



McCune Room
 John F. Kennedy Library
 Lower Level
 505 Santa Clara Street
 Vallejo, CA 94590
www.cityofvallejo.net

AGENDA

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 5:00 P.M. JANUARY 5, 2017

COMMISSIONERS
 Henry Beecher, Chair
 Joanne Schivley,
 Vice Chair
 Guy Brookshire
 Ken Innes
 Julie Stratton
 Thia Markson

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the McCune Collection Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address MCCune Collection Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the McCune Collection Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the McCune Collection Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; and 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the commissioners will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, 3rd Floor, Vallejo, CA at the same time that the public records are distributed or made available to the commissioners. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527.

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 Please call (707) 674-4082 if outside gate is closed.

1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
- B. Report from Council Liaison to the McCune Collection Commission
- C. Report from McCune Foundation to the McCune Collection Commission
- D. Others

4. FIRST COMMUNITY FORUM

Anyone wishing to address the commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the commission to resolve, is requested to submit a completed speaker card to the Executive Secretary of the Commission. When called upon, each speaker should state his /her name, and address for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

Members of the public wishing to address the commission on Consent Calendar Items are requested to submit a completed speaker card to the Executive Secretary to the Commission. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the commission. Items removed from the commission will be heard immediately after approval of the Consent Calendar and Agenda.

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the January 5, 2017, McCune Collection Commission and approval of the minutes from the December 1, 2016 regular meeting.

6. CHAIR'S REPORT

7. OLD BUSINESS

A. Collection/Acquisitions for Items Donated to the McCune Collection

8. NEW BUSINESS

A. Set Docent Schedule:

Tue 2-4 pm. Feb 7. : _____; Feb 21: _____
Sat 12-2 pm Feb 4: _____; Feb 18: _____

B. Staff Update on Commission Foundation Options

C. Staff Update on Existing Commission Vacancy

- D. **Recommendation on Potential Partnership with VIDA and Appropriate Pieces of Collection to Make Available**
Recommendation: Commission to recommend pieces of the Collection to make available to be used on apparel and accessories with all revenues remitted directly to the City

- E. **Recommend McCune Program Budget for the Period of January through June 2017 for Submittal to the City Council**
Recommendation: Recommend a Commission Program budget for the period of January through June 30, 2016 and direct staff to submit to the City Council for consideration and approval

- F. **Overview and Discussion regarding Elements of "Point List" that will be Addressed in the Drafting of a Comprehensive Security Policy**
Recommendation: Receive overview and discuss proposed elements contained in the "Points List" that will be addressed in the drafting of a Comprehensive Security Policy

- G. **Reconsideration of Acquisition Policy**
Recommendation: Receive revised draft policy and consider approval of policy and direct staff to submit to the City Council for consideration and approval

- H. **Consider Request to Allow Access to the JFK Building Lower Lobby for Display of Artwork for an Upcoming Fundraiser for the SOMA Sculpture**
Recommendation: Consider recommending to the Public Works Department allowing access to the JFK Building Lower Lobby for the display of artwork for a potential fundraiser that would be held on February 4, 2017 to raise funds for the SOMA sculpture

- I. **Discussion About the Use of Volunteers and the City Process**

8. ACTIVITY REPORTS

- A. Program Series
- B. Website
- C. Art Walk
- D. Volunteer Program

9. ANNOUNCEMENTS

10. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings

11. NEXT MEETING DATE: Thursday, February 2, 2017

12. ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

Like us on Facebook (www.facebook.com/cityofvallejo)

Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect)

Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)

I, Dawn G. Abrahamson, City Clerk, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 12:00 p.m., Thursday, December 29, 2016.

Dated: December 29, 2016



Dawn G. Abrahamson, City Clerk

**MCCUNE COLLECTION COMMISSION
REGULAR MEETING MINUTES
MCCUNE ROOM
DECEMBER 1, 2016**

1. CALL TO ORDER

The meeting was called to order by Chair Beecher at 5:04 p.m.

