



Board of Museums and History

Meeting Date: October 11, 2022, 11 a.m.

Meeting Location

The meeting will be accessible via electronic devices (certain cell phones, iPads, and computers) connected to the internet with listening and microphone capabilities. Video camera capability will also allow users to watch others in the meeting who are also using a video camera. A physical location to listen and speak via telephone conference call will be available at the Nevada State Museum at 600 N. Carson St.

To Join the Meeting electronically via Zoom conference

Topic: Board of Museums and History Museum Store Committee Meeting

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

Jan Petersen calls meeting to order and confirms that the meeting was posted properly.

2. ROLL CALL AND DETERMINATION OF QUORUM

Jan Petersen did not have agenda, so Myron Freedman performed roll call and confirmed quorum.

3. PUBLIC COMMENT

Myron Freedman – 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. Pursuant to Governor Sisolak's Declaration of Emergency Directive 006, Section 2, public comment options may include, without limitation, written public comment submitted to the public body via mail or email.

Jan Petersen, Chair, asked for any comments either via email or mail. Myron Freedman confirmed no comments.

4. BOARD ANNOUNCEMENTS & MEETING LOGISTICS (Information only)

Not addressed.

5. ONLINE STORE FUNDING PROPOSAL

Jan Petersen turned this section of the meeting over to Daphne DeLeon for The Online Store Funding Proposal Presentation.

Daphne DeLeon – Everyone should have a copy of the online store funding proposal that was sent out along with the scope of work for the creation of the online store website and the proposal that we received from the vendor named Citrada. So, let's go back through the online store funding proposal.

What you see before you are projected costs based on a go-live date of December 5, 2022 through March 31, 2023. That is our pilot period. It's 17 weeks.

In the funding matrix you will see each museum has put forth an amount of funding for merchandise that they have projected they would need to be able to put items up on the online store, temp staff that they would need to help with fulfillment. It was discussed in working group that the best way to handle fulfillment and the most straightforward way during this pilot session is for each museum to handle fulfillment on its own.

The website cost, you'll see that it's evenly distributed amongst all the participating museums. This website cost includes the creation of a website, the integration with our current POS system with Big Harry Dog, and monthly hosting fees until June of 2023.

The last category of expenses is operations. Generally, if you'll see operations could encompass packing material, postage. It really was an estimate. Most of the museums put in \$2000. If there is an amount that's different than \$2000 under operations, it's because that specific museum had put in – identified additional costs that they would need to cover to do fulfillment during the project period.

So, if you look all the way to the right in the green column, there's the total request per museum, and at the bottom of the matrix is the total request by category, merchandise, temp staff, website operations, and the very last column to the right is the total project request of \$89,567.

Robert Stoldal was having technical issues so sent question via text regarding hosting costs, which is included in the website cost category. Daphne DeLeon stated we are only setting up one site, not six specific sites, but the hosting includes annual software licensing, the actual hosting, nightly backups, maintenance, and any software updates also.

Daphne DeLeon – The monthly hosting cost is \$500 a month. It's not going up for this trial period and it won't go up for the next year. The total cost annually will be \$6000. If we take that total annual cost of \$6000 and divide it evenly amongst the six participating museums, in Fiscal Year '24 they'll be \$1000 per museum per year that they will pay into to cover that total of \$6000 in annual hosting costs.

The following discussion was held.

1. The ability to use Shopify needs to be explored based on State requirements. The State requirements include payment processing (CyberSource) and capture/retention of personal identifying information. The online store website is required to be integrated with our current POS provided by Big Hairy Dog.
2. The creation of a separate online store that would purchase and sell items independently from the existing stores at each of the museums. This is a concept that is different from the working group's concept of an integrated online store that reflects the character of each museum through: item selection.
3. Fulfillment strategy – one central location or done by each museum. One central location is linked to the concept of a standalone online store – able to negotiate advantageous shipping rates and dedicated staff

(1-2 FTE). Museum fulfillment would leverage existing temp. staff where possible and add a max of 10 hours/week to handle museum fulfillment.

Next Steps:

1. Staff will do additional research in comparing the use of Shopify and contracting with a vendor to development the online store website.
2. Staff will update the proposal with the new information.
3. Updated proposal and information will be discussed at a Store Committee Meeting the week of November 14, 2022.
4. Proposal approved by the Store Committee will be presented to the full Board at the December 8-9, 2022 meeting.

6. PUBLIC COMMENT

Jan Petersen asks for public comment. Myron Freedman confirms no public comments.

7. ADJOURNMENT

Jan Petersen adjourns meeting and thanks everyone.

NOTICE POSTING LOCATIONS

<https://notice.nv.gov> <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 St., Carson City, Nevada
STATE HISTORIC PRESERVATION OFFICE, 901 South Stewart St., Carson City, Nevada
EAST ELY RAILROAD DEPOT MUSEUM, 1100 Avenue A, Ely, Nevada
NEVADA HISTORICAL SOCIETY, 1650 North Virginia St., 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 St., Carson City, Nevada
NEVADA STATE RAILROAD MUSEUM, 2180 S. Carson St., Carson City, Nevada
NEVADA STATE RAILROAD MUSEUM, 600 Yucca St., Boulder City, Nevada

The public may acquire this notice and agenda and supporting materials, pursuant to NRS 241.020(2) by contacting Deb Budo, Administrative Assistant IV, Division of Museums and History, (775) 687-7340 or via email to dbudo@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.