

BERKLEY HISTORICAL COMMITTEE MEETING MINUTES

Tuesday, June 10, 2025

Present: S. Richardson (Chairperson), J. Tong (Vice-Chairperson), D. Carlson (Secretary), S. Hansen, M.C. Mueller, D. Callihan, J. Harlan, City Council Liaison S. Baker

Absent: G. Rubright, R. Patterson, S. Patterson, K. Grimm, K. Schmeling, A. Ozanich, D. Bennoune

1. **Call to Order:** The meeting was called to order by S. Richardson at 7:05 pm.
2. **Agenda/Citizen Comments:** S. Richardson called for additions to the agenda. J. Tong requested that discussion of a new retail item to be sold at the Museum be added. D. Callihan requested discussion of a possible Museum-sponsored lecture series be added. S. Hansen made a motion that the meeting agenda be approved as amended. M.C. Mueller seconded the motion. The motion passed unanimously without further discussion. There were no citizen comments made.
3. **City Council Liaison Report:** City Council Liaison Steve Baker reported on a few items.
 - a. A proclamation honoring Jack Blanchard and his service to the community was issued at the City Council meeting on Monday, June 2nd.
 - b. Greenfield Presbyterian Church at 2312 Greenfield Rd will be running a “Disarming Ministry” on Fridays from 9 am to 2 pm. Citizens can drop off old, unused and unwanted firearms to be destroyed.
 - c. A ceremony with a proclamation honoring former Mayor Mabel Fraser will take place at the Berkley Gazebo on Monday, July 7th from 5:30 to 6:30 pm. Historical Committee members are encouraged to attend.
 - d. The new Berkley Boards & Commissions Handbook will be discussed at the upcoming City Council Meeting on Monday, June 16th.
4. **Prior Meeting's Minutes:** S. Richardson asked for possible corrections to the minutes for the May 13th, 2025 meeting of the Committee and pointed out a missing second to J.

Harlan's motion in bullet point #11. No other corrections were recommended. D. Carlson stated his intention to make the correction. D. Callihan moved that the minutes for the May 13th, 2025 meeting of the Committee be approved as amended. S. Hansen seconded the motion. The motion passed unanimously without further discussion.

5. **Treasurer's Report:** Treasurer Kyle Grimm was absent on account of the birth of his child. The Treasurer's Report was tabled until the next meeting.
6. **Curator's Report:** J.Tong reported on a few matters:
 - a. Museum displays are being reprinted with a new template that identifies the Museum, includes our logo and includes space for lengthy captions.
 - b. The Berkley First United Methodist Church permanently loaned to the Museum the liturgical items temporarily loaned for the recent exhibit of their church history.
 - c. Seven smocks with our embroidered logo patch attached are now available to be worn during Museum volunteer shifts and at other events in which we take part. S. Hansen modeled the attire.
 - d. The Museum will be opened from 5:00 to 7:00 pm on Monday, July 7th for the Mabel Fraser Gazebo dedication. A Mabel Fraser exhibit will be up at that time. Relatives of Fraser will be gifted a print of the gazebo during the special opening.
 - e. The new Christmas ornament has not yet arrived but is expected soon.

OLD BUSINESS

7. **Museum Membership Program/Marketing:** D. Callihan reported that the Museum Membership program will be launched by the next meeting of the Committee. Final preparations will include a shortening of the application and the issuance of a marketing flyer designed by R. Patterson. J. Tong recommended an announcement of the program launch be made at the upcoming City Council meeting on Monday, June 16th.
8. **2025 Berkley Art Bash:** The event will take place on Saturday, June 14th. Volunteers were requested. S. and R. Patterson volunteered to assist with set-up and take-down. S.

Richardson passed around a sign-up sheet for booth volunteers. Details of event set-up and take-down were discussed.

9. 2025 Berkley Pride Fest: The event will take place on Sunday, June 22nd. Volunteers were requested. J. Tong and D. Carlson volunteered to staff the booth all day. Details of event set-up and take-down were discussed.

10. Grant Proposal: J Tong reported that our grant proposal was turned down. Financing the Village Hall's facade repair was discussed but determined to be financially impractical.

11. 2025 Roseland Park Cemetery Tour: D. Callihan and J. Tong reported successful organizational talks with cemetery administrators. The date of the event was set as Saturday, October 18th with a cancellation/rain-out date of Sunday, October 19th. The kit home and mausoleum will both be opened for the event. The price of the event was discussed and there was a general consensus to charge attendees \$20. More planning and details forthcoming.

12. Scavenger Hunt: J. Harlan reported that planning is still ongoing. Launch is still tentatively scheduled for on or near July 1st.

13. Tabled until Next/Later Meeting: Dale's Radio Temple/St. Mary Orthodox Church exhibit project, collection policy, Pattengill School Historical Marker Unveiling.

NEW BUSINESS

14. Gifts to the Museum: J. Tong reported three new gifts to the museum:

- a. Committee member D. Bennoune donated eight Berkley High School yearbooks and two other publications.
- b. Lisa Zimmerman of Ellwood Street donated a file of old report cards of the former Berkley school teacher who previously inhabited her home.

- c. Rick Stuber of Wakefield Street donated a Berkley Fire Department helmet shield and patch.

J. Tong made a motion to accept the gifts. S. Hansen seconded the motion. The motion passed unanimously without further discussion. D. Carlson stated his intention to send out 'thank you' letters to the donors.

15. Possible New Retail Item: J. Tong passed around an example of a possible new item for retail sale at the Museum: a miniature, laser carved, wooden model of the Berkley logo that stands upright on two posts with a wholesale cost of \$10 each. J. Tong made a motion that the Committee expend \$120 for the purchase of 12 for resale at the Museum. J. Harlan second the motion. The motion passed unanimously without further discussion. The Museum's retail price for the item will be \$15.

16. Museum Lecture Series: D. Callihan solicited ideas for non-Public Library locations of a possible Museum-sponsored lecture series for which we can charge admission. Berkley First United Methodist was suggested as a possibility. S. Hansen stated her intention to inquire with Pastor Zach Dunlap. J. Tong suggested the possibility that we promote said events through city water bill mailings. S. Hansen suggested that promotion through public schools mailing might also be effective. More discussion of this plan at the next meeting.

17. Possible Agenda Additions for Next Meeting: J. Tong requested the addition of discussion of the Museum website to the next meeting agenda.

18. Good & Welfare: D. Carlson requested Committee members purchase a gift for K. Grimm and his wife to celebrate the birth of their second child. S. Baker suggested a \$50 gift card and an infant onesie with the Berkley Museum logo patch attached. There was a general agreement to acquire these gifts. D. Carlson stated his intention to buy them and have them ready for the next meeting, at which time he will request reimbursement.

19. Next Committee Meeting: The next Committee meeting will take place in the upstairs conference room of the Public Safety Building on Tuesday, July 8th at 7:00 pm. The Museum shift sign-up calendar was passed around.

20. Adjournment: S. Hansen made a motion to adjourn the meeting at approximately 8:37 pm. J. Tong seconded the motion. The motion passed unanimously without further discussion.

21. Authorship Statement: These minutes were recorded by Berkley Historical Committee Secretary, Dale A. Carlson, and transcribed by him on July 1st of 2025.