

BERKLEY HISTORICAL COMMITTEE MEETING MINUTES

Tuesday, Nov. 10, 2020

Present: S. Richardson (Chairperson), J. Tong (Vice-Chairperson), D. Carlson (Secretary), G. Rubright, M.C. Mueller, J. Cauley, K. Schmeling

Absent: None

Regular non-voting attendees W. Mathis (Treasurer), Shirley Hansen and Steve Baker (City Council Liaison) were present.

1. The meeting was called to order by S. Richardson at 7:01 pm. S. Richardson called for possible amendments to the meeting agenda. None were put forth. S. Richardson called for a motion to approve the meeting's agenda. J. Tong made a motion to approve the meeting's agenda. D. Carlson seconded the motion. The motion passed unanimously without discussion. S. Richardson called for citizen comments and none were made.
2. S. Richardson called for amendments to the minutes for the Sept. 8, 2020 meeting of the Committee. Minor discrepancies in the Treasurer's Report were noted but amendments were determined to be unnecessary. J. Tong made a motion to approve the minutes of the Sept. 8, 2020 meeting of the Berkley Historical Committee. K. Schmeling seconded the motion. The motion passed unanimously without discussion.
3. S. Richardson called for amendments to the minutes for the Sept. 23, 2020 special meeting of the Committee. None were put forth. D. Carlson made a motion to approve the minutes of the Sept. 23, 2020 special meeting of the Berkley Historical Committee. J. Tong seconded the motion. The motion passed unanimously without discussion.
4. The delivery of Committee meeting minutes was discussed. Secretary D. Carlson was informed of the proper delivery channel through City Clerk Victoria Mitchell once minutes from prior meetings have been approved by Committee vote.

5. Treasurer's Report: Committee Treasurer W. Mathis reported expenditures of \$2,400.46 and income of \$7,590.00 since our last Treasurer's Report, with a resulting balance of \$15,257.05. Income of \$7,590.00 came from street sign sales and museum donations. J. Tong noted that another \$800.00 from street sign sales will soon also be deposited into the Committee account. Expenditures were enumerated as follows:
 - a. \$795.00 to J. Tong [computer reimbursement]
 - b. \$1,122.39 to Pine State [holiday mugs]
 - c. \$352.80 to Pine State [holiday mugs]
 - d. \$130.27 to U-Line [shipping envelopes for street sign sales]

6. Curator's Report: Committee Vice-Chairperson J. Tong informed members of recent developments enumerated below.
 - a. The Berkley Historical Museum was lauded in Mayor Terbrack's recent "State of the City" address. A video of the address is posted on both the City website and YouTube.
 - b. The first meeting of the Berkley Days Committee was attended by J. Tong. The Committee is currently going ahead with plans despite not currently knowing if the event will take place, as it may be cancelled for pandemic related reasons.
 - c. Holiday Mug artist Cindy Pendleton is now selling drawings online and donating 25% of her proceeds to the Berkley Historical Museum. The possibility of posting a link to Pendleton's online sales portal within the Berkley Historical Museum's Facebook page was discussed. J. Tong and S. Baker agreed to further examine the matter and seek proper approvals from City officials before doing so.

7. J. Tong, S. Richardson and D. Carlson related details of their recent visit to Michigan Graphics & Awards for the purposes of obtaining quotes for plaques to be affixed to and/or near the Berkley School cornerstone and historical sidewalk slab, both located near the entrance to the Historical Museum. D. Carlson presented specific details of three potential designs for two plaques. J. Tong noted his intention to contact Mabel Fraser in pursuit of the name of the Ohio based company that produced the memorial plaque that is presently affixed to the building just to the right of the Museum entrance,

with the intention of obtaining a quote for a plaque that would be an exact match, stylistically. G. Rubright suggested that, if the Ohio based company is defunct or unable to produce a design matching the presently affixed plaque, we might detach it and have two new, matching plaques made, and then donate the old plaque to Mabel Fraser. S. Richardson stated that there are many more factors to consider before moving forward with further plaque plans.

8. Ongoing holiday mug sales were discussed. J. Tong noted that sales are less brisk this year, mostly on account of the pandemic, and that two and a half boxes of mugs out of eight total have sold thus far. S. Baker suggested the exploration of curbside sales options. J. Tong also suggested working with Berkley Public Library Director Matt Church on library based sales. J. Tong also noted that the mugs are frequently promoted on the Museum's Facebook page.
9. Ongoing Berkley street sign sales were discussed. J. Tong noted a sales total that is now approaching \$8,000. Details of street sign order fulfillments were discussed with a general consensus emerging that old email inquiries and reservations ought to be honored for just a week more before the signs in question again be put up for public sale. J. Tong inquired about the Committee's opinion on opening the museum for continuing street sign sales. G. Rubright and S. Hansen suggested that in light of the pandemic that it is probably not worth the risk. The Committee came to a general consensus that, due to the pandemic, only mail orders sales should be allowed at this time and in-person pick-up of orders ought to be suspended indefinitely.
10. Future museum openings were discussed. J. Tong requested the Committee's opinion on opening the Museum on the following two Wednesdays. The Committee came to a very solid consensus that the museum should be closed indefinitely in light of the pandemic. City Council Member S. Baker spoke in favor of continued closures, as well. J. Tong made a motion that the Berkley Historical Museum remain closed indefinitely in light of the pandemic and that public statements regarding the Museum closure be posted immediately on both the City's website and the Museum's Facebook page. The motion was seconded. The motion was discussed briefly and a general consensus emerged that no amount of museum based sales is worth a Committee member's life. S.

