

**Meeting Minutes**  
**Dodge County Historical Society**  
**April 20, 2017**

**Date:** April 20, 2017

**Called to Order At:** 6:36 PM

**Place:** Museum

**Submitted by:** Lois Hancock

**Board Members Present:** Coy Borgstrom, Greg Nelson, Scott French, Dave Dubbels, Phil Haukom, Jim Checkel, Mike Haugen, Lois Hancock

**Board Members Absent:** Linda Jrvis

**Members Present:** Mary Ann Bucher, Barb Gilliland, Dave Hanson, Carmen Von Ruden, Sandra Gochnauer, Barbara Loquai, Warren Schwenke, Jane Olive, John Olive

**Visitors:** David Grabitske, Todd Mahon, Sue Doocy (Mower Co. Historical Society), Melanie Dobson (photographer for newspaper)

**The Meeting**

1. Addition to agenda – Lois Hancock distributed a copy of the “New Members of the Board 2017” letter to the board for the sake of transparency. Any discussion of this letter will be done at May 18 BOD meeting.
2. Addition to agenda – Mike Haugen’s newsletter discussion (Later in minutes)
3. Agenda was approved with a motion by Jim Checkel, second by Mike Haugen, agreed by all.
4. **Presentation by David Grabitski of the Minnesota State Historical Society** advising us on hiring a director.

Key points in D. Grabitski’s presentation:

- This is a two-way interview. He/she is checking out the DCHS as well as DCHS checking candidate out.
- Timely hire – Don’t take too long between the interview and the actual hire, while at the same time don’t rush into hiring someone
- Be flexible as to times of interview
- DCHS should use a rubric (a rating scale) as well as a list pertinent questions for the candidate. D. Grabtski will mail these to Greg. Don’t ask personal questions.
- Narrow the field of candidates to six (6), then to two to three (2-3)
- Hiring committee should consist of at least one board member
- DCHS will check out last two(2) job references of candidate
- DCHS reports should be shared with candidate as necessary
- DCHS will be careful with their application papers - confidentiality
- DCHS will plan the director’s first day. Acquaint candidate with key players in community.
- DCHS will check in with director periodically. There will be an annual performance review.

- Communication between all players is important. Director to board. Board to director.

#### 5. Presentation of donations for Dale Morris Pergola

Dave Hanson gave a brief introduction of the donations.

John and Jane Olive of the Mantorville Restoration Association (MRA) presented a donation of \$500.00.

Carmen Von Ruden from the Rice Lake Church presented a donation of \$500.00.

6. **More pergola discussion** – Butch Morris will pour concrete for the footings as soon as the sun shines, next week is projected. Greg is building the pergola.

Jim Checkel said the Lions Club of Kasson and Lions Club of Dodge Center may be willing to volunteer time in putting up the pergola. The Claremont Improvement Club (Commercial Club) may be willing to volunteer too.

### Reports

1. **Museum report** by Mary Ann – attached separate page

Key points:

- First grade and sixth grade are visiting the museum this spring.
- Volunteer applications (4)
- Donations for pergola are approximately \$4000.00
- Grant writing continues
- Spring Tour date is May 13<sup>th</sup>.

2. Museum report accepted as written. Motion made by Dave Dubbels, second by Jim Checkel, agreed by all.

3. **Commissioners Report** – to be discussed next month

4. **Correspondence** – Lois Hancock received the following from Mary Ann:

- Announcement of K-M Schools 6<sup>th</sup> Annual Business Appreciation Breakfast for April 25
- E-mail from Matt Nelson, teacher of 6<sup>th</sup> grade visiting
- E-mail from Alecia Meline, teacher of 1<sup>st</sup> grade visiting
- Donation totals by Fund (pergola)
- Announcement of Minnesota Alliance of Local History Museums Conference April 26-27
- Folder of volunteer applications

5. **Secretary's Report** by Lois Hancock – Corrections made were:

- #5 OB and #11 OB

**#5 correction** – Tale of Two Cities book re-order of 25 books was received by Linda Jerviss. It sells for \$15.00. The price for "History of Dodge County, 1884" is \$25 for

soft cover. The hard cover is \$35.

**#11 corrections** – The seasonal Director’s position – Greg Nelson and Coy Borgstrom created a job description.

This report with the above changes was approved with a motion by Jim Checkel, second by Mike Haugen, all agreed.

6. **Treasurer’s Report** – Linda Jerviss was absent, but Barb Gilliland had a packet of DCHS Balance Sheet as of March 31, 2017, Profit and Loss Sheet, and Reconciliation Detail Sheet. A motion was made to accept this by Dave Dubbels, second by Mike Haugen, approved by all.