2. ROLL CALL

Present: Chair Beecher, Vice Chair Schivley, Commissioners Brookshire, Markson (arrived late), Inness, and Markson and Assistant City Manager Killgore, City Attorney Quintana, Assistant to the City Manager Altman, and Management Analyst II Morat

3. COMMUNICATIONS

- A. Report from City Clerk, staff to the McCune Collection Commission
- B. Report from Council Liaison to the McCune Collection Commission
- C. Report from McCune Foundation to the McCune Collection Commission
- D. Other

City Attorney Quintana provided an overview of the Commission's purpose and scope of authority, which is advisory in nature with the City Council serving as the approval body for expenditures, policies, etc., and discussed the process to ensure the Commission is in compliance with Vallejo Municipal Code Section 3.30.030-Administration of the McCune Collection fund, which included a report of findings, expenditures and the need for a process for accepting donations and approving acquisitions.

City Attorney Quintana provided information on ethic restrictions which included a discussion on the handling of public funds, fundraising and the relationship with the McCune Foundation.

The Commission explored with staff the adoption of a program budget and following discussion, per staff's recommendation, the Commission will present a revised budget to the City Council covering the period of January 1 through June 30, 2017. A new program budget for ensuing fiscal years will be presented to the City Council for its consideration as a part of the annual budget approval process.

A discussion regarding the appropriateness of Commission Rules vs. Bylaws followed with City Attorney Quintana advising the Commission that procedural rules were permissible but bylaws are not.

The Commission discussed the possibility of forming subcommittees with City Attorney Quintana informing the Commission that ad-hoc committees are exempt from the Brown Act if they are comprised of less than a quorum of existing Commissioners and the focus is on a specific topic.

The Commission and Assistant City Manager Killgore discussed a crossover between the Foundation and the Commission with Assistant City Manager Killgore noting that this

is presently a voluntary issue. Staff will be making a formal proposal to the Foundation in the near future.

4. FIRST COMMUNITY FORUM – None.

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: Moved, seconded, and carried unanimously, adoption of the Consent Calendar and approval of the agenda and minutes.

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the December 1, 2016, McCune Collection Commission and approval of the minutes from the November 3, 2016 meeting.

Action: Approved agenda and minutes as revised with corrections to the Community Forum and Item 9.

6. CHAIR'S REPORT

Chair Beecher informed the Commission that more than 80 were in attendance as part of Open Studios. He reported that the Forest Service removed their art as of last month from the McCune Room.

The following matters were brought to the attention of the Commission by Chair Beecher and will be placed on the January 5 meeting agenda for discussion:

- Carolyn Miller interested in a kickoff gala tentatively scheduled for January 21st or the 27th on the lower plaza and is inquiring as to whether the Commission has any concerns.
- VIDA-received company email asking if the Commission would allow use of Collection images with 10% of the proceeds given to the Commission.

7. OLD BUSINESS

A. Collection/Acquisitions for Items Donated to the McCune Collection – None.

8. NEW BUSINESS

Following discussion, individual Commissioners volunteered to serve as docents for the dates and times below:

A. Set Docent Schedule:

Tue 2-4 pm. Jan 3. : Inness & Stratton Jan 17: Beecher & Schivley
Sat 12-2 pm Jan 7: Beecher & Brookshire Jan 21: Beecher & Brookshire

B. Discussion Regarding Ongoing Policy Formation including Acquisition Policy and Security Policy to include possible formation of an ad-hoc Committee

The Commission reviewed and discussed the draft policy as presented by Chair Beecher and a revised draft version as presented by staff. The Commission agreed to revise the policy further to add information related to printed

technology to Section IV-Policy and additional information to Section V- Procedures that would require any items acquired or donated to be added to the Master Inventory and accepted by City Council as needed on a quarterly basis.

Staff discussed with the Commission the proper procedure for establishing policy, which should be a recommendation from the Commission to the City Council for its consideration and approval.

