood ..." rotating exhibits for the new Capitola Public Library. She hopes to install the rotating exhibit by the end of September. The Curator will also have a Native American component in the article she is writing on the 1900-1911 Y.W.C.A. Student Conferences held at Capitola. She plans to submit the article to the Santa Cruz Museum of Art & History Journal online. Board Member van Zuiden asked for a link to the journal. The Curator has been in contact with the Santa Cruz Museum of Natural History, the California State Parks, California State University, Chico, and the Mechoopda Tribe of Chico Rancheria for Native American research information. Board Members Legakis, van Zuiden and Mitchell-Lynn were appreciative of the inclusion of Native American stories at the museum. Board Member Mitchell-Lynn said she could provide the Curator with contact information for Dusty McKenzie, a professor of anthropology at Cabrillo College. Board Member van Zuiden said he could help in providing resources from UC Berkeley.

#### D. Report on Volunteers

Board Member Peyton said there was no volunteer coverage of the museum desk last Sunday. To date there have been in the range of 700 volunteer hours. He reconciled the volunteer list and of the 40+ listed volunteers only 20 have recently been active and of that about 10 are doing the bulk of the volunteering. Training has been completed for one new volunteer and the training for a second new volunteer will be completed within the month. In the past we've had volunteers do a couple museum desk shifts per month but with the smaller number of volunteers currently, we will need a stronger commitment from current volunteers. Out of the prospective volunteer referrals recently, we had a successful recruitment rate of approximately 20%. Board Member Peyton explained that the best volunteer recruitment results came from personal contact.

## 4. D. Report on Volunteers (Continued)

Board Member Legakis suggested that we have a sign up during the festivals regarding our need for volunteers. It was also suggested that we leave such a sign up inside the museum all the times. The Curator suggested placing a volunteer sign on the Lodge credenza next to the donation box. Board Member Legakis suggested that all volunteers need a refresher on security procedures.

## 5. BUSINESS

## A. Revised Museum Image Reproduction and Research Policy

Curator Osterberg reviewed the revised policy and responded to questions of Board Members. President Kisling was thankful for such policy documents since they provide transparency of museum procedures. Board Member Legakis said that the documents outlining museum reproduction policies would help protect the museum legally. President Kisling inquired about SmugMug. He recalled that in the past public image requests were routed to Covello and Covello. The Curator explained that SmugMug was an image sharing site where the museum keeps its image collections but that the vast majority of our images are in the private section of SmugMug and not available to the public. Only a small number of images of museum events are currently publicly available on the site. The Curator stated that all public image inquiries should be directed to her and dealt with according to the revised policy which was written in accordance with the city's fee structure. Board Member van Zuiden suggested that thumbnails of at least 10 commonly known images of Capitola be made available to the public free of charge on the public SmugMug site. The Curator said she had already thought of posting some historic postcards publicly but would also consider posting some of the more commonly known images as suggested.

The following action was taken after board discussion:

ACTION: Board Member Peyton moved, seconded by Board Member van Zuiden, to approve the Revised Museum Image Reproduction and Research Policy dated August 23, 2021, as submitted. The motion carried unanimously.

## B. Fall Sunset Newsletter

President Kisling said the deadline for submitting articles for our next Museum newsletter will be October 1, 2021. Board Member Peyton agreed to give a recap of the Fall Festivals. The Curator, in conjunction with Board Member Legakis, will prepare an article on the 1892 Harold Peelor painting of Capitola which belongs to Margot Bauer. President Kisling may prepare an item on the upcoming visit of David and Jeannie MacDonald (David was a child when his father Brad built the Shadowbrook Restaurant). The Curator said she could also prepare an item on recent accessions to the museum collection.

## C. Plans for participation in September Festivals (Art &amp; Wine Festival on September 11-12 and the Capitola Beach Festival on September 25-26)

President Kisling said he would be manning the display table at the museum all day Saturday and Sunday for the Art & Wine Festival. The Curator planned to be in a Victorian Bathing Costume to walk about the Village all day Saturday and possibly Sunday morning. The Museum would officially be open during regularly scheduled hours noon to 4:00 p.m. Board Members Mitchell-Lynn and van Zuiden, and Ron Kustak said they would be available to help out and were thanked by President Kisling. Board Members Legakis and Walker would not be available. Previously Board Member Greeninger said she would be unavailable. The Curator stated that she was invited to be a judge for the Beach Festival's Lighted Nautical Parade. President Kisling said that on Friday he would use his van to help the Curator pick up event items from storage. The Curator said she would link to the Festival program from the Museum's Facebook page.

## 6. INFORMATION ITEMS

Board Member Legakis asked if anyone had recommendations for changes to the format or content of the next Treasurer's Report. All board members liked the idea of being updated on large funds like the Begonia Festival and fundraising accounts. The Curator would speak further with Larry Laurent to better come up to speed on City budget procedures and documents.

## 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 regular meeting to be held on **Thursday, October 7, 2021**, at 5:30 p.m., Online via Zoom.

Respectfully submitted by Deborah Osterberg, Acting Secretary

APPROVED BY THE BOARD AT ITS MEETING ON 10/7/2021