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Jami J. Van Huss, Director

Museum Board Members
John A. Petersen, Chairman
Kim Faulkner, Vice Chair
Steven W. Downs
Kathy Kingsbury
Leisha Kunz
Montana Delao

**MINUTES OF THE HYRUM CITY MUSEUM BOARD MEETING DECEMBER 12, 2023
AT THE MUSEUM BOARD ROOM 50 WEST MAIN STREET, HYRUM, UTAH**

CONVENED: 6:11 pm

ROLL CALL, CALL TO ORDER, and WELCOME: Chairman Petersen welcomed everyone and called the meeting to order.

THOSE IN ATTENDANCE: John Petersen, Steve Downs, Kathy Kingsbury, Kim Faulkner, Jami Van Huss, Courtney Cochley, and Craig Rasmussen. Leisha Kunz and Montana Delao were excused.

REVIEW OF MINUTES: Kim motioned to approve the minutes of November 14, 2023, Steve seconded, all voted aye, and the minutes were approved unanimously as written.

BUSINESS:

1. 2024 Calendar Reminders

Jami distributed updated 2024 Schedules. The main alteration was that the board meeting in October will be on the third Tuesday since UMA's annual conference will be the second week and staff will be attending that. She also reminded all to add the board dinner on January 18th on their calendars.

2. Collections Management Policy

Courtney distributed the preliminary collections management policy and the board reviewed it. Courtney answered any questions and made clarifications throughout the document. Based on the conversation, Courtney will make a few minor adjustments to the document and the board will approve it at the January meeting. Once the board approves the policy, Courtney will present it to the city council for approval. Jami will also present the end of year report at that time. Craig recommended presenting prior to the city council's budget workshop on February 9th, so Jami and Courtney will work to have everything ready for the February 1st meeting. Jami will also ensure that the museum is on the city council meeting agenda.

Kim asked if we need help moving everything and Jami noted that we have an intern starting on January 9th who will work with Courtney on Tuesdays and Thursdays to make the move, but we will inquire of the board if additional help is needed. Jami also updated the board that the room has been sheet rocked, primed, and painted and she retrieved the doors from Salt Lake that day. A service group from Conservice will be coming on January 3rd to clean the floor and wipe down all of the shelves, so it should be ready for move-in when the intern arrives next year.

3. Other Reports from Board Members

Present board members signed Christmas cards and reviewed the proposed list of people to send the cards to. Jami will ensure they are mailed by the end of the week.

ADJOURNMENT: 7:01 pm

Dates to Note:

January 5	Friday Family Movie Night @ Elite Hall, 7:00 pm, <i>Trolls Band Together</i>
January 9	Board Meeting, 6:00 pm
January 9--11	Back in Time, 1:00--1:30 pm, <i>Peoples of Utah</i>
January 18	Awards Dinner & Board Training @ Civic Center, 6:30--8:00 pm
January 27	Super Saturday, 10:00 am--3:00 pm, Peoples of Utah Scan & Share
February 2	Friday Family Movie Night @ Elite Hall, 7:00 pm, <i>Groundhog Day</i>
February 6--8	Back in Time, 1:00--1:30 pm, <i>Amazing Mignon</i>
February 8--10	Jazz Nights @ Elite Hall, 7:00--10:00 pm
February 13	Board Meeting, 6:00 pm <i>South Cache Art Club Student Reception prior</i>
February 22	Super Saturday, 10:00 am--3:00 pm, <i>Tell the Story</i>

ATTEST:

John Petersen
Chairman

Jami J. Van Huss
Museum Director

Approved:

As Written: _____