Following discussion, the Commission agreed to the following:

1. Chair Beecher to redraft the policy and present a revised version to the Commission for its consideration at the Commission's January 5 meeting.
2. On a quarterly basis, the Commission will present a report to the City Council of acquisitions for the Council's consideration and approval.

The Commission discussed a security policy and by consensus, formed an ad-hoc Committee comprised of Chair Beecher, Vice Chair Schivley and Commissioner Brookshire with the first ad-hoc committee meeting to be scheduled after January 1.

C. Update on the Formation of a Writers Workshop/Group

Commissioner Brookshire provided an update on the status of the Writers Workshop which will be held on the 2nd and 4th Wednesdays of each month. The first workshop will be held on January 11 at 7 p.m.

9. ACTIVITY REPORTS

- A. Program Series
- B. Website
- C. Art Walk
- D. Volunteer Program

The following activity reports were provided by members of the Commission:

- Program Series: Nov 20, 2016 Presentation on "Jack London & his camera" drew 50+ visitors
- Website: book added – *Phaedri Augusti, Liberti Fabulae (Fables of Phaedrus) – 1754, Printer: Joseph Barbou*
- Art Walk: Super Classy Publishing exhibiting in January & February 2017
- Volunteer Program: Adam Kirshenbaum is the 1st McCune volunteer through this program

10. ANNOUNCEMENTS

1. December 18: St. Patrick's Chapel Christmas Concert
2. Photography Exhibit at 408 Georgia Street, Vallejo

11. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings

Staff requested Commissioners send future agenda items to City Clerk Abrahamson and reminded the Commissioner of mandatory ethics training that will be held in the Council Chamber on January 18 from 6-8 p.m. Commissioners unable to attend will be required to complete the training online through the Fair Political Practices Commission (FPPC) website.

12. **NEXT MEETING DATE:** Thursday, January 5, 2017 @ 5:00 p.m.
13. **ADJOURNMENT**
The meeting adjourned.

HENRY BEECHER, CHAIR

ATTEST:

GUY BROOKSHIRE, SECRETARY

Dawn Abrahamson

From: McCune Collection <mccunecollection@gmail.com>
Sent: Thursday, December 08, 2016 8:57 AM
To: Dawn Abrahamson; Henry Beecher
Subject: Fwd: Fwd: Introducing Your Art on VIDA

Dawn,

When it is time to send out the material for the January 2017 McCune Commission meeting, could you please add the following emails to the materials sent out so that all the McCune Commissioners and pertinent city staff receive copies of these emails concerning VIDA's request to collaborate with the McCune Collection by putting McCune images on clothing and then paying a 10% commission on the items that sale. As far as I can tell this would fall under the heading of Correspondence or Communication. I just want to make sure that anyone who would be interested would be aware of the details from VIDA.

Thank you for all the work you do for the Commission. Happy holidays.

Sincerely,
Ken Innes
McCune Commission

----- Forwarded message -----

From: **McCune Collection** <mccunecollection@gmail.com>
Date: Sat, Nov 19, 2016 at 7:58 AM
Subject: Fwd: Fwd: Introducing Your Art on VIDA
To: Henry Beecher <mccunecollection@mail.com>, "Stratton, Julie" <jstratton29@hotmail.com>

Correspondence with VIDA about putting McCune images on clothing.

----- Forwarded message -----

From: **VIDA** <design@shopvida.com>
Date: Fri, Nov 11, 2016 at 5:26 PM
Subject: Re: Fwd: Introducing Your Art on VIDA
To: mccunecollection@gmail.com

Hi Ken,

Thank you for getting back to us. We sincerely apologize for our delayed response. Your email was auto archived and we were just able to gain access to that account.

Thank you for your interest in VIDA. You can learn more about our story by visiting the following link: <http://shopvida.com/pages/our-story>.

Yes, as a designer, you have all the power to choose any number of designs you would like. Our preview tool makes it easy for you to place your designs exactly how you would want them to be seen on our different product options. You really are designing how your artwork shows on your line of clothing on VIDA.

