

# **The BIRMINGHAM MUSEUM**

## **CITY OF BIRMINGHAM MUSEUM BOARD AGENDA**

**556 W MAPLE**

**Thursday, September 1, 2016**

**6:30 PM**

***Mission Statement:** The Birmingham Historical Museum & Park will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Introduction of Guests and new Museum Board Member Judith Keeler**
- 4. Election of Chair**
- 5. Approval of the Minutes**
  - A. Minutes of June 2, 2016
  - B. Minutes of Special Meeting June 22, 2016
- 6. Announcements**
- 7. Unfinished Business**
  - A. 2017-2020 Strategic Plan Review: Goal III & IV Objectives
  - B. Bell Dedication – October 1, 2016, 1 p.m.
- 8. New Business**
  - A. Business Owner Position Vacancy
- 9. Communication and Reports**
  - A. Director Report
  - B. Member comments
  - C. Public comments
- 10. Next Regular Meeting: October 6, 2016**
- 11. Adjournment**

NOTICE: Individuals with disabilities requiring accommodations for effective participation in this meeting should contact the city clerk's office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT [www.bhamgov.org](http://www.bhamgov.org).* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

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**BIRMINGHAM CITY COMMISSION MINUTES**  
**NOVEMBER 9, 2015**  
**MUNICIPAL BUILDING, 151 MARTIN**  
**7:30 P.M.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Stuart Lee Sherman, Mayor, called the meeting to order at 7:30 PM.

**II. ROLL CALL**

ROLL CALL:	Present,	Mayor Sherman Commissioner Dilgard Mayor Pro Tem Hoff Commissioner McDaniel Commissioner Moore Commissioner Nickita Commissioner Rinschler
	Absent,	None

Administration: City Manager Valentine, City Attorney Currier, Clerk Pierce, Assistant to the City Manager Haines, Building Official Johnson, Finance Director Gerber, IT Manager Gemmell, City Engineer O'Meara, Fire Chief Connaughton, Police Chief Studt, Deputy Police Chief Clemence, City Planner Ecker, DPS Director Wood, Human Resource Manager Taylor, Library Director Koschik

**III. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS, INTRODUCTION OF GUESTS AND ANNOUNCEMENTS.**

**11-257-15                    RECOGNITION OF OUTGOING COMMISSIONERS  
GEORGE DILGARD, TOM MCDANIEL, SCOTT MOORE,  
AND GORDON RINSCHLER**

State Representative McCready and County Commissioner Taub presented proclamations to the outgoing Commissioners and Mayor Sherman presented a gift on behalf of the City to the outgoing Commissioners in recognition of their service.

**11-258-15                    OATH OF OFFICE – LIBRARY BOARD**

The Clerk administered the oath of office to Library Board Members James Suhay, Robert Tera, and David Underdown.

**11-259-15                    OATH OF OFFICE – CITY COMMISSION**

The Clerk administered the oath of office to City Commissioners Patty Bordman, Pierre Boutros, Carroll DeWeese, and Andrew Harris.

**11-260-15                    ORGANIZATION OF THE CITY COMMISSION**

**MOTION:** Motion by DeWeese, seconded by Bordman:

To nominate Mayor Sherman as the temporary chair of City Commission for purposes of conducting the Mayor and Mayor Pro Tem election.

VOTE: Yeas, 7  
Absent, None

**MOTION:** Motion by Nickita, seconded by DeWeese:  
To nominate Mayor Pro Tem Hoff as Mayor.

VOTE: Yeas, 7  
Absent, None

**MOTION:** Motion by Hoff, seconded by Bordman:  
To nominate Commissioner Nickita as Mayor Pro Tem.

VOTE: Yeas, 7  
Absent, None

The Clerk administered the oath to Mayor Hoff and Mayor Pro Tem Nickita.

Mayor Hoff presented a gift on behalf of the City to outgoing Mayor Sherman.

The meeting was recessed at 8:23 PM

The Mayor reconvened the meeting at 8:41 PM.

