

LITTLETON MUSEUM BOARD
Minutes of Proceedings
September 3, 2014

Present: Amy Fischer
Kelly Kordes Anton
Cary Coopridner
Kimberly Field
Alys Novak

Absent: Jean Ray
Jerry Valdes, City Council Liaison

Also Present: Suellen Winstead, Curator of Education and Interpretation
Becky Kosma, Recording Secretary

I. Call to Order

Chair Amy Fischer called the meeting to order at 7:06pm.
The attendance sheet was passed around for signature.

II. Minutes of August 2014

Mr. Coopridner made a MOTION to accept the minutes as presented. Ms. Novak seconded the motion.

Ayes: Anton, Coopridner, Field, Fischer, Novak
Nays: None
Absent: Ray
MOTION PASSED: 5-0

III. City Council Liaison Report
None.

IV. Director's Report

- A. Rosalie Summers Bentzin has resigned from the Museum Board due to personal reasons. Ms. Bentzin was a valuable asset to the Board for many years and will be sorely missed. The City Clerk has been notified of the resignation and will ask City Council for their recommendation on filling the position.
- B. One of the Museum's mules has been euthanized after a long battle with cancer. The mule did not respond to months of treatment. Veterinarians from the Littleton Large Animal Clinic recommended that the animal be put down.
- C. Ms. Winstead distributed the monthly report for August. Attendance continues to be strong for the year. Several fall events are approaching including Craft Fair on October 4, Harvest Festival on October 11, and Walking with the Dead Tours on October 25.
- D. All the pumpkins at this year's Harvest Festival will be purchased. The Museum did not grow pumpkins this year because a run of the Highline Canal was not expected.

- E. Ms. Winstead encouraged Board Members to revisit the WWII exhibit. Combat art has replaced the AP photos. Ms. Novak noted that labels mounted below a display object can be hard for some visitors to read. A handout featuring label copy could be useful to some of our visitors. Ms. Field would like to see programming based on cooking under rationing offered. Ms. Winstead's staff is already working on a program.
- F. Ms. Anton asked about the young professionals programs. Ms. Winstead was not aware of any new programs planned for the fall.

V. New Business

Ms. Fischer asked Ms. Winstead about the Museum's social media efforts. Ms. Winstead reported on the success of Facebook posts and the ease of marketing Facebooks provides. Twitter is also being utilized when appropriate through the City's communication department. The City's website and calendar are kept up to date with Museum programs and events. Ms. Fischer has explored History Pin and while the possibility of offering historical map overlays complete with photo is exciting, it would be a very time consuming project. Ms. Winstead explained that while a Facebook is popular and effective, it too, is very time consuming. Ms. Novak asked which outlets are used when announcing events or programs. The Facebook, FOLM's Oracle, direct mailings, handouts at the front desk, the City's webpage, FOLM generated emails, *Littleton Report*, *Littleton Independent*, posters, and Twitter are used to communicate Museum events and programs. Ms. Fischer asked Ms. Winstead if there was anything the Board could do provide to help. Ms. Winstead appreciated the offer, but didn't know of anything she needed in the near future.

VI. Old Business

- A. Board Members discussed the issue they have found with their friends entering the WWII exhibit and turning right instead of the left.

Ms. Field made MOTION to recommend that a directional arrow be placed at the entrance to the WWII directing visitors to the left. Mr. Coopridier seconded the motion.

Ayes: Anton, Coopridier, Field, Fischer, Novak

Nayes: None

Absent: Ray

MOTION PASSED: 5-0

VII. Adjournment

At 7:47pm Mr. Coopridier made a MOTION to adjourn the meeting. Ms. Field seconded the motion.

Ayes: Anton, Coopridier, Field, Fischer, Novak

Nayes: None

Absent: Ray

MOTION PASSED: 5-0

Suellen Winstead, Curator of Education & Interpretation

Becky Kosma, Recording Secretary