

Morris County Heritage Commission

Meeting Minutes

September 10, 2019

Present: Chair Kathy Murphy, Vice Chair Larry Fast, Esey Farrell (by conference call), Marty Kane, Joe Macasek, and Amery Vasso; Acting Director Peg Shultz and Archives Technician Amanda Hefferan.

Absent/Excused: John Dunado and Joyce Kanigel.

Call to Order: Chair Kathy Murphy called the meeting to order at the Morris County Library at 9:38 a.m. She read the Open Public Meeting Statement.

Minutes: A motion was made to accept the minutes from the June 11, 2019, meeting. The July 17, 2019, work session notes were discussed.

Financial Report:

- The Commission's budget proposal for 2020 was prepared by Ms. Shultz. The proposal was submitted to county administration and treasury departments for review and approval. There have not been any increases from the 2019 budget.
- Invoices are being processed as received.
- Archival and office supplies were ordered.

Chair Report:

- The interview process for the open position is moving forward.
- Chair Murphy discussed the progress made on staff title change.
- Commissioners were asked to volunteer at the Commission's booth at Fall Festival.

Office Report: The new door to the oversize archive room has been finished. The lock for the door has not been installed.

Archives Report:

- Ms. Hefferan continues the cleaning and rehousing projects on the archival collection.
- Several research requests were received.
- A research request from the Clerk of the Board was received for scanning images of the county courthouse and Morristown. Ten images were scanned and delivered in electronic format.
- The Division of Mosquito Control requested scanned copies of images from their collection held in the county archives.
- Ms. Hefferan discussed object care for materials still in the possession of the Division of Mosquito Control with the department head.

Subcommittee Reports:

Grants:

- The Commission is scheduling the 2019 re-grant site visits.
- Moderately reduced amount reflects the NJHC reduction in their budget for the CHPP program.
- The Commissioners agreed to increase the outside reviewers to three individuals. The stipends will come from the Commission's budget.
- The 2020 Re-grant application has been posted online.
- The Declaration of Intent for the 2020 Re-grant is due September 15.

Long-Range Plan:

- The long-range plan is close to being finalized. With the staff addition being filled, the long-range plan will have to reflect the addition of this position.
- A future goal of the Commission is to digitize the archival collection. The Commission discussed the staff and financial resources needed to execute the project. The goal will be addressed in the next long-range plan.

Marker Program:

- The Lake Hopatcong Railroad Station marker is in production at the foundry. Ms. Shultz has informed shipping and receiving along with the road crew that it will be arriving in about a week's time. Peg will work with the road department to schedule a mark-out.
- The new county entrance marker text should be drafted by the end of October and finalized by November 10 in order to meet internal and external deadlines.
- The number of county markers, locations, and text must be determined by the marker committee to be presented to the Commission as soon as possible.
- Ruth Pace is working on the marker maintenance project. She has a slate of 15 markers to clean and paint during the summer and early fall.
- The marker webpage is being revised by the county webmaster.

Personnel: The Commissioners discussed the need to fill the open commissioner seat. Chair Murphy asked that suggestions be submitted to herself and Ms. Shultz.

Publications:

- The fall edition of *The Heritage Review* will include articles about the Commission's 50th anniversary, Spanish flu pandemic, Floating Classroom, and an archive piece. Commissioner Fast has agreed to do the Commissioners' Corner.
- Article suggestions for the Winter 2019 and later issues of the newsletter were: prohibition and speakeasies in Morris County, new county markers, Lee's Pavilion, historical scandal stories, and a welcome article for new staff.

Public Programs:

- A small exhibit on the US and NJ Constitutions will be curated and installed for Constitution Week in September.
- Ms. Hefferan attended the 4-H fair in Chester during July. Due to the hot temperatures, she reported, the event was not as well attended as previous years.
- Ms. Shultz reported on the two lunch-and-learn programs. The event was mostly attended by new organizations.
- The Commission did not attend the Wharton Canal Day. Commissioners who attended, with other organizations, reported that it was well attended.
- The October 5 presentation on Bakelite has been canceled.
- Morristown's Fall Festival is the last Sunday in September. Volunteers are needed at our booth.
- Ms. Shultz is working on program themes for the coming 50th-anniversary celebration.

Communications: Several newsletters, Section 106, and event notifications were received.

Adjournment: The meeting was adjourned at 11:27 a.m.

The next Commission meeting will be held in the Commission's Conference Room at the Morris County Library on Tuesday, **October 8, 2019, at 9:30 a.m.** Please inform the staff if you are unable to attend.

Respectfully submitted,

Amanda Hefferan
(Substituting for Heritage Commission Secretary)