**11-261-15 APPOINTMENTS TO THE RETIREMENT BOARD, RETIREES HEALTH CARE FUND COMMITTEE, CORRIDOR IMPROVEMENT AUTHORITY, AND FOUNDATION FOR BIRMINGHAM SENIOR RESIDENTS.**

**MOTION:** Motion by DeWeese, seconded by Harris:  
To appoint Rackeline Hoff, Mayor, to the Retirement Board.

VOTE: Yeas, 7  
Absent, None

**MOTION:** Motion by Harris, seconded by DeWeese:  
To appoint Mark Nickita, Mayor Pro Tem, to the Retirement Board.

VOTE: Yeas, 7  
Absent, None

**MOTION:** Motion by Sherman, seconded by DeWeese:  
To appoint Rackeline Hoff, Mayor, to the Retirees Health Care Fund Committee.

VOTE: Yeas, 7  
Absent, None

**MOTION:** Motion by DeWeese, seconded by Boutros:  
To concur in the Mayor's appointment of Commissioner Sherman to the Triangle District Corridor Improvement Authority.

VOTE: Yeas, 7

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CITY OF BIRMINGHAM  
MUSEUM BOARD  
MEETING MINUTES  
THURSDAY, June 2, 2016  
6:30 PM

Members Present: Russ Dixon, Tina Krizanic, Marty Logue, Caitlin Rosso; Kate Montgomery arrived at 6:40 PM

Student Members Present: Nahri Carman

Members Absent: Gretchen Maricak, Jeff Wilmot

Administration: Museum Director Leslie Pielack

Guests: Jennifer O'Hare, Leslie Mio; Friends of Birmingham Museum Board  
Carlos Jorge, City of Birmingham Facilities Superintendent

Mr. Dixon called the meeting to order at 6:30 PM.

Guests and Museum Board members introduced themselves.

**Approval of the Minutes  
Minutes of May 5, 2016**

**MOTION:** by Krizanic, seconded by Rosso:

To approve the minutes of May 5, 2016 as amended.

**VOTE:** Yeas, 4  
Nays, 0

The Museum Board agreed to discuss New Business 7A. Allen House Siding and Unfinished Business 6B. Joint Planning with Friends Board for Bell Dedication before its other business, in recognition of guests in attendance.

**New Business**

A. The Allen House's existing cedar siding, including the board window trim, is deteriorating and needs to be addressed. Animals have found openings and have intruded into the building in numerous places. The paint on the cedar siding is failing in many places and moisture is causing rot damage. For approximately the last year, Facilities Superintendent Carlos Jorge and the Museum Director have been attempting to get cost estimates on repair/repainting or replacement of deteriorated elements. Two options are available; one is to repair/replace existing siding and prime and paint in the field

and the other is to use an alternative fiber cement siding with a cedar siding profile, with a factory applied finish. Both options will involve lead remediation.

Repair/replacement of cedar shingles will require periodic spot repair and replacement, with painting of the entire side to match approximately 3 to 5 years, based on the existing siding's repair history. At the time of repair, the Each cycle of spot repair will require lead remediation.

Full replacement with Hardie fiber cement shingles comes with a 15 year warranty on the finish and 30 years for the substrate. It is a more physically stable product and does not rot; its finish appearance would likely require repainting in approximately 15 years.

Mr. Jorge and Director Pielack requested a courtesy review from the Historic District Commission on May 18, 2016 to discuss the Hardie fiber cement product. The commission was not supportive of the use of the fiber cement product on the Allen House, instead advocating remaining with the cedar shingle siding.

The Museum Board was presented with information about the two materials and samples of the Hardie fiber cement shingle and trim board. Discussion included pros and cons of the two materials, cost projections, and clarification that in historic preservation terms, the Allen House falls under the category of *Rehabilitation*, which applies to adaptively re-used buildings such as the Allen House. The Allen House has already been altered substantially from a residence to become a museum and is a public building. The estimate for the fiber cement Hardie siding specified a four foot shingle panel; however, Hardie cedar is available in individual shingles as well, which can have a more traditional appearance. Mr. Dixon suggested that the existing cedar siding was most desirable and that any additional costs associated with continuing to use traditional cedar siding was less important than preserving the appearance and integrity of the hand-applied wood.

