

**Minutes of a Regular Meeting of the Capitola Historical Museum Board of Trustees
on June 2, 2022** ***DRAFT***

1. CALL TO ORDER AND ROLL CALL

President Kisling called the Regular Meeting of the Capitola Historical Museum Board of Trustees to order at 5:44 p.m. on Thursday, June 2, 2022, in the Capitola City Hall Community Room, 420 Capitola Avenue, Capitola, CA and Online via Zoom.

PRESENT: In Person: Board Members Pamela Greeninger, Brian Legakis, Emmy Mitchell-Lynn, David Peyton, Dean Walker and President Niels Kisling
Via Zoom: Board Member Brian Legakis (*NOTE: The Zoom did not connect, however, Brian was able to participate via phone.*)
ABSENT: Board Member Gordon van Zuiden and Youth Representative Joshua Henshaw
STAFF: Museum Curator Deborah Osterberg
GUESTS: None

2. ORAL COMMUNICATIONS

Board Member Legakis spoke to the board on the phone and said he is in Bend, Oregon.

President Kisling presented outgoing Board Member Dean Walker with an aerial photograph of the Capitola airport and thanked him for his service on the Board. Dean thanked everyone and said he enjoyed being on the board and will continue to volunteer at the Museum.

Curator Osterberg announced that Assistant to the City Manager Larry Laurent will be leaving the City in August sometime. He has been so helpful to her during this first year as curator.

3. APPROVAL OF MINUTES

A. Consider Minutes of May 5, 2022

President Kisling asked if everyone had a chance to review the draft Minutes and asked if there were any corrections. Board Member Mitchell-Lynn noted that the date of the meeting on the Agenda was April 7, 2022, and it should be May 5, 2022. President Kisling thanked her for catching that and entertained a motion.

ACTION: Board Member Walker moved, seconded by Board Member Mitchell-Lynn, to approve the Minutes of May 5, 2022, as submitted. The motion carried unanimously.

4. REPORTS OF OFFICERS AND CURATOR

A. President's Report

President Kisling said the Memorial Day barbecue at his home was a great success and that 24 people showed up. It was great connecting with board members, former curator and his wife, and many volunteers in a social setting. Board Member Legakis said he was sorry to miss it.

B. Curator's Report

Curator Osterberg summarized the written report that was sent to the board via email and is on file in the curator's office. Below is a brief list of items discussed.

- Completed online Past Perfect Web Edition Workshop and is working on the next steps in the process to upgrade our software. She discussed the number of Accessions and Objects.
- Discussed the various collections and archival materials ordered.
- She attended an in-person meeting at the Scott House for the Santa Cruz Local History and Archives Group where they discussed ongoing digitization projects.
- Purchased a Smart TV to replace the current set in the museum. She wrote up "How to operate" instructions for the system and added it to the draft, revised Volunteer Manual.
- Talked about the Museum's participation in the Santa Cruz County History Fair and commented on the lower turnout. Curator Osterberg would love to see the 2024 fair in Capitola at the Library and, hopefully, the Rispin Gardens that are to be reconstructed.
- She has added the newly acquired Campo Del Mar Ikebana vase and candleholder to the exhibit.

4. B. Curators Report (Continued)

- Curator Osterberg commented on the upcoming article for the *Beach Neighbor Spotlight* and posts to the Museum's Facebook page.
- She worked extensively revising the Volunteer Manual integrating photographs in the opening/closing procedures section, included new sections on "You Tube" with a list of all videos with existing indexes, how to operate the new Smart TV and "Local Tribes" contact information, as well as a separate "In Case of Emergencies" page. The draft was submitted to President Kisling and Board Member Peyton for review.

Board Member Legakis commented on the History Fair.

C. Report on Volunteers

President Kisling said he sent out a message about the weekend vacancies and it is now filled for the weekend. Curator Osterberg mentioned that Jay Topping expressed interest in becoming one of our volunteers, and she was going to email him to see if he was still interested.

Board Member Peyton said we have a new volunteer Julie Langholff who did her first shift and attended the barbecue. He believes she will be a great volunteer with her history living in Capitola.

Because not many people reply to his emails, President Kisling said he is tempted to put out another message to the 47 people on his email list and ask them to respond in order to make sure they are receiving the email messages he has been sending out regarding volunteer shift openings at the Museum.

Board Member Peyton shared the the visitor numbers for the past two months with the board. He said there were 770 visitors in April and 716 visitors in May.

5. BUSINESS

A. Review of Museum Board Member Applications and review of current Board Members

Curator Osterberg said two applications were received and sent to the board via email. Board Member Greeninger reported on her discussion with City Clerk Chloe Woodmansee. Since the deadline for submitting applications for the Museum Board was May 31st, there was not sufficient time to review and schedule interviews with the two applicants. Board Members Kisling, Mitchell-Lynn and van Zuidan have submitted emails to the City Clerk requesting reappointment to the board. Board Member Walker decided to step down at this time. The board can take action tonight to recommend reappointment of the three current board members to the City Council for appointment at their meeting on June 9. Because the City Council will not be meeting again until July 28, the City Clerk recommended we take action to continue recruitment for the vacancy until June 24.

