



**MCCUNE COLLECTION COMMISSION
REGULAR MEETING**

APRIL 7, 2025



4:30 PM

COMMISSIONERS

Joel Benson, (Chair)
Rebekah Truemper, (Vice-Chair)
Vince Tajima, Treasurer
Henry Beecher
James Petka
Amy Nunn
Paul Perry

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

<p>NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom</p>	<p>City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.</p>
<p>PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net), or via phone, by dialing (669) 900-6833.</p>	<p>For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment</p>
<p>VIEW THE MEETING: There are four different ways you can view this public meeting:</p> <ul style="list-style-type: none"> • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net 	<p>Scan QR code for live captions and translation in Spanish and Tagalog.</p> 
<p>Hybrid Options are available for members of the public to participate. To participate remotely</p>	
<p><u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313</p>	<p><u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute</p>
<p>Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the Commission less than 72 hours before the meeting will be posted concurrently on the City’s website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the Commission Secretary.</p>	
	<p>Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability by contacting Staff Secretary, Annette Taylor via email at Annette.Taylor@cityofvallejo.net or by phone at (707) 649-3510 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.</p>

AGENDA

1 CALL TO ORDER

2 PLEDGE OF ALLEGIANCE

3 ROLL CALL

4 COMMUNICATIONS

A REPORT FROM CITY STAFF

B REPORT FROM COUNCIL LIAISON

C REPORT FROM MCCUNE FOUNDATION LIAISON

D REPORT FROM THE CHAIR

E OTHER/ANNOUNCEMENTS

F ACTIVITY REPORTS

i. WEBSITE

ii. VOLUNTEER PROGRAM

5 COMMUNITY FORUM

Anyone wishing to address the Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve, is requested to submit a completed speaker card to the Commission Secretary. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

6 CONSENT CALENDAR AND APPROVAL OF AGENDA

A APPROVAL OF AGENDA AND MINUTES

Recommendation: By motion, approve the agenda for the April 7, 2025, Regular Meeting of the McCune Collection Commission and approve the minutes from the February 3, 2025, Regular Meeting.

Contact: Annette Taylor, Staff Secretary (707) 649-3510

Annette.Taylor@cityofvallejo.net

7 RECURRING BUSINESS

A ACQUISITION OF ITEMS DONATED TO THE MCCUNE COLLECTION

Recommendation: By motion, approve/deny recommendation to the City Council of proposed donated items.

B SUBMISSION OF MONTHLY RECEIPTS FOR REIMBURSEMENT

Recommendation: None

C DOCENT PARTICIPATION

Recommendation: Discuss and provide comments on Commissioner Beecher's proposed McCune Commissioner Docent Participation document.

8 NEW/UNFINISHED BUSINESS

A CATALOGING AD-HOC SUBCOMMITTEE REPORT

Recommendation: Receive the information presented by the Cataloging Ad-Hoc Committee comprised of Chair Benson and Commissioners Nunn and Tajima and make recommendations as needed.

B MCCUNE ENDOWMENT FUND ANALYSIS

Recommendation: Review McCune Endowment Analysis Fund document.

C FISCAL YEAR (FY) 2025-26 BUDGET REVIEW

Recommendation: By motion, approve the FY 2025-26 Budget and submit it to staff.

D PRESERVATION

Recommendation: Receive presentation of Art Display Options by Commissioner Beecher and consider expending up to \$2,500 towards art preservation.

E COMMISSION WORK PLAN DISCUSSION

Recommendation: Discuss status of the Commission Work Plan and consider the appointment of subcommittee(s) to complete unfinished portions.

9 FUTURE AGENDA ITEMS

A NEW ITEMS FOR FUTURE DISCUSSION

Recommendation: Work Plan categories not selected as top priorities will be listed on future agendas.

Contact: Annette Taylor, Staff Secretary (707) 649-3510

Annette.Taylor@cityofvallejo.net

10 NEXT MEETING DATE

A June 2, 2025

11 ADJOURNMENT

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolano.com

AFFIDAVIT OF POSTING: I Annette Taylor, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the City of Vallejo McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at Vallejo City Hall, 555 Santa Clara Street, Vallejo, California at 2:30 p.m., April 3, 2025.