Richardson called for a vote on the motion. The motion passed unanimously. S. Baker also mentioned to the Committee the necessity of informing City Manager Matt Baumgarten of Museum entries and usage during the pandemic, and to properly schedule entries into the building around the City's building sanitizing schedule.

11. D. Carlson related proposed details of the division of proceeds from Museum based sales of his Corrado Parducci book, noting that typical bookstore consignment terms usually specify splits of between 60%/40% and 66.7%/33.3 with the larger portion going to the author and the smaller portion going to the vendor. D. Carlson expressed his preference for a 60%/40% split, and then presented the details of such a split. At the book's current cover price of \$19.99, rounded up to an even \$20.00 for the purposes of simplification, a purchase of 10 books would cost the museum \$120.00 and the profit realized by the museum upon the sale of all 10 copies would be \$80.00, give or take a few pennies. J. Tong made a motion that the Museum purchase 10 copies of D. Carlson's book at a cost of \$120.00 to be subsequently sold at the museum for \$19.99 each, and also that permission be granted to make future purchases of 10 additional copies under the same terms should the Museum sell out of its supply. G. Rubright seconded the motion. The motion passed unanimously without further discussion.
12. J. Tong informed the Committee of the American Legion's recent gift of historical voting booths, donated in late October of this year. J. Tong made a motion to accept the Berkley American Legion's donation of historical voting booths. D. Carlson seconded the motion. The motion passed unanimously without further discussion.
13. J. Tong noted the Royal Oak Public Library's recent posting of a mammoth archive of old issues of the Royal Oak Tribune, completed through a \$65,000 endowment. Also noted was the high quality of the historical newspaper images and the poor quality of the archive's online search engine. J. Tong asked the Committee's opinion of posting digitized issues of the Berkley Tribune in a similar fashion, and noted the prohibitive pricing of the Central Michigan University historical newspaper digitization program that would cost the Committee fifty cents per page should we choose to pursue their digitization services. S. Baker recommended consulting with the City's Technology Advisory Committee for more economical possible solutions. J. Tong stated his intention

to also inquire about other digitization possibilities with his sister, an Oakland University Librarian. The copyright standing of the issues of the Berkley Tribune were also considered and J. Tong noted that issues from 1923 and 1924, at the very least, have expired copyrights and are legal to post publicly.

14. S. Hansen and G. Rubright presented details of their recent collection organization efforts and how they relate to the Committee's acquisition of "Past Perfect". Both expressed their desire to temporarily shelve discussion of Past Perfect at Committee meetings until a later date at which use of Past Perfect becomes more feasible, if not scrap use of Past Perfect altogether. S. Baker suggested that the valuable organization work will make future implementation of Past Perfect much easier and that shelving discussion of Past Perfect need not necessitate the scrapping of its use altogether, and recommended against doing so. G. Rubright expressed her desire to, at the very least, take Past Perfect off the agenda for a while, and also stated her and S. Hansen's intention to keep the Committee informed of their continuing collection organization efforts.

15. The Committee's Michigan State Historical Marker project was discussed. J. Tong stated his intention to post a public "Thank You" message on the Museum's Facebook page, celebrating the public's support of our fundraising effort. D. Carlson stated his desire to author the historical marker's text. The need to work in close cooperation with State of Michigan officials in authoring the historical marker's text was noted and acknowledged. J. Tong also noted the option of paying an additional fee to the state to have the financier of the historical marker (The Berkley Historical Committee) noted within the marker's text. The idea was warmly received. It was also noted that the marker's placement upon the grounds of the Berkley Historical Museum and City Hall needs to be determined.

16. The Museum volunteer schedule was determined to be moot for the moment.

17. The next meeting of the Berkley Historical Committee was scheduled for January 21st, 2021 at 7pm. It was noted that the meeting will be held through Zoom, online. S. Baker noted recent State legislation authorizing online meetings for some government purposes for the foreseeable future.

18. G. Rubright recommended that the Committee improve upon its financial record keeping and to immediately begin keeping ledgers recording all museum based sales and expenditures. D. Carlson made a motion that the Berkley Historical Museum immediately implement the required use of a ledger for the purposes of recording all Museum based sales and petty cash expenditures. J. Tong seconded the motion. The motion passed unanimously without further discussion.

19. D. Carlson made a motion to adjourn the meeting at approximately 8:40 pm. K. Schmeling seconded the motion. The motion passed unanimously without discussion.