At this time, Board Member Greeninger announced that she will need to step down from the board as well. She and her husband purchased a mobile home in San Juan Capistrano and will be spending a lot more time down there with their grandchildren. She had intended to step down last year when her second term was up, but she was encouraged to stay on through the transition of curators. Board Member Greeninger said it was a difficult decision as she enjoys serving as secretary, but she really wants to spend more time with her grandkids. That being said, the recruitment can be continued for two vacancies on the board rather than just one. At our next meeting on July 7, the board can review and schedule all interviews and then take action to recommend appointments.

After discussion, the following action was taken:

ACTION: Board Member Greeninger moved, seconded by Board Member Mitchell-Lynn, to recommend the City Council reappoint Board Members Niels Kisling, Emmy Mitchell-Lynn and Gordon van Zuidan for additional 3 year terms, continue recruitment for two vacancies on the board with a deadline for applications of June 24, and schedule applicant interviews and board recommendations for the next Museum Board meeting on July 7, 2022. The motion carried unanimously.

B. Participation in the 2022 Capitola Rod and Custom Classic Car Show - June 11-12

The board discussed setting up a display table in front of the Museum for the event and recruit volunteers to work the outdoor table. Board Member Greeninger said she was able to get her 1966 Mustang started and would like to park it next to the Museum during the event. We would need to get approval for use of a parking space. Curator Osterberg will check with the Police Department.

5. B. (Continued)

Curator Osterberg asked when the car show starts and wonders if the Museum should be open extended hours for the event? Board Member Peyton said the car show starts at 10. President Kisling asked about which parking space we should request for Pam's car. Board Member Peyton suggested the first spot closest to the street next to the Museum. Board Member Legakis informed the board that he could volunteer at the Museum during the car show.

C. Discuss Treasurer's Position

President Kisling commented that since Board Member Walker is stepping down from the board, the board will need to appoint a new Treasurer. He spoke to Board Member Legakis, who said he would serve as Treasurer if no one else wished to take the position. Board Member Legakis requested that Curator Osterberg obtain the necessary documentation from the City for the next Treasurer's Report. Board Member Mitchell-Lynn said she may also be interested in serving as Treasurer.

Board Member Greeninger said that after all appointments are made to the board, we generally have an item on the agenda to reorganize. At that time board members can nominate/volunteer to serve as one of the officers.

D. Proposed New Museum Sign - Discuss City Sign Guidelines

President Kisling said he read the sign guidelines and, for the record, believes it is "bureaucratic gibberish."

Board Member Mitchell-Lynn said she thought the board had already taken action to approve the new sign. There was board discussion regarding the sign guidelines, with Curator Osterberg stating she will make an appointment to meet with Assistant to the City Manager Larry Laurent to discuss this matter.

E. Summer 2022 Capitola Sunset Newsletter

President Kisling said the summer newsletter should go out in July. He suggested receiving content by July 1st and plan to mail the newsletter by July 10th. There was discussion regarding articles for the newsletter, including:

An article about volunteering in general (Dave)

An article about the Car Show (Dave will help obtain photos)

Article about the Memorial Day BBQ

A Volunteer Spotlight article about new volunteer Julie Langhoff (Pam)

Curator to prepare article about the Campo Del Mar exhibit and Ikebana vase

Farewell to Board Members Dean Walker and Pam Greeninger

F. Proposed Artifact Donations from Pamela Styles

Curator Osterberg discussed the proposed artifacts Pamela Styles is interested in donating to the Museum. These items are from the estate of Sidney and Rosemary Styles whose home is on Depot Hill. She commented on the items including a Victrola, German Grandfather clock, and hurricane lamp. She would like to acquire the Victrola which has records, but is not interested in the grandfather clock as it is large and would be difficult to store. She would be interested in one of the hurricane lamps and will request photos of the other lamps. Board Member Greeninger suggested one could be placed in the cottage.

It was the consensus of the board directing Curator Osterberg to acquire the Victrola and hurricane lamps.

6. INFORMATION ITEMS

Board Member Mitchell-Lynn said she won't be here for the next meeting and will not be available to participate via Zoom either.

7. ADJOURNMENT

On a motion of Board Member Mitchell-Lynn, seconded by Board Member Walker, the Capitola Historical Museum Board of Trustees unanimously adjourned at 6:40 p.m. to its next regular meeting to be held on Thursday, July 7, 2022, at 5:30 p.m., in the Community Room at Capitola City Hall, 420 Capitola Avenue, Capitola, and simultaneously on Zoom.

Respectfully submitted by Pamela Greeninger, Secretary