There is no limit on the number of designs you may submit. However, when you start out, we do recommend that you submit at least three images so that you start with a variety of designs. Please keep in mind, that while there is no limit to the number of designs, you are limited to only 100 live designs on your collection at any given time.

No, there are no fees to be a designer with VIDA Discover. All design and production costs are already included in the sale price of your products.

Thank you for your interest in reviewing the contract before signing up. You can do so by visiting the following link: <http://shopvida.com/pages/terms-conditions>.

Currently we only have your designs available online. You are more than welcome to market your designs to boutiques or small stores in your area. If you are interested, we do offer wholesale pricing. Just let us know and we will be happy to help.

Your commission amount would be 10% of the net sales of all your collection items sent to production. These are paid quarterly via PayPal. If you haven't already done so, you will want to enter your **PayPal email address** when updating your profile information to ensure that you are paid with no delay.

Please note, there are no fees removed from your balance when your payment is deposited to your PayPal account.

Getting started is simple. All you have to do is sign up at <http://shopvida.com/pages/design> and then upload your profile information, as well as design 3+ products using your artwork. You choose exactly how you'd like your designs to appear using the VIDA Design Tool, then name your design, and click "Save". Once you are happy with your designs and how they look, click the "Submit" button and it will be sent to our Launch Team. We will then review your submissions and may make slight adjustments, if needed. Next, we will create your page for you, usually within 72 hours. Finally, you will receive an email from us letting you know your page is live and that you can start promoting right away!

We hope this helped. If you have any further questions, please do not hesitate to let us know.

We're very excited to see your artwork and to possibly partner with you on launching your VIDA collection.

Have a great day!

Sarah // VIDA Design Team

P.S. Don't forget to add us to your Contact List, so you don't miss future reminders and communications.

On Fri, 11 Nov at 11:01 AM , Mccunecollection <mccunecollection@gmail.com> wrote:

----- Forwarded message -----

From: **McCune Collection** <mccunecollection@gmail.com>

Date: Fri, Oct 7, 2016 at 12:19 PM

Subject: Re: Introducing Your Art on VIDA

To: designers@shopvida.com

Dear Erica Carter,

Thank you for your email message to the McCune Collection. From reading your message and viewing your site we understand that you manufacture scarves, clothes and such. This sounds like a fabulous idea.

However, we would like some clarification on the process. If we downloaded artwork, do we decide whether it would go on a scarf, totes or tops or do you? Are we charged any fees in the process? Are there any contracts to sign? How many or how few designs can be submitted? We noticed that you mentioned paying a 10% commission for every piece sold with one of our designs. Is there a site where all your items are advertised or is this something we do on our website? Is there any other monetary information or obligation on our part that we should be aware of?

Since the McCune Collection is owned by the City of Vallejo, such a venture would have to be approved by the McCune Collection Commission. Before bringing this idea before the Commission, I would like to have all the details in a simple to understand format with all the rights and obligations of both parties clearly stated. At that point the idea would be submitted for discussion and possible approval, or referral back if there were any remaining questions.

Thank you for bringing this opportunity to our attention. We do have many unusual designs and artwork in our collection. I look forward to hearing from you so that the idea can be explored with the Commission.

Sincerely,
Ken Innes
McCune Collection

On Thu, Oct 6, 2016 at 7:56 AM, Erica // VIDA <design@mailshopvida.com> wrote:

Hi there,

I wanted to email to follow up with you regarding your breathtaking artwork. Has anyone ever told you how beautifully you art would translate into apparel and accessories? It would be such an honor to collaborate with you and feature your work on our site, [VIDA](#).

Since I'm not sure if you are aware of VIDA, here is a bit of background info: [VIDA](#), is a global Google Ventures backed platform for artists, where you can [submit artwork](#) and convert it into artful apparel like scarves, totes, and tops. We bring together artists and makers from around the world to create original, inspiring apparel in a socially conscious way. We offer literacy programs for our factory workers and pay our artists a 10% commission for every piece sold featuring one of your designs.