Dated: April 3, 2025

Annette Taylor

Annette Taylor, Secretary

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. February 3, 2025 Council Chambers

1. **CALL TO ORDER – 4:33 pm**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Joel Benson, Chair; Commissioners Henry Beecher, Jame Petka, Vince Tajima, Amy Nunn

Absent: Rebekah Truemper, Vice Chair; Commissioner Paul Perry

4. **INTRODUCTION OF NEW COMMISSIONER PAUL PERRY**

Commissioner Perry logged in on Zoom, not allowed to participate. Continued to next meeting.

5. **COMMUNICATIONS**

A. Report from City staff to the McCune Collection Commission

1. No report.

B. Report from Council Liaison to the McCune Collection Commission

1. No report.

C. Report from McCune Foundation to the McCune Collection Commission

1. No report.

D. Report from the Chair of the McCune Collection Commission

1. No report.

E. Others

1. No report.

F. **ACTIVITY REPORTS**

1. Website

Commissioner Petka reported that there were two additions to the website since December 2, 24, meeting: Henry Evans – Volume 18 (1966) page. Punch, or the London Charivari. Vol. 96. 1889 page.

2. Volunteer Program – No report, one volunteer.

6. **COMMUNITY FORUM**

None

7. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

A. **Approval of Agenda & Minutes**

Recommendation: By motion, approve the agenda for February 3, 2025, McCune Collection Commission regular meeting and approve the minutes from December 2, 2024, regular meeting.

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

February 3, 2025

Page | 2

Motion to accept the February 3, 2025, agenda, and the December 2, 2024, regular meeting minutes by Chair Benson, seconded by Commissioner Beecher, with correction on Item 5D changing Benson to Beecher, approved 5-0.

8. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

None.

B. Submission of Monthly Receipts for Reimbursement

None.

C. Docenting

Commissioner Beecher recapped the January Sunday program; Sunday, February 23rd, presentation on Digital Book Design by Diane Hume, 2 – 4 pm; Sunday, March 2, Youth Poetry presentation arranged by Vallejo's Co-Poet Laureates, 2 – 4 pm; inquired about the use of the Albion Press; Chair Benson to schedule date with the City Attorney's Office to discuss; lower plaza of the library, gate installed by City; discuss at April's meeting how to make regular use of the plaza side entrance to the McCune Room, discuss resources and Commissioners availability. Discussion by Commissioners.

9. NEW/UNFINISHED BUSINESS

A. Cataloging Ad-Hoc Committee

No report. Continue to next meeting.

B. Preservation

Commissioner Beecher had an example of art display options. Discussion by Commissioners regarding other preservation uses. Item continued to April meeting.

Motion by Commissioner Beecher, seconded by Vice Chair Truemper to approve the Treasurer's Report ending November 1, 2024, as presented, approved 6-0.

C. Commission Work Plan Discussion

Commissioner Beecher reported that a budget needs to be presented to staff, suggest using the same budget as last year. Chair Benson to provide proposed budget to staff. By consensus the Commissioners proposed keeping the same budget as last year.

10. FUTURE AGENDA ITEMS

A. Keep all ten work plan categories on the agenda. Categories not selected for action will be moved to future list for later discussion.

11. NEXT MEETING DATE: April 7, 2025

12. ADJOURNMENT – 5:23 pm

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

February 3, 2025

Page | 3

Motion by Chair Benson to adjourn.

ATTESTED:

Joel Benson, Chair

Annette Taylor

Annette Taylor, Staff Liaison



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: **ACQUISITION OF ITEMS DONATED TO THE MCCUNE COLLECTION**

RECOMMENDATION

By motion, approve/deny recommendation to the City Council of proposed donated items.

BACKGROUND AND DISCUSSION

ATTACHMENTS

None

CONTACT

Annette Taylor, Staff Secretary (707) 649-3510
Annette.Taylor@cityofvallejo.net



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: DOCENT PARTICIPATION

RECOMMENDATION

Discuss and provide comments on Commissioner Beecher's proposed McCune Commissioner Docent Participation document.