**MOTION:** by Logue, seconded by Rosso:

To endorse the use of James Hardie fiber cement cedar shingles, using individual shingles rather than panels on the entire house, and Hardie board wood-style trim for the Allen House and request the City of Birmingham to proceed with the project using these materials.

**VOTE:** Yeas, 4  
Nays, 1

### **Unfinished Business**

B. The Friends of the Birmingham Museum would like to form a joint effort to create an event to dedicate the Hill School Bell in the fall. This event could be characterized as a 'Homecoming,' to reference school heritage and the idea of getting together and coming back home. Discussion included coordinating the date with another bigger event in Birmingham and participating as one aspect of it. The dedication could be a ½ hour program, the museum could be opened, and cider/hot chocolate and doughnuts or cookies could be served on site. The Junior League Pumpkin Patch was mentioned, but has rules about healthy foods only. Their event is scheduled for October 30. Other group events may be equally appropriate. The Birmingham Chamber of Commerce would be a good resource in this matter. Mr. Dixon offered to work with Director Pielack to develop a dedication program chronology that would provide a basis for exploring participating with a larger event.

A. The Museum Board reviewed objectives for Goal II of the revised 2017-2020 Strategic Plan.

**MOTION:** by Montgomery, seconded by Krizanic:

To approve the following objectives for Goal II of the 2017-2020 Birmingham Museum Strategic Plan:

*Goal II: Provide stewardship and management of the museum's collection of artifacts, archives, and buildings, in accordance with established professional museum practice.*

Objectives for Goal II:

- A. Improve museum collection's storage organization and environmental controls to protect and preserve the collection.
- B. Improve efficiency, accuracy, and accessibility of collection object records and documentation.
- C. Develop and implement collections-related policies and procedures for collections management; future acquisitions; deaccessioning; disaster preparedness; the museum's hands-on use collection; building maintenance; and other collections-related policies and procedures in accordance with accepted museum standards.
- D. Provide improved digital access through exploring online or other virtual exhibit/access options.
- E. Seek professional training opportunities for museum staff to provide ongoing collection management skills development and effectiveness.

**VOTE:** Yeas, 5  
Nays, 0

**New Business, continued**

B. Two invited proposals have been received for providing historic landscape services. Quinn Evans Architects has proposed services in the amount of \$39,750 and Devlin Nagy

Land Design in the amount of \$5,100. Both firms are qualified to provide the services requested in the scope of work. Sufficient funding for the Devlin Nagy proposal is available through grant money donated by the Rosso Family Foundation and held in a dedicated account by the Friends of the Birmingham Museum. The contract would be finalized with the City of Birmingham using its customary procedures.

**MOTION:** by Logue, seconded by Montgomery:

To recommend that the City of Birmingham award the Historic Landscape Survey Project for the Birmingham Museum/John west Hunter park to Nagy Devlin Land Design, LLC, in an amount not to exceed \$5,100.00.

**VOTE:** Yeas, 5  
Nays, 0

### **Communication and Reports**

- A. Director Pielack shared updates to the Director Report. The paver program continues to draw interest, and has been promoted via local media and through the City of Birmingham's electronic newsletter.
- B. There were no additional Board member comments.
- C. There were no public comments.

Mr. Dixon adjourned the meeting at 8:15 p.m.

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**CITY OF BIRMINGHAM  
MUSEUM BOARD  
SPECIAL MEETING MINUTES  
Wednesday, June 22, 2016  
9:00 AM**

Members Present: Russ Dixon, Tina Krizanic, Marty Logue, Kate Montgomery

Student Members Present: None

Members Absent: Gretchen Maricak, Caitlin Rosso, Jeff Wilmot

Administration: Museum Director Leslie Pielack

Guests: None

Mr. Dixon called the meeting to order at 9:00 AM.