We take care of all of the manufacturing, fulfillment, and shipping. We even offer our artists their own private collection pages to use as shoppable online portfolios for your new apparel and accessories line.

I would love for you to join us so we can showcase your work on a global stage.

Please reply back with any questions you may have. I look forward to hearing from you! We are genuinely so excited at the possibility of featuring your designs on our site. ;-)

Best,
Erica M.



Erica Carter
Head of Artist Relations



1177 Polk Street #303 | San Francisco CA 94109
Phone: 1.877.529.VIDA | Mon - Fri 9am - 6pm PST

[website](#) | [email](#)



McCune Commission Budget Jan-June 2017

Revised: 12.13.16

Adopted:

Income

Unpaid expenditures for July-Dec 2016	476.00 (security services + website)
Projected opening balance on Jan 1, 2017	-476.00
Projected allocation from City of Vallejo Jan-June 2017	3,000.00
Projected McCune Foundation donation (book table, contributions)	450.00
Total income	2,974.00

Expenditures

2016/17

Facility Maintenance Program:

This program is required to minimally maintain the Collection

Janitorial	50.00
Offices Supplies	50.00
Internet/Phone	210.00 (6 months @ \$35 each)
Security Services	684.00 (9 events @ \$76 each)

Public Relations Program:

Limited public visiting hours make this program essential

Website	500.00
Travel expenses (mileage, bridge, parking)	0.00

Collection Maintenance Program:

This program is on hold due to insufficient funding

Acquisitions	
Preservation/Archival	
Display	
Cataloging Services	

Outreach Program:

This program is primary for public access to the Collection

Hospitality & Supplies	150.00
In-house Printing (paper/toner)	150.00
Mailing/Postage	150.00
Honoraria	900.00 (3 speakers @ \$300 each)
Speaker Meals	120.00 (3 meals @ \$40 each)

Total Expenditures

2,964.00

Contingency

10.00

Expenditures + Contingency

2,974.00

NOTES:

The McCune Collection is entrusted to the City of Vallejo and thus belongs to all citizens of Vallejo. Therefore the McCune Commission places a high priority on making the Collection available for the public to enjoy. Public Relations Programs focus on 6 annual lectures, participation in monthly Art Walks and regular docent hours. These events are free and the primary means by which the Commission makes the Collection available to the public.

McCune Security Policy Point List

- Building access
 - Iron Gate keys
 - Sliding door keys
 - Foyer alarm (locking double glass doors)
- Room access
 - Room keys
 - Room alarm
 - Central Station code
- Vault access
 - Combination code
- Plaza access
 - Staircase barrier & key
 - Emergency exit door
- Professional security requirements
- Room staffing protocol
 - Additional requirements when vault is open
- Visitor protocols
 - Main room
 - Glass display cases
 - Lower storage cases
 - Open shelving
 - Flat file cabinets
 - Handling objects
 - Access to side rooms
 - Use of private bathroom
 - 2 office desks & equipment
- Non-lending policy
 - Exceptions
- Emergency situations
 - Contact chain

Acquisition Policy Draft

I. Title: McCune Collection Acquisition Policy (revised Jan 2017)

II. Purpose: The McCune Commission is tasked with submitting to the Vallejo finance director its findings and recommendations concerning acquisitions to be made by expenditure from the McCune Endowment Fund. The Commission considers acquisition priorities to include additional books, equipment, and/or material that fill in gaps or significantly enhance the existing collection.

