

# LITTLETON MUSEUM BOARD

Minutes of Proceedings

July 6, 2020

Present: Karen Wojdyla - Chair  
Joseph Haynes - Vice Chair  
Katherine McMurray  
Stephanie Saunders  
Denise Weed  
Carrie Wheeler  
Kelly Milliman - City Council Liaison

Absent: Emily Cassidy

Also Present: Tim Nimz, Director Library and Museum Services  
Becky Kosma, Office Manager

## I. Call to Order

Determining that a quorum was present, Chair Karen Wojdyla called the meeting to order at 6:30 p.m. via Zoom and the following business was transacted.

## II. Minutes of June 2020

Ms. McMurray made a MOTION to accept the minutes as presented. Ms. Weed seconded the motion.

Ayes: Wojdyla, Haynes, McMurray, Saunders, Weed, Wheeler

Nays: None

Absent: Cassidy

MOTION PASSED: 6-0

## III. City Council Liaison Report

A. Ms. Milliman encouraged everyone to complete the 2020 Census and to have friends and family do the same.

B. The next phase of Envision Littleton is now open for public comment. Feedback can be provided until the end of the month.

## IV. Director's Report

A. Farms sites reopened to the public for passive use on Tuesday, June 30. Access to the farms will be provided through a gate and capacity limited to 100 visitors at any give time. Closing of the Historic buildings is among several precautions that have implemented for the health and safety of visitors and staff. Masks are not required while on the farms, but once the main building reopen masks will be compulsory for entry.

- B. The phase one of the reopening plan was reviewed with Board Members. Key components of the plan include timed-entry reservations, closure of the store, closure of the permanent exhibit and Kid's Connection, limited capacity in restrooms and galleries, and social distancing decals throughout the facility. In preparation for this phase several staff member have been recalled from furlough. This phase is scheduled to begin July 15. Ms. Wheeler asked how the staff was feeling about the reopening. Mr. Nimz reported that there has been some apprehension dealing with the public. A soft opening will help to gauge the response from the public.

## **V. New Business**

- A. The 2021 budget will be challenging. Dealing with the unknown makes responding to this situation difficult. Several cuts made in recently to the 2020 will be carried into the 2021. An early retirement program was offered to offset expenses. Between the Library and Museum 8 employees agreed to take the early retirement package. It is unclear at this point if the positions will be rehired or exactly how hours and responsibilities will be redistributed. While the budget process is currently behind schedule it should come together on time.

## **VI. Old Business**

- A. The Boards and Commissions dinner is tentatively rescheduled for September.
- B. Board Members reviewed and revised the draft of updated museum rules. Wording was realigned and a few rules clarified.

Mr. Haynes made a MOTION to accept the museum rules as amended. Ms. Saunders seconded the motion.

Ayes: Wojdyla, Haynes, McMurray, Saunders, Weed, Wheeler

Nays: None

Absent: Cassidy

MOTION PASSED: 6-0

- C. LACC is working a survey to gauge the impact that COVID-19 Pandemic has had on arts and culture agencies. Results are expected back in August.

## **VII. Officer Elections**

Mr. Nimz called for nominations for Chair. Ms. McMurray nominated Ms. Wojdyla. Mr. Haynes seconded the nomination. Ms. Wojdyla accepted the nomination. No other nominations were made.

Ayes: Haynes, McMurray, Saunders, Weed, Wheeler

Nays: None

Absent: Cassidy

Abstain: Wojdyla

Ms. Wojdyla was elected Chair by a vote of 5-0.

Ms. Wojdyla called for nominations for Vice-Chair. Ms. Wojdyla nominated Mr. Haynes. Ms. McMurry seconded the nomination. Mr. Haynes accepted the nomination. No other nominations were made.

Ayes: Wojdyla, McMurray, Saunders, Weed, Wheeler  
Nays: None  
Absent: Cassidy  
Abstain: Haynes  
Mr. Haynes was elected Vice-Chair by a vote of 5-0

## **VIII. Adjournment**

At 7:46 p.m. Ms. McMurray made a MOTION to adjourn the meeting. Ms. Saunders seconded the motion.

Ayes: Wojdyla, Haynes, McMurray, Saunders, Weed, Wheeler  
Nays: None  
Absent: Cassidy  
MOTION PASSED: 6-0

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Tim Nimz, Director of Library and Museum Services

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Becky Kosma, Office Manager