



Council Chambers  
 JFK Library Building  
 Vallejo Room - First Floor  
 505 Santa Clara Street  
 Vallejo, CA 94590

[www.cityofvallejo.net](http://www.cityofvallejo.net)

**AGENDA**  
**MCCUNE COLLECTION**  
**COMMISSION**  
**REGULAR MEETING – 5:00 PM.**  
**December 3, 2018**  
**Vallejo Room**

**COMMISSIONERS**

Henry Beecher, Chair  
 Guy Brookshire,  
 Vice Chair  
 Joanne Schivley,  
 Treasurer  
 Ken Innes  
 Noah Dove  
 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, 3<sup>rd</sup> 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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	<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>
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# CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

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## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
  - Janitorial for McCune Room*
  - Rules of Decorum Ordinances*
- 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 regular meeting, December 3, 2018 of the McCune Collection Commission and approval of the minutes from the November 5, 2018 regular meeting.

## 6. CHAIR'S REPORT

## 7. RECURRING BUSINESS

### A. **Acquisition of Items Donated to the McCune Collection**

Action: By motion approve/deny acquisition of donated item(s).

### B. **Submission of Monthly Receipts for Reimbursement**

### C. **McCune Room use requests**

Action: By motion approve/deny room use request by the North Bay Human Society on the third Tuesdays of December 2018 and January 2019.

### D. **Mini-Exhibit**

Action: Discuss next exhibit theme.

### E. **Set McCune Collection Schedule:**

<https://www.mccunecollection.org/events>

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## Docent Hours

Saturday, January 5, 12-2 pm:

Saturday, January 12, 12-2 pm:

Tuesday, January 15, 2-4 pm: Commissioner Stratton

Saturday, January 19, 12-2pm:

Saturday, January 26, 12-2pm:

Tuesday, January 29, 2-4 pm:

## Special Programs

Writers Workshop: Friday, January 4, 7-9 pm: Vice Chair Brookshire

Graphic Arts Group, Friday, January 11, 7-9 pm: Commissioner Dove

2nd Friday Artwalk, Friday, January 11, 5-9 pm: Commissioner Schivley,  
Commissioner Stratton

Book Club: Sunday, January 13, 3-5 pm: Vice Chair Brookshire, Commissioner  
Stratton (tentative)

Writers Workshop: Friday, January 18, 7-9 pm: Vice Chair Brookshire

Open House, Sunday, January 20, 2-4pm: Commissioner Stratton

## Room Use Request

Tuesday, December 18, 6-9pm, Humane Society of the North Bay

## 8. NEW/UNFINISHED BUSINESS

### A. Elections for Officer Positions

Action: Nominate and vote on Officer positions. By motion, approve officers for the calendar year 2019.

### B. Purchase of *Fortres* Software for Electronic Visitor Sign-in Kiosk

Action: By motion, approve \$39.99 expenditure for kiosk software (attachment).

### C. Review and Approve Commission Rules & Procedures

Action: By motion, approve submitting 'Commission Rules & Procedures' draft to staff for review & comment (attachment).

### D. Formation of Ad-Hoc Committee to draft a Commission Roles & Duties Policy

Action: By motion, appoint no more than 3 Commissioners to serve on the committee.

### E. Review and Approve Equipment Use Policy & Chart

Action: By motion, approve submitting 'Equipment Use Policy & Chart' draft to staff for review & comment (attachment).

### F. Review and Approve Amendments to the Collection Acquisition Policy

Action: By motion, approve submitting 'Commission Collection Acquisition and Deaccessioning Policy' draft to staff for review & comment (attachment).

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## G. Discussion on policy formation process

Discuss: Ways to streamline/improve the policy formation process.

## 9. ACTIVITY REPORTS

- A. Program Series
- B. Website
- C. Art Walk
- D. Volunteer Program
- E. Writers Workshop
- F. Graphic Arts Group
- G. Book Club

## 10. ANNOUNCEMENTS

## 11. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings
  - i. Role of Foundation
  - ii. Municipal Code Amendments
  - iii. Use of the Albion Press
  - iv. Grant Update
  - v. Academic Outreach (McCune data on OAC)

## 12. NEXT MEETING DATE: January 7, 2019

## 13. ADJOURNMENT

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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 5:00 p.m., Wednesday, November 29, 2018.

Dated: November 29, 2018

  
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Dawn G. Abrahamson, City Clerk