III. Definitions:

- 1) Incunabula: refers to any items from the inception of moveable-type printing until the early 1500s.
- 2) Early printing and the history of printing: refers to items from the early 1500's thru the 1600s.
- 3) Californiana: refers to material reflecting special attention on Vallejo and Solano County history, the San Francisco Bay Area history and then on the history of the rest of the state respectively. This includes books, broadsides, maps, photographs, illustrations and pamphlets on the history and culture of California with an emphasis on Vallejo and Solano County, especially scarce and rare California titles.
- 4) Fine printing: refers to material differentiated by the production values that go into manufacturing such editions which includes the printer, the design, the typography, the quality of paper, the binding, the illustrations, the mode or means of printing, and a low limit on the number produced (also includes limited edition publications).
- 5) Fine prints and historic photographs: refers to items such as handmade lithographs.
- 6) Latin & Greek language books: refers to classics printed in their original language.
- 7) Periodicals: refers to material dealing with the history of printing and/or the graphic arts.
- 8) Equipment: refers to any items or objects related to letter press printing technology including but not limited to printing devices, binding implements, brayers, ink, paper, etc.
- 9) *Significant* and *notable*: as used herein the determination of what constitutes 'significance' or 'notability' will be determined on a case by case basis by the members of the McCune Committee involved in any given acquisition approval process.

IV. Policy:

The acquisition of additional books, equipment and/or material whether purchased or donated shall be guided by the following:

- 1) Books and material that may enhance the existing major collections: Incunabula, History of Printing (Baskerville Press, Kelmscott Press, Doves Press, Ashendene Press, Grabhorn Press, Nonesuch Press), Latin Books, Californiana, Pop-up Books. Art Prints - especially of Henry Evans and other notable artists.
- 2) Books and material produced by other notable printers such as Jenson, Elzevier, Plantin, Barbou, Pine, Bodoni, etc. from the 16th to 19th Centuries.
- 3) Books and material produced by other notable fine printers and small presses of the 20th and 21st Centuries, such as John Henry Nash, Grabhorn Press, Nonesuch Press, Bruce Rogers, Limited Editions Club, Book Club of California, Arion Press, Circle Press, etc.

- 4) Books and material dealing with the book arts such as design, typography, bindings, papermaking, marbling, fore-edge painting, book illustrations and printmaking.
- 5) Significant first editions and limited edition books; autographed and inscribed books with historic significance; copies of books associated with and/or owned by notable writers, printers, artists, scholars, and collectors as signified by inscriptions and/or bookplates.
- 6) Books of historical or artistic importance due to their printing, binding or illustrations.
- 7) Books or items dealing with incunabula and the early history of printing.
- 8) Periodicals dealing with the history of printing and graphic arts.
- 9) Books, photographs, images and publications which were printed prior to 1923 which can be digitized on the McCune website and would attract online attention to the Collection.
- 10) Books or items of unusual format such as manuscripts, broadsides, historic newspapers, rare maps, miniature books and one-of-a-kind artistic books.
- 11) Significant and historic books concerning the Philippines, historic illustrated reference books prior to 1923, significant children's books printed before 1923 as well as important children's books of any year illustrated or written by significant authors or illustrators.
- 12) Books and material not meeting the above criteria (IV.1-11) but having significant information concerning publications and prints in the McCune Collection, or concerning any significant printers, publishers, artists or historic figures referred to in the McCune Collection. Such non-core books and material serve as an ancillary resource for reference purposes only.
- 13) Books that were originally in the McCune Collection but were sold in the 1986 auction in order to establish an endowment fund.
- 14) Equipment and technology related to letter-press printing and binding.
- 15) Other such books, equipment and/or material that the McCune Commission may deem appropriate for the McCune Collection.

V. Procedures:

- 1) Any recommendation made to the finance director for the purchase of additional books, equipment and/or material must receive the approval of a quorum of the McCune Commission members in response to a duly agendaized action item. Any such recommendation shall be made annually by March in order to coincide with the City's budget process.
- 2) Any donation of additional books, equipment and/or material must receive the approval of a quorum of the McCune Commission members in response to a duly agendaized action item. Approval of donations may occur in the context of any regular or special meeting of the Commission.
- 3) Any acquisitions whether by purchase or donation shall be added to the master inventory and reported to the City Council for final approval.
- 3) If a donor of any item approved for donation requests a letter of acknowledgement, the request will be forwarded to the Vallejo finance director.