



OFFICE OF THE CITY CLERK

300 East Main Street
Sun Prairie, WI 53590-2227
(608) 837-2511
FAX (608) 825-6879
Website www.cityofsunprairie.com

Public Notice of the City of Sun Prairie, pursuant to Section 19.84, Wisconsin Statutes, is hereby given to the public and to the news media, that the following meeting will be held:

SUN PRAIRIE HISTORICAL LIBRARY AND MUSEUM BOARD

DATE: **WEDNESDAY, SEPTEMBER 13, 2017**

TIME: **7:00PM**

LOCATION: **UPSTAIRS DISPLAY ROOM**
SUN PRAIRIE HISTORICAL LIBRARY AND MUSEUM
115 EAST MAIN STREET
SUN PRAIRIE, WI 53590

To consider the following:

1. Call to Order and Roll Call,
2. Approval of minutes from the August 9, 2017 meeting
3. Citizens Appearances/Public Comment
4. Report of Friends of the Sun Prairie Museum – Joe Chase
5. Georgia O’Keeffe event update – Linda Martin
6. Curator's Report: Dennis Erickson
7. Staff Reports: Samantha Gartner, Bernice Brown
8. Consideration of such other matters as are authorized by law
9. Cost to Continue Budget discussion and action – Chad Shelton
10. Museum Budget Initiative, Curator position and job description - Chad Shelton
11. Board Chair Report – Joe Chase
12. Adjournment

Posted: September 7, 2017

Posted:	Sun Prairie City Hall 300 East Main Street	Sun Prairie Public Library 1350 Linnerud Drive	Sun Prairie Utilities 125 West Main Street
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Craig Bursaw	Dan Callies	Steve Stocker	Dennis Erickson
Jimmy Kauffman	Nhia Shoua Lee	Linda Martin	Samantha Gartner
Kristy Thao	Joe Chase	Mike Cunningham	Bernice Brown

NOTE: Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the City Clerk's Office, 300 East Main Street, Sun Prairie WI 53590 (608) 837-2511

NOTE: It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

SUN PRAIRIE HISTORICAL LIBRARY AND MUSEUM

BOARD MEETING

Meeting Minutes for August 9, 2017

Location: SP Historical Library & Museum - Upstairs Display Room
115 East Main Street
Sun Prairie, Wisconsin 53590

Present: Craig Bursaw, Joe Chase, Jimmy Kauffman, Linda Martin, Kristy Thao,
Dennis Erickson, (Curator)

Absent: Dan Callies, Mike Cunningham, Nhia Shoua Lee, Steve Stocker

I. Call to Order and Roll Call

The regular meeting of the of the Sun Prairie Historical Library and Museum Board was called to order at 7:04 PM on August 9, 2017, at the SP Historical Library and Museum, by President Joe Chase.

II. Approval of Minutes

The minutes of the July 12, 2017 meeting were distributed. A motion was made by Jimmy Kauffman to approve the minutes as submitted, seconded by Craig Bursaw. The motion carried and was unanimously approved.

III. Agenda Items

Citizen Appearances - None

Report of Friends of the Sun Prairie Museum – Joe Chase

- An informal meeting was held July 27th with guests Craig Barrett, Dennis Erickson, & Linda Martin.
- The Friends are looking for another Board member.
- Discussion on how the Friends can help the Museum with the GOK Gala and other fundraising events.
- The Museum would like to have one member of the Friends attend our Board meetings.
- The Friends will have a September meeting, as well as their annual meeting in November.

Georgia O’Keeffe Gala Update – Linda Martin

- Just prior to tonite’s meeting, the Gala Organization Group met to go over what still needs to be done.
- Crosse House is scheduled and the Committee is ready for the event.
- The old cars are scheduled for being in front of the Museum.
- The Museum has guides scheduled for tours – anyone who can help, we could really use more hands! Samantha is working on this.
- The silent auction items are starting to come in but we need a list of where we stand – list passed around for Board members to sign up for places they have gone and responses (yes/no) so we don’t send multiple people to the same business.
- Dennis will handle the Event Essentials – tablecloths, etc
- Need to check on Colonial Club’s sound system – mics etc for the skit and emcee
- Piano music 5:30 to 7 by Lorrie Pierce and Midtown Jazz 8 – 9
- Next meeting will be the end of August to see where we are with two weeks to go

Curator's Report - Dennis Erickson

- The kiosk was removed, the cement redone and the blue cow moved to the left of the Museum – all making the Museum more visible from the street.
- On August 15 the IT Department will be training anyone who is planning to work with the Museum's database on a new system "PastPerfect" – Dennis, Samantha, Bernice and Linda will attend. This software is being used across the country by many museums and should make our reports at year end more user friendly.
- The Star (Lifestyle) did an article on the Hmong exhibit on August 8th with Kristy Thao.
- Discussion of the "Looking Back" book being reprinted (100 copies for \$12 ea) – good fundraiser!

Staff Reports - Dennis Erickson

- Pru Kavanaugh, a 10th grader from the Sun Prairie school district, is volunteering with Samantha and Bernice.
- The radio event had to be postponed due to the radios being stolen – Samantha will keep us posted on the new date.
- Samantha will be doing a workshop on the Hmong exhibit on Saturday, August 26th from 12:30 – 2:00 at the Museum.
- September 30th Samantha will have a "pop up" museum event at the Crosse House using some Museum items that are in storage – she is looking for volunteers to help.

Board Chair Report – Joe Chase

- Joe and Dennis need to talk with Aaron about the budget for 2018.
- Joe reviewed his trip to the Toronto Museum which was displaying 100 pieces of original art by Georgia O'Keeffe and some by Alfred Stieglitz.
- Also talked about the Newell Museum in Green Bay, WI.

IV ADJOURNMENT

Jimmy Kauffman made a motion to adjourn the meeting, seconded by Kristy Thao. The motion carried and was unanimously approved. Adjourned the meeting at 8:30 p.m.

Respectfully submitted,
Linda Martin, Secretary

The next meeting will be held at 7:00 P.M. on Wednesday, September 13, 2017 at the Sun Prairie Historical Library & Museum.