

Morris County Heritage Commission Minutes

Meeting of March 17, 2015

Present: Chairman Larry Fast and Commissioners Esey Farrell, Joyce Kanigel, Joseph Macasek, Miriam Morris, Kathy Murphy, Bonnie-Lynn Nadzeika, Elliott Ruga and Archivist/Acting Director Margaret Shultz.

Apologies: Kathy Fisher and Freeholder Director Kathryn DeFillippo.

Call to order: Chairman Fast called the meeting to order at the County Cultural Center at 10:30 a.m. He read the Open Meeting Statement.

Minutes: the minutes for February 10, 2015, were accepted as amended.

Freeholder Report: no report beyond references in the Chairman's report.

Financial Report: the budget will be approved on March 17. The Commission will have figures for the April meeting.

Chairman's Report: attached to the meeting package for March 17, 2015. Commissioner Nadzeika proposed a motion to accept the revised calendar of commissioner meetings for 2015. Seconded Commissioner Farrell. Approved unanimously.

Office Report: attached to the meeting package for March 17, 2015

Archives and Facilities

- Phase 2: rolling shelves _ the proposal is waiting for approval from Purchasing, Buildings and Grounds and the Fire Marshal. It will take 6 weeks from placing the order to installation.
- Acting Director Shultz expressed the need for a systematic transfer of archives from Morris View, collection by collection, with a responsible person in the new MCHC facility while she is overseeing the archive removal from Morris View.
- Personnel: Acting Director Shultz is composing a letter to explain the difference between a librarian and an archivist. The history program technician position will be deferred to 2016.
- Acting Director Shultz has mounted a small exhibit, "Exceptional Women," in the library main entrance. It has been well received.
- An upcoming episode of, "Who do you think you are?" will be using archival research by Acting Director Shultz in 2014 and MCHC should receive credit.

Committee reports:

Archives: Kathy Murphy and Joe Macasek, Co-Chairs. See above.

Grants/Re-grants: Bonnie-Lynn Nadzeika, Chair

- Acting Director Shultz will be arranging site visits, starting in mid-April.
- Trenton has approved the SAGE transfer to a three year cycle.

Long-Range Plan: Esey Farrell, Kathy Fisher, Co-Chairs

Commissioner Farrell stated that work should begin on the next LRP to succeed the present one which encompasses the 2011-2015 period. In line with current practice, the new plan will cover three years, 2016-2018. For reference, copies of the current plan were given to all commissioners present. Commissioner Farrell asked all committee chairmen to submit a report by the April meeting outlining projected activities and goals of that committee for 2016-2018. All commissioners were asked to comment on any aspect of the commission's goals and activities and, in particular, the commission's mission statement. The text of the new LRP will be finalized in fall 2015.

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Marker program: Kathy Fisher, Chair: no report.

- L'Ecole, Kinnelon, the building is waiting for National Register status before wording its marker application.
- The Commission has received a marker request for the Vail Mansion, but without supporting documentation.
- Two applications are outstanding from 2014, the Jersey City/Boonton Reservoir and Hog Mountain.

Personnel: Bonnie-Lynn Nadzeika, Chair

Commissioner Nadzeika completed the performance review for Archivist/Acting Director Shultz. She is preparing a statement due March 17, which outlines how Ms. Shultz has to the best of her ability been performing all job functions of the Archivist, Administrator, History Program Coordinator and general clerk since 2009. The memorandum attached to the performance appraisal paperwork notes that the new location will increase her visibility and workload, making a support staff essential.

Ms. Shultz is working with the Human Resources Department for a part-time Archives technician. A long term plan is to be able to fill the History Program Coordinator position in 2016.

Public Programs/Exhibits: Bonnie-Lynn Nadzeika, Chair

For the near future the focus will be on exhibits, including in the library's proposed front kiosk.

Publications: Elliott Ruga, Chair

- The e-book is in its final stage but on hold. Commissioner Ruga will inquire if Kristen would be able to pursue this as a volunteer.
- Spring summer newsletter: Commissioner Ruga would like to see a spring /summer edition by June 21, 2015, and then a fall/winter edition.
 - a) There is a draft memorial for Arline Fowler Dempsey.
 - b) Acting Director Shultz will search newspapers for suitable quips and quotes.
 - c) Commissioners Corner should address the state funding of historic restoration and the NJ Trust (Chairman Fast?).
 - d) Article on the Boonton overlook, its history and prospects (Commissioners Ruga and Macasek).

Old Business:

No further business.

New Business: Acting Director Shultz requested a volunteer to inventory the "Highlights," and unpack books in the research / library space.

Adjournment: the meeting was adjourned at 11:57 a.m.

Respectfully submitted,
Miriam Morris, Secretary

The next Commission meeting will be held on **Tuesday, April 14, 2015 at 9:30 a.m. at the County Library.**

Please inform Ms. Shultz if you are unable to attend.