



## **Notice of Public Meeting**

### **Board of Museums and History**

Thursday & Friday, December 3-4, 2015

#### **Meeting Location**

**Nevada State Museum  
Special Events Room, 02-27  
309 S. Valley View Blvd.  
Las Vegas, NV 89107**

***Site is open and accessible to the public \*\****

#### **Teleconference participation option**

**1-888-363-4735  
Access code: 7603239**

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- Action may be taken on those items denoted "Action".
  - Items on this agenda may be taken in a different order than listed.
  - Two or more agenda items may be combined for consideration.
  - An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.
  - Public comment will be allowed after discussion of each action item on the agenda but before voting on the item. Because of time considerations, the period for public comment may be limited to 3 minutes at the discretion of the chair, and speakers are urged to avoid repetition of comments made by previous speakers.
  - Meetings are audio-recorded and transcribed as part of the public record. Speakers must identify themselves before speaking.
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**THURSDAY, DECEMBER 3, 2015 11:00a.m.**

**1. CALL TO ORDER AND CONFIRMATION THAT THE MEETING WAS PROPERLY POSTED**

**2. ROLL CALL AND DETERMINATION OF QUORUM**

### **3. PUBLIC COMMENT**

Public comment is welcomed by the Board. A period of public comment will be allowed after discussion of each action item on the agenda, but before voting on the item. Because of time considerations, the period for public comment by each speaker may be limited to 3 minutes at the discretion of the Chair, and speakers are urged to avoid repetition of comments made by previous speakers.

### **4. ACCEPTANCE OF MINUTES (For Possible Action)**

- A. September 11, 2015 general meeting

### **5. CALENDAR FOR NEXT MEETINGS (For Possible Action)**

- A. March 11, 2016 – Nevada State Railroad Museum, Carson City
- B. June 2016 – consideration of date and venue
- C. Consideration for scheduling a board planning retreat, draft agenda, selection of a facilitator, and expenditure of private funds to cover costs

### **6. NOMINATIONS TO THE NATIONAL AND STATE REGISTERS OF HISTORIC PLACES (For Possible Action)**

- A. State Register of Historic Places
  - None to consider
- B. National Register of Historic Places
  - None to consider

### **7. AGENCY REPORTS**

A. Department of Tourism & Cultural Affairs – Claudia Vecchio, Director

B. State Historic Preservation Office – Rebecca Palmer SHPO

C. Division of Museums and History - Peter Barton, Administrator (**Information, Discussion and Possible Action**)

- 1. Legislative audit: Report on Legislative Audit Commission meeting and presentation of the audit on November 19, 2015
- 2. Division office relocation
- 3. Fiscal Year 2015 museum attendance report
- 4. History Relevance Campaign update – DC – October 20, 2015
- 5. Personnel report

D. Public Relations report – Felicia Archer, PIO

E. Museum Reports; 1<sup>st</sup> quarter SFY 2016 (**For Possible Action**)

- 1. Nevada Historical Society, Reno
  - a) Request for consideration of use of Special Project (category 48) funds for the procurement of nine (9) computer workstations for staff, volunteers and the public in support of core library functions of the Society. Not to exceed \$9,900.
- 2. Nevada State Museum, Carson City
  - a) Review and possible action on a contract with Columbia Machine Works of Oakland, CA to accomplish repairs to Coin Press No. 1. Contract value is \$19,692.
  - b) Review and possible action to accelerate salary of MDTF position: 0.51 FTE Sales and Promotion Representative II, PCN 0032, from budgeted amount at Step 01 to Step 04, an increase of \$2.48 per hour. This would have no impact in the current fiscal year due to accrued salary savings but would impact the budget for SFY 2017 and beyond.

3. Nevada State Railroad Museum – Carson City
  - a) Request to accept restricted donation, pursuant to NRS 381.0075, of a collection of models known collectively as the “Richardson” models, procured through the generosity of the children of Jack and Margie Gibson to be a lasting memorial to their parents. The stipulated restriction is that the collection remains intact and exhibited to the best ability of the museum to do so. The collection was procured for \$40,000 with funds provided by the Gibson children.
4. Nevada State Railroad Museum – Boulder City
  - a) Report on the stakeholder group meeting – I -11 Phase 1 Boulder Bypass; restoration of rail service opportunities, hosted at the museum on September 17.
  - b) Litigation arising from incident on live steam train on December 21, 2014.
5. Nevada State Railroad Museum – East Ely Depot
  - a) Review of approved Interlocal contract for joint operations, ticketing and revenue sharing with the White Pine Historical Railroad Foundation and the City of Ely.
  - b) Report on receipt of an unrestricted gift of \$48,000 from the estate of Kevin Holmes-Henry. This gift will go to the Interim Finance Committee for approval at the February 11, 2016 meeting to accept the gift pursuant to NRS 353.335.
6. Lost City Museum, Overton
7. Nevada State Museum, Las Vegas
  - a) Update concerning the real property located at 711 South Seventh Street, Las Vegas, donated to the museum, without prior knowledge in the Will of Jacqueline Shuffield dated September 20, 1990.

