



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. APRIL 6, 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,

Want more 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)

	<p>McCune Room is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.</p> <p>Please call (707) 674-4082 if outside gate is closed.</p>
--	---

1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS

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

4. 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 April 6, 2017, McCune Collection Commission and approval of the minutes from the March 2, 2017 regular meeting.

6. CHAIR'S REPORT

7. OLD BUSINESS

8. NEW BUSINESS

A. Set Docent Schedule:

Tue 2-4 pm. May 2: _____; May 16: _____
Sat 12-2 pm May 6: _____; May 20: _____

B. Recommend McCune Program Revised Budget for Fiscal Year 2016-17 for Submittal to the City Council

Action: By motion, recommend a Commission Program revised budget for FY 2016-17 (the period of March 1, 2017 through June 30, 2017) and request staff to submit to the City Council for consideration.

C. Recommend McCune Program Budget for Fiscal Year 2017-18 for Submittal to the City Council

Action: By motion, recommend a Commission Program budget for FY 2017-18 (the period of July 1, 2017 through June 30, 2018) and request staff to submit to the City Council for consideration.

- D. **Provide recommendation on immediate collection preservation needs**
Action: By motion, recommend collection items requiring immediate preservation and request staff to follow up on implementation.
- E. **Appoint Ad-hoc Committee to develop collection maintenance plan**
Action: By motion, appoint no more than three commissioners to an Ad-hoc Committee to develop a collection maintenance plan for Commission consideration.
- F. **Discuss Building Security**
- G. **Reschedule June 1, 2017 Meeting to June 8, 2017 and discuss additional potential rescheduling**
Action: By motion, reschedule the June 1, 2017 meeting due to staffing conflicts.
 Discussion: Potential conflicts in August & September may require rescheduling.
- H. **Discuss ideas for furthering academic outreach**
- I. **Discuss ideas for putting the Albion press to use**

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, May 4, 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., Monday, April 3, 2017.

Dated: April 3, 2017


WILL MORAT FOR
 Dawn G. Abrahamson, City Clerk



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. MARCH 2, 2017

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

1. CALL TO ORDER – 5:09 p.m.

2. ROLL CALL

*Chair Beecher
Commissioner Innes
Commissioner Stratton
Commissioner Markson
Excused Absence: Commissioner Brookshire
Unexcused Absence: Vice Chair Schivley*

City Council Liaison: Council Member Verder-Aliga

Staff Secretary: Assistant to the City Manager Altman

3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission - none*
- B. Report from Council Liaison to the McCune Collection Commission – none*
- C. Report from McCune Foundation to the McCune Collection Commission – Amazon Smile reminder and Tobi Cares, a corporate sponsorship program of local retailer, Tobi Inc. When customers choose the McCune Foundation as their charity, 1% of purchases will go to supporting the Collection.*
- D. Others*

4. COMMUNITY FORUM

None

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

ACTION: By motion, approve the agenda for the March 2, 2017.

Commissioner Markson made motion to accept agenda switching items 8.E and 8.F. Second Commissioner Innes. None opposed

ACTION: By motion, approve the McCune Collection Commission minutes from the February 2, 2017 regular meeting.

Commissioner Markson made motion to accept minutes. Second Commissioner Innes. None opposed

6. CHAIR'S REPORT

The appraisers were very thankful for how flexible the Commission was while they completed their review. The final report will provide specific recommendations. Invest in effort to determine real focus of the collection. Possibility of using Meet-up.com to announce other events in addition to writer's workshop. Attended 6th Biennial Codex. Super Classy publishing was in attendance.

7. OLD BUSINESS

A. Collection/Acquisition of Items Donated to the McCune Collection

Flat file donation from Vallejo Naval and Historical Museum. Plywood with some veneer. Motion by Commissioner Markson to decline offer. Second by Commissioner Stratton. All in favor.

8. NEW BUSINESS

A. Set Docent Schedule:

*Sat 12-2 pm Apr 1: Commissioner Markson, Chair Beecher, Commissioner Brookshire
Tue 2-4 pm. Apr 4: Chair Beecher (maybe), Commissioner Stratton
Sat 12-2 pm Apr 15: Chair Beecher, Commissioner Brookshire,
Tue Apr 18: Commissioner Stratton, Chair Beecher (Maybe)*

Commissioner Innes out of town in April. He's available on Tues. May 2

B. Finalize McCune 2016 Annual Report

Action: By motion, finalize and accept report as final.

*Eliminate Linda Lux donation of 2 digital cameras because it occurred in 2017 (page 6).
McCune Art and Books Collection Foundation (page 7). Add "The Treasurer of the Foundation provides periodic updates..."
Change 'Official Volunteers' to "Qualified Volunteers' at bottom of page
Motion to accept by Commissioner Innes. Second by Commissioner Stratton. All in favor.*

C. Discuss Building Security

*Assistant to the City Manager Altman notified the Commission that the double doors must be locked/secured and the foyer alarmed ongoing. Altman will review with the Public Works Department other options to minimize the hassle of unlocking four entrances (*N.B. iron gate + 3 doors) and unarming two panels.*

D. Receive update on Security Policy from ad hoc committee

Review and discuss ad-hoc committee Comprehensive Security Policy proposal. Discussion item.