**New Business**

A. New information has been received from the State Historic Preservation Office that clarifies that the Allen House siding must be replaced with cedar to match existing, and wood trim to match existing. The option to use alternative materials is not available for this siding project. A complete re-siding is recommended to limit the lead mitigation to a one-time activity, with all new cedar for the entire building and underlayment repair as needed. Consulting a historic architect to determine the exact siding profile material selection or duplication may be used in developing the scope of work. The Museum Director will investigate this issue.

**MOTION:** by Logue, seconded by Montgomery:

To request the City of Birmingham proceed with the Allen House Siding Project by completely removing existing cedar siding, repairing underlayment and existing wood board trim as needed, and installing all new individual cedar shingles to match existing, to be painted to match existing.

**VOTE:** Yeas, 4  
Nays, None

Mr. Dixon adjourned the meeting at 9:10 AM.



**Goal III:** Increase funding to assure financial stability and sustainability, and increase the capacity of the Birmingham Museum to serve its mission through fundraising, board development, and building relationships and volunteer resources.

**Previous Objective**

**Changes to Objective**

<p>A. As a collaborative effort of the Museum board and Museum Friends, develop a comprehensive fundraising plan for the Birmingham Museum (including a 'case statement' clarifying the what and why of giving) that increases contributions to both operations and the endowment fund.</p>	<p><i>(Note that a fundraising case statement was developed and approved in 2013.)</i></p>
<p>B. Engage in Board Development by clarifying expectations and further developing the skills of the Museum Board and seeking new members with complementary skills.</p>	
<p>C. Increase the personnel capacity of the organization by increasing professional staffing, leveraging volunteers, and utilizing partner organizations to help staff specific events, exhibits or programs.</p>	
<p>D. Initiate a grant-writing effort in conjunction with the Friends to identify key opportunities for collaboration, and develop an account to provide potential matching funds for increased leverage.</p>	
<p>New Objective?</p>	
<p>New Objective?</p>	

**Goal IV:** Define a unified message and marketing plan by using a variety of marketing media to further develop the museum’s brand and to increase awareness, interest, and attendance.

**Previous Objective**

**Changes to Objective**

<p>A. Identify and utilize free and low-cost marketing resources maintained by specific target audiences, such as city publications, local schools, senior groups, and other community organizations.</p>	
<p>B. Identify our key audiences and explore and enhance the image the museum presents to the public through independent and collaborative projects and partnerships that strengthen our ties to the community.</p>	
<p>C. Explore and assess museum brand &amp; marketing needs and identify qualified consultants to provide proposals in accordance with City requirements.</p>	
<p>New Objective?</p>	
<p>New Objective?</p>	



**CITY OF BIRMINGHAM**

**BIRMINGHAM MUSEUM  
Mission Statement**

*Mission Statement: The Birmingham Historical Museum & Park will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

**CITY OF BIRMINGHAM**

**BIRMINGHAM MUSEUM  
Fund Raising Case Statement**

*We are the keepers of the history of Birmingham. We shelter the artifacts and stories of our city. We educate through school tours and life-long learning activities. This is our place in the community. We are excited about the future of Birmingham and we want that future to include appreciation of the past. We want to save pieces of our homes and lives that tell the story of our community. Right now, we can't keep the history well-enough, due to staffing and storage issues. We need the space and staff to do this for the long term. That is why we are raising money for [the Endowment...][Capital Improvement Project...] [Operations...] [etc.]*

**DATE:** September 1, 2016  
**TO:** Museum Board  
**FROM:** Caitlin Rosso, Bell Dedication Committee  
**SUBJECT:** Committee Report

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A dedication event for the Hill School Bell Outdoor Structure will take place on Saturday, October 1, 2016 as a joint effort of the Museum Board and the Friends Board. The intent of the event would be to formally recognize the bell project and the many parties to its successful completion. The event will have a program of approximately ½ hour and will take place on the plaza near the bell. Afterward, a family-friendly reception will be held with cider and doughnuts, and the museum will offer free admission.

