The Pershing County Museum Advisory Board met in a regular meeting on July 9, 2019 at the Pershing County Courthouse Round Room.

Present: Carol Shank, County Commissioner
Jana Laird, Member
Barb Rackley, Member
Barbara Tobin, Member
Bill Snodgrass, Administrative Clerk I
Lynn Christofferson, Secretary

Absent: Doris Bridges **Public:** None

1. Call to Order: Doris Bridges called the meeting to order at 4:00 p.m.

2. Correction/Approval of minutes: Barbara Tobin made a motion to approve the minutes from April 23, 2019 as presented. Jana Laird seconded the motion. Motion passed.

3. Public Input: None at this time.

4. **Discussion/Action regarding 2018-19 budget and expenditures, maintenance and projects**: Current projects (Windows, painting building and handicap ramp) were discussed. Carol Shank will get with Karen Wesner regarding the SHPO grant information and Historical requirements for the museum projects. There was no update on the painting project timeline. Carol Shank and John Handka measured the proposed area for the handicap ramp. Carol will get with Joe Crim (City) as they just did a similar handicap ramp. Bill Snodgrass brought up several items (bathroom cleaning/supplies, replacement of lightbulbs). Carol Shank asked that he resubmit the maintenance requests to John Handka and send her copies of them. Bill Snodgrass will also check with John Handka regrading outside maintenance projects, such as weeds, broken gutter and trees trimmed.

5. **Discussion/Action donations to the museum**: A question on a proposed donation of a fossilized piece of wood from Eagle Picher was discussed. Carol Shank will follow up on this.

6. **Discussion/Action Lovelock Cave and Cleanup events;** Both events went well.

7. **Board/Admin Clerk Discussion**: Jana Laid asked about contacting Leann Gallagher of Nanny Joes to see if she would be interested in helping refresh some of the museum displays. Bill Snodgrass was directed to include a monthly tally of visitors and a weekly deposit record at each meeting for the board to review. Inaccurate information on the Museum Web Sites was discussed. Bill Snodgrass was asked to compile a list of Museum Web sites and corrections/updates that will need to be made for the Web Sites. Barb Rackley will also contact Justin Abbot the County's IT person to also assist with this project. It was also suggested that the Museum have a folder in the Recorder/Auditor office for information and communication that could be picked up by the Admin Clerk and/or Board members. Board members also updated their contact information. Lynn Christofferson will email this list out to board members and staff.

8. The next board meeting is scheduled for Tuesday, September 10, 2019, 4:00 pm at the Courthouse round room.

9. **Public Input**: None at this time

10. **Adjourn**: The meeting adjourned at 4:40 p.m.