*The Board will end proceedings of the December 3<sup>rd</sup> public meeting after concluding agenda item #7 and recess until 9:00a.m. Friday, December 4, 2015.*

**FRIDAY, DECEMBER 4, 2015 9:00a.m.**

**8. RECONVENE, ROLL CALL AND DETERMINATION OF QUORUM**

**9. REPORT OF THE COLLECTIONS COMMITTEE (For Possible Action)**

Robert Stoldal, Committee Chair, will present status report on review of collection storage issues, current policies, and actions taken during 2015. A final report to be made at Board’s March 2016 meeting.

**10. COMMITTEE REPORTS & APPOINTMENTS (Information and Discussion only unless otherwise noted)**

1. Facility Use, Dan Markoff, Chair
2. Finance, Robert Ostrovsky, Chair **(For Possible Action)**
  - a) Morgan Stanley Investment reports: July, August & September 2015
  - b) Morgan Stanley detailed report for 3<sup>rd</sup> quarter CY 2015
  - c) Review and action to adopt SFY 2015 Independent audit report of the Museum Dedicated Trust Funds (MDTF)

3. Membership, Seth Schorr, Chair
4. Museum Store, Pete Dubé, Chair **(For Possible Action)**
  - a) Store sales, profit, and per cap analysis SFY 2015
5. Nevada State Prison, Alicia Barber, Chair

**11. NEVADA CULTURAL AFFAIRS FOUNDATION – Bob Ostrovsky, Chair**

**12. BOARD POLICY AND PROCEDURE REVIEW (For Possible Action)**

Annual review and possible action to adopt Board Policies and Procedures as listed:

1. Policy Governing Preparation, Dissemination and Recording Minutes of the Board of Museums and History
2. Private Funds Budgeting, Expenditure and General Control
3. Membership
4. Policy Governing Open Meeting Law Compliance
5. Investment Policy
6. Admission and Train Ride Fees
7. Board and Division Ethics

**13. PRIVATE FUNDS BUDGETS ADJUSTMENTS (CURRENT YEAR) (For Possible Action)**

- A. Changes approved by the Division Administrator (informational only)  
None.
- B. Changes requested from the Board over \$5,000.
  1. Increase authority in Budget Account 5036, Nevada State Museum, RGL 3578 by \$25,000 to an adjusted authority of \$155,340 reflecting additional proceeds available under the Bureau of Land Management (BLM) Cooperative Agreement. Offset in category 20, by a like amount (\$25,000).
- C. Restricted Funds/Donations Received:
  1. Discussion and action on request to accept restricted funds in the amount of \$2,700 from the Nevada 150 Foundation for the museum's Capital Enhancement Fund. These funds will be held in the State Treasurer's Office and expended out of B/A 5036, Category 55.

**14. PUBLIC COMMENT AND DISCUSSION**

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**15. BOARD MEMBER COMMENT ON NON-AGENDIZED ITEMS**

**16. FUTURE AGENDA ITEMS**

**17. ADJOURNMENT**

## **NOTICE POSTING LOCATIONS**

<http://museums.nevadaculture.org>

**NEVADA DIVISION OF MUSEUMS & HISTORY, 412 E. Musser St., Suite 2. Carson Street, Carson City**

**NEVADA DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS, 401 N. Carson Street, Carson City**

**STATE HISTORIC PRESERVATION OFFICE, 901 South Stewart Street, Carson City**

**EAST ELY RAILROAD DEPOT MUSEUM, 1100 Avenue A, Ely, Nevada**

**NEVADA HISTORICAL SOCIETY, 1650 North Virginia Street, Reno, Nevada**

**NEVADA STATE MUSEUM LAS VEGAS, 309 S. Valley View Blvd., Las Vegas, Nevada**

**LOST CITY MUSEUM, 721 South Highway 169, Overton, Nevada**

**NEVADA STATE MUSEUM, 600 North Carson Street, Carson City, Nevada**

**NEVADA STATE RAILROAD MUSEUM, 2180 S. Carson Street, Carson City, Nevada**

**NEVADA STATE RAILROAD MUSEUM, 600 Yucca Street, Boulder City, Nevada**

The public may acquire this notice and agenda and supporting materials, pursuant to NRS 241.020(2) by contacting Deborah Rabe, Administrative Assistant III, Division of Museums and History, (775) 687-7340 or via email to [drabe@nevadaculture.org](mailto:drabe@nevadaculture.org). Supporting documents are available from the Nevada Division of Museums and History at 412 E. Musser Street, Suite # 2 Street, Carson City, Nevada 89701.

\*\* We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, please contact the Nevada Division of Museums and History by calling (775) 687- 7340 at least two days in advance of the meeting.

## **Our Vision**

***Recognized as the most trusted stewards and engaging storytellers of Nevada's heritage.***