Friends Board representative Jennifer O'Hare and Museum and Friends Board member Caitlin Rosso will be heading up the event. Assisting them will be other volunteers, members of the Friends and a former museum staff member. Museum Board chair Russ Dixon and Museum Director Leslie Pielack will work on the dedication program.

Additional volunteer help will be needed to make sure the event is a success. In addition to helping with tasks related to events, there will be a need to make contact with numerous invitees, including school representatives, local officials, donors, Friends members, etc. Further planning and discussion is needed, and the Museum Board will be brought up to date at the next meeting. Promotion is going to be an important aspect of a successful event to make sure the general public has plenty of notice so all can participate.

**DATE:** September 1, 2016  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

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Bell Project—In final completion; engraved pavers have been installed. The bell will be set in place when the lighting arrives for installation. At that time, the final painting will be done (everything will be white except the timber platform for the bell). The bell will be secured from underneath by cable. Security lighting will be configured with Park WiFi lighting.

Park Wi-Fi Improvements—Are now complete and include all areas of the lawn on the park. We will be working the WiFi access into our programmatic planning going forward.

Historic Landscape Survey—Contract has been approved by the city commission and work will be scheduled to begin sometime in the fall, which is an ideal time for this work.

Allen House Siding—RFP will be developed for a Fall 2016 posting, with bidding and contract preparation to take place during the winter season for installation during the 2017 construction season.

CREEM Exhibit—Currently being re-installed, with artifacts and some new content planned for the exhibit room. The Friends have contributed to a Kickstarter program for the new CREEM documentary by Scott Crawford entitled, “Boy Howdy.” An exhibit/reading room opening party is being planned for later in the fall.

Peabody's Restaurant—A table and two chairs have been donated to the museum from Peabody's, as well as other ephemera and photographs as can be arranged. When the bell moves out of the lobby, the table and chairs will become part of a memorial tribute to Peabody's, with interpreted content, as well as a place for visitors to sit and rest if they like.

Branding Consultant—As part of the fiscal year 2016-2017 marketing and branding objectives for the museum, a RFP for logo development and marketing approaches will be developed in the coming weeks, in accordance with the completion of the 2017-2020 Strategic Plan.

Saginaw Chippewa Indian Tribe Visit—The curator and communications director from the Zibiwing Center are planning a visit to discuss ways we can collaborate on potential interpretive content, displays, and programs to help expand the narrative of our area's Native American heritage.

Interns at the Museum—We will have two new interns this fall at the museum; one will be earning credit toward her undergraduate degree in Communications at Oakland University; the other is gaining volunteer archival experience in advance of her Masters program in Library Science. We continue to have the good fortune to have such capable people seek us out for excellent educational experiences.



Leslie Pielack &lt;lpielack@bhamgov.org&gt;

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## Museum Board Agenda / Item 1a

1 message

RussWDixon@aol.com &lt;RussWDixon@aol.com&gt;

Fri, Jul 29, 2016 at 7:31 AM

To: lpielack@bhamgov.org

Per my "cover" email, this is item 1a, email from Coco Siewert

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From: [e.siewert@wayne.edu](mailto:e.siewert@wayne.edu)  
To: [RussWDixon@aol.com](mailto:RussWDixon@aol.com)  
Sent: 6/16/2016 8:01:00 P.M. Eastern Daylight Time  
Subj: Re: Temporary Chair

Russ,

Of course that was incorrect. Only an appointed member can chair and conduct business because a staff member cannot vote. The proper step would have been to conduct an election of a temporary Committee chair.

The model to think of is the first meeting of a new commission when the clerk conducts such an election. We can hardly think of Joe Valentine chairing a City Commission meeting.

Coco

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From: [RussWDixon@aol.com](mailto:RussWDixon@aol.com) <[RussWDixon@aol.com](mailto:RussWDixon@aol.com)>  
Sent: Wednesday, June 15, 2016 5:16 PM  
To: Eleanor Siewert  
Subject: Temporary Chair

Hi Coco!

Recently, due to the absence of the Chair of the Museum Board (me), and the newly reformed Historic District Study Committee; staff chaired these meetings. Any thoughts?

Best regards,  
Russ