



Council Chambers
 Vallejo City Hall
 Second Floor
 555 Santa Clara Street
 Vallejo, CA 94590
www.cityofvallejo.net

AGENDA

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 5:00 PM. May 3, 2018 City Council Chambers

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, 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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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.

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

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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. **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, May 3, 2018 of the McCune Collection Commission and approval of the minutes from the March 29, 2018 special meeting.

6. **CHAIR'S REPORT**

7. **OLD 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(s).

D. **Update on Furthering Academic Outreach**

Action: Report back.

E. **Mini-Exhibit**

Action: Discuss next exhibit theme.

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F. Grant Update

Action: Receive update on the status of the grant applications.

8. NEW BUSINESS

A. Amend Regular Docent Hours

Action: By motion, eliminate Tuesday docent hours.

B. Set McCune Collection Schedule:

Docent Hours

Saturday, June 2, 12-2 pm: Chair Beecher, Commissioner Thia Markson
Tuesday, June 5, 2-4 pm: Commissioner Julie Stratton, Commissioner Innes
Saturday, June 9, 12-2 pm: Chair Beecher, Commissioner Thia Markson
Saturday, June 16, 12-2pm: Chair Beecher
Tuesday, June 19, 2-4 pm: Commissioner Julie Stratton
Saturday, June 23, 12-2pm: Chair Beecher
Saturday, June 30, 12-2 pm: Chair Beecher

Graphic Arts Group

Friday, June 8, 7-9 pm: Commissioner Dove?
Friday, June 22, 7-9 pm: Commissioner Dove?

Writers Workshop

Friday, June 1, 7-9 pm: Commissioner Dove?
Friday, June 15, 7-9 pm: Commissioner Dove?

2nd Friday Artwalk

Friday, June 8, 5-9 pm: Chair Beecher, Commissioner Innes (beginning)
Commissioner Julie Stratton

Other Room Uses

C. Vacaville Library Presentation

Action: Discuss and prepare for Vacaville Library presentation.

D. Purchase of Preservation and Display Supplies

Action: By motion, expend up to \$250 on the purchase of preservation and display supplies.

E. Honoraria Policy Discussion

Action: By motion, amend fixed honoraria policy to a 'program reserve'.

F. Security Services

Action: By motion, reduce regular professional security to second Friday of the month.

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G. Fiscal Year 2018-19 Budget

Action: By motion, adopt and submit FY 2018-19 budget to City.

H. Programs & Activities

Action: My motion, authorize the formation of an Ad-Hoc Committee to develop a Programs and Activities Policy for Commission review.

I. Consideration of Summer Commission Meetings

Action: Discuss rescheduling and/or canceling July 5 and August 2 meetings.

9. ACTIVITY REPORTS

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

10. ANNOUNCEMENTS

11. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings
 - i. Municipal Code Amendments
 - ii. Use of the Albion Press

12. NEXT MEETING DATE: June 7, 2018

13. ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

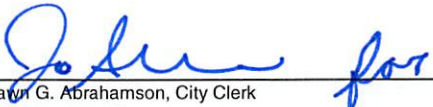
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I, Dawn G. Abrahamson, City Clerk, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Monday, April 30, 2018.

Dated: April 30, 2018


Dawn G. Abrahamson, City Clerk

Hollinger Cradle Options



Lipped Book Display Cradle

Cat #	Description	Size	1 or more	Qty
SG40	Lipped Book Display Cradle Price each	6H x 11 5/8W x 7D x 1 in. lip	\$44.40	<input type="checkbox"/>
SG42	Lipped Book Display Cradle Price each	10 3/4H x 19W x 12 1/4D x 1 1/4 in. lip	\$81.10	<input type="checkbox"/>
SG43	Lipped Book Display Cradle Price each	13H x 22 1/2W x 14 1/2D x 2 in. lip	\$92.65	<input type="checkbox"/>
SG44	Lipped Book Display Cradle Price each	8H x 15W x 9 1/4D x 2 1/2 in. lip	\$55.65	<input type="checkbox"/>

Combinations:

	SG40	SG42	SG43	SG44	Total w/tax & shipping	# of items
1			2		\$234	2
2		1	1		\$220	2
3		1		2	\$243	3
4	2		1		\$230	3
5	1	1		1	\$229	3
6	1		1	1	\$243	3
7	2			2	\$250	4
8	3			1	\$238	4

McCune Commission 2018-2019 Budget *DRAFT*

Revised: 04.22.18

Adopted:

Income

Estimated balance from prior fiscal year 2017-2018	0.00	(7/1/18 balance)
Unpaid expenditures from prior fiscal year 2017-2018	<u>0.00</u>	
Projected opening balance for fiscal year 2018-2019 (July 1)	0.00	
Projected allocation from Endowment Fund 2018-2019 (July 1)	2,500.00	
Projected City of Vallejo contribution 2018-19 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures

	2018/19: Endowment	COV	2017 actuals (6 months)
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Facility Maintenance Program¹	This program is a minimal requirement to house the Collection		
Janitorial Supplies	75.00		
Office Supplies	100.00		52.46
Bldg Maintenance			(carpet, lights, etc.)
Alarm			
(Internet/Phone)	0.00		270.00 (Now via COV fiber)
Security Services		1,008.00	714.00 (18 events)

Collection Maintenance Program²	Funding constraints limit this program to essential maintenance		
Acquisitions			
Preservation/Archival		1,475.00	
Display			

Outreach Program³	This program is essential for public access to the Collection		
Hospitality & Supplies	600.00		140.90
Printing ⁴	600.00		150.99
Mailing/Postage	400.00		119.00
Program Reserve	700.00		500.00 (6 speakers @ \$250 each)

Total Expenditures	2,475.00	2,483.00	1947.35
Contingency	25.00	17.00	
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 12 monthly 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 SVT Gruppe 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 quarterly @ postcard rates
⁴ Outside printing contingent upon prior Commission approval
 Variable expenditure in excess of \$100 contingent upon prior Commission approval

McCune Policy Overview

	Policy	Drafted	Submitted to staff	<i>Reviewed by staff</i>	Approved by Council	Notes
1	Acquisitions	*	*	*	?	
2	Comprehensive Security	*	*			High Priority
3	Room Use & Events	*				High Priority
4	Volunteer Program	*				High Priority
5	Budgeting & Expenditure					Medium Priority / some docs
6	Public Programs & Activities					Medium Priority / some docs
7	Publicity & Outreach					Medium Priority / some docs
8	Collection Holdings & Objects					
9	Facilities & Furnishings					