7. **Bills Report** – Bills to be paid in April are:

Citizens Bank Visa Card	Total of \$522.82
● Cedar Graphics “A Tale of Two Cities” books	\$ 470.59
● Dater stamp ink refill	\$ 5.00
● Treasurer’s filing supplies	\$ 19.17
● Paper	\$ 8.03
● Fryer Greenhouse photo	\$ 7.85
● Printer paper	\$ 12.18
Hardware Hank (outlet/switch replacements (8)	\$ 11.45
Clarey’s Safety Equipment (fire extinguisher maintenance)	\$ 90.00
MN Council of Nonprofits – dues	\$ 50.00

8. The above bills are to be paid. Motion made by Greg, second by Mike Haugen.

9. **Correction is made with DCI Annual meeting ad. DCHS will pay the DCI newspaper \$62.00. This is instead of \$130 with a refund of \$68. A motion was made by Greg with a second by Dave, agreed by all.**

10. Expo report – Mary Ann and Barb Gilliland manned the booth with help from Jim Checkel. Jim was approached by Dr. Reid from Hayfield with questions about a building in Hayfield. DCHS did some research to help Dr. Reid. He is looking for assistance with a leaking roof on a possibly historic building. Jim referred him to other sources that can help him with this

Fred Asche was another person at the Expo who Jim Checkel spoke with. He has a collection

of WWI uniforms, Korean War items and maybe more.

11. Fair report – WWI will be the theme. Greg will work on a list of volunteers to man the booth in the Log Cabin.
12. Grants report – There is a remaining \$750 to use for the recruiting station.
13. Displays – Nothing discussed
14. Collections – Warren Schwenke is working on accession paperwork of the Senjem family's WWII uniforms.

### **Old Business**

1. Pergola – Discussed throughout this document
2. Volunteer applications - Each member of the board read the names of the applicants. A motion was made to accept these volunteers by Dave, second by Jim, approved by all.
3. Cabin ramp – Greg received information from 3 companies. After discussion, it was decided to not use any of them, but for DCHS to bring in gravel and concrete and make the ramp.
4. Lower level electrical devices – Covers were changed to match the wall color. It was noted there is an electrical short that needs attention.
5. Outside lights – Warren had information on an outside light for around \$165. DCHS is moving forward in buying this.
6. Gun cabinet – Coy is in contact with Mr. Porisch. Completion date looks like April 30. Price is \$350. To be used in displaying guns in lower level of museum.
7. School events – Discussed in Mary Ann's Museum Report
8. Building and Grounds Committee – To be discussed in May
9. Coordinator position – There are currently 3 applicants, not disclosed to board at large.
10. Intern positions – To be filled when coordinator is hired
11. Lower level displays – DCHS is looking for input on what it wants the display(s) to look like.
12. Booklets for board members and formal introduction to properties - Mary Ann gave each new member (Jim, Mike and Lois) a handbook. She will set up a time for a formal introduction to DCHS properties, excluding the museum.

13. Wasioja locks – Discussion about whether re-keying two doors at the Wasioja School in fact needs to be done. Scott French will find out and report back to DCHS.
14. June Bloom – Benches that belong to DCHS will be on loan for June 17 to June Bloom Committee.
15. Website – Mike Haugen looked into the cost of having the DCHS newsletter printed another way. Mike had an estimate of \$402.80 for 700 newsletters. A person from the Mower County Historical Society was visiting (Sue Doocy). She shared what their county does as far as the process of putting out a newsletter. Mike will move forward in how MCHS (Mower) does their newsletter and implement it here in Dodge County.
16. Star Society (?)

#### **New Business**

1. Spring clean-up – Mary Ann and Warren cleaned up flower beds. Warren trimmed the bushes. Jim Checkel picked up sticks and branches. (Museum Report) More to be discussed at May meeting.
2. Lawn mowing – Warren had an estimate of how much another business would charge for DCHS property. (Dodge County is responsible for mowing around the museum). Ryan French has done the mowing/trimming in the past. Motion made by Jim Checkel, second by Mike Haugen to continue with Ryan French to do it. All in agreement. Greg will notify Ryan French.
3. Water tower interpretation – DCHS had a contract with the city of Kasson to maintain the historic water tower in Kasson. Mary Ann said we do NOT want to renew the contract with them. She said we are responsible for curating for them. Only curating.
4. Dr. Reid's building and artifacts – Jim Checkel referred Dr. Reid to a website for building preservation. There was no discussion of the artifacts.

**Announcements – None**

**Next Meeting – May 18, 6:30, Museum**

**Adjourn – 8:45**