*Retain a list of people that have the code to the safe. Change every so many years. Linda Matchette former Librarian might have had it in an envelope. (*N.B. Linda Matchette retired in 2011 and the office she used was demolished during the Library's 2013 remodeling)*

Motion to send to staff for review made by Commissioner Markson. Second Chair Beecher. All in favor.

E. Appoint Ad-Hoc Committee to Develop Collection Maintenance Plan

Action: By motion, appoint Ad-Hoc Committee of no more than 3 commissioners.

Tabled to the next meeting.

F. Recommend McCune Program Budget for Fiscal Year 2017-18 for Submittal to the City Council

Action: By motion, recommend a Commission Program budget for FY 2017-18 (the period of July 1, 2017 through June 30, 2018) and direct staff to submit to the City Council for consideration.

Provide update on the running endowment balance at the next meeting. Note expenses covered by Foundation for Commission purpose only, not to be forwarded to City.

Staff Secretary Altman to review opportunities for cost saving measures including using the City's internet, old projector for programmatic use, adding the computers and printer to IT life cycle, etc.

Bring back City of Vallejo \$2500 recommendation for FY 2016-17 for security.

Continue to next meeting.

G. Reschedule June 1, 2017 Meeting

Action: By motion, reschedule the June 1, 2017 meeting due to staffing conflicts.

Maybe June 8. Continue to next meeting.

9. ACTIVITY REPORTS

- A. *Program Series – Douglas Heine, March 12, Focusing on Sculpture, Michael S. Turrini, April 7, 150th Anniversary of the Sinking of the RMS Titanic, Nelsons May 7, Magical Moonshine Theatre, The Real story of the Three Bears*
- B. *Website – New entry Robinson Crusoe and His Island" (Young Peoples Bookshelf)*
- C. *Art Walk – Adam Musto here for Artwalk, Brian O'Riley May/June*
- D. *Volunteer Program – Antonia Silveira provided paper application*
- E. *Writers Workshop – Good turnout. No further report.*

10. ANNOUNCEMENTS

Assistant to the City Manager Altman reported on the Commission Appreciation event March 14.

Assistant to the City Manager Altman reported on future commission training and priority setting.

11. FUTURE AGENDA ITEMS

A. Discussion of Agenda Items for Future Meetings

12. NEXT MEETING DATE: Thursday, April 6, 2017

13. ADJOURNMENT – 7:13 p.m.

McCune Commission Budget Jan-June 2017

Revised: 03.25.17

Adopted:

Income

Unpaid expenditures for July-Dec 2016	<u>0.00</u>	
Projected opening balance on Jan 1, 2017	0.00	
Projected McCune Endowment Fund allocation Jan-June 2017	3,000.00	
Projected City Of Vallejo contribution March-June 2017		2,500.00
Total income	3,000.00	2,500.00

Expenditures**2017: Endowment COV****Facility Maintenance Program**

This program is a minimal requirement to house the Collection

Janitorial	50.00	
Offices Supplies	50.00	
Utilities		
Alarm		
Internet/Phone	210.00	(6 months @ \$35 each)
Security Services	152.00	532.00 (2 + 7 events @ \$76 each)

Collection Maintenance Program

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		1,800.00
Display		
Cataloging Services		

Outreach Program

This program is essential for public access to the Collection

Hospitality & Supplies	150.00	
In-house Printing (paper/toner)	0.00	150.00
Mailing/Postage	150.00	
Honoraria	900.00	(3 speakers @ \$300 each)
Speaker Meals	120.00	(3 meals @ \$40 each)

Total Expenditures

1,782.00 2,482.00

Contingency

1,218.00 18.00 (\$1200 towards 2017-18 budget)

Expenditures + Contingency

3,000.00 2,500.00

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 Outreach 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 Commission Budget 2017-2018

Revised: 03.25.17

Adopted:

Income

Estimated balance for prior fiscal year 2016-2017	1,000.00	(7/1/17 balance)
Unpaid expenditures for prior fiscal year 2016-2017	0.00	
Projected opening balance for fiscal year 2017-2018 (July 1)	1,000.00	
Projected allocation from Endowment Fund 2017-2018 (July 1)	1,500.00	
Projected City of Vallejo contribution 2017-18 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures**2017/18: Endowment****COV****2016/17 actuals****Facility Maintenance Program¹**

This program is a minimal requirement to house the Collection

Janitorial	75.00		
Offices Supplies	100.00		
Utilities			
Alarm			
Internet/Phone			420.00 (Access to COV fiber)
Security Services		1,368.00	1368.00 (18 events @ \$76 each)

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions			
Preservation/Archival		800.00	
Display			
Cataloging Services			

Outreach Program³

This program is essential for public access to the Collection

Hospitality & Supplies	300.00		
In-house Printing (paper/toner)		300.00	
Mailing/Postage	300.00		
Honoraria	1,500.00		1200.00 (6 speakers @ \$250 each)

Total Expenditures

2,275.00 2,468.00 2988.00

Contingency

225.00 32.00

Expenditures + Contingency

2,500.00 2,500.00

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 Outreach 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.

¹ Janitorial covers bathroom/kitchen cleaning supplies, vacuum bags, etc.

Office supplies covers everything not janitorial or paper & toner

Security services are contracted with Black Talon at COV rates

² Preservation/Archival covers materials/supplies & outside professional services

³ Hospitality & Supplies covers food, beverages, cups, plates, napkins, etc for events

Mailing/Postage based on sending to 300-350 recipients twice yearly @ postcard rates