BACKGROUND AND DISCUSSION

ATTACHMENTS

1.	040725 Docenting Levels Proposal
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CONTACT

Annette Taylor, Staff Secretary (707) 649-3510
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McCune Commissioner Participation in Docenting

Objective: Restoring McCune Collection core Public hours in a sustainable fashion now that the lower plaza entrance is once again usable.

Proposal: Adopting a three-phase approach

Phase I - April/May thru July augment Saturday hours by staffing a ‘McCune Info’ table at Farmers market on Georgia St in order to re-engage with the public – this will require at least 3 Commissioners (until volunteers are recruited)

Phase II - July thru October discontinue Sunday programs but resume Artwalk participation and begin recruiting volunteers via volunteermatch.com – *provided* that Phase I shows sufficient commitment by Commissioners to docenting (volunteers need to be paired-up with Commissioners on a rotating basis – they do not have keys and cannot staff the room alone)

Phase III - October thru December continue Artwalk participation and consider resuming some Sundays (2 - 4 a year??) – the addition of volunteers will ‘free up’ 2 Commissioners from Saturday service rotation so either or both could instead help organize Sunday programs (identify/schedule presenters; publicity; hospitality; etc)

Docent Period	Schedule	Duration	# of Commissioners(docents)	Service Rotation (per Commissioner)
Saturdays	Weekly (per Farmers Market)	2 hours (12-2pm)	Initially 3 then 1+volunteer(s)	1 per month
Artwalks	Monthly (2 nd Fridays)	4 hours (5-9pm)	3 (+volunteers)	6 per year*
Tuesdays	Semi-monthly (1 st & 3 rd)	2 hours (2-4pm)	1 + volunteer	(non-rotating?)
Sundays	To be determined**	2 hours (2-4pm)	1 to organize & 1+ on the day	To be determined

*Artwalk participation need not exceed 2 hours

**Flexibility with scheduling Sundays: previously 6 per year before becoming 12 per year – could be 4 per year or even less/none

Needed individual commitment: 6 Commission meetings per year / 6 Artwalks per year / 1 Saturday per month (or Sunday program help)

Use of McCune Collection website calendar: **CRITICAL** – a minimum commitment (the 6/6/1 above) depends on Commissioners selecting as much as possible dates showing /less than the needed number of docents.



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: **CATALOGING AD-HOC SUBCOMMITTEE REPORT**

RECOMMENDATION

Receive the information presented by the Cataloging Ad-Hoc Committee comprised of Chair Benson and Commissioners Nunn and Tajima and make recommendations as needed.

BACKGROUND AND DISCUSSION

ATTACHMENTS

None

CONTACT

Annette Taylor, Staff Secretary (707) 649-3510
Annette.Taylor@cityofvallejo.net



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: **MCCUNE ENDOWMENT FUND ANALYSIS**

RECOMMENDATION

Review McCune Endowment Analysis Fund document.

BACKGROUND AND DISCUSSION

ATTACHMENTS

1.	040725 Fund 603 - McCune Fund Analysis - FY 23-24 - jc 9-19-24 a
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CONTACT

Annette Taylor, Staff Secretary (707) 649-3510
Annette.Taylor@cityofvallejo.net

City of Vallejo
McCune Endowment Fund 603

	Beginning Balance	Interest Amount	%	Disbursements Payments	Ending Balance
FY 1987	-	64,625.00		-	64,625.00
FY 1988	64,625.00	13,880.00		4,319.00	74,186.00
FY 1989	74,000.00	7,000.00		7,000.00	74,000.00
FY 1990	73,582.00	5,956.00		-	79,538.00
FY 1991	79,538.00	7,233.00		36.00	86,735.00
FY 1992	86,735.00	6,305.00		-	93,040.00
FY 1993	93,040.00	5,382.00		6,526.00	91,896.00
FY 1994	91,896.00	3,814.00		3,019.00	92,691.00
FY 1995	94,285.00	-		-	94,285.00
FY 1996	94,285.00	5,975.00		706.00	99,554.00
FY 1997	99,554.00	5,007.00		3,500.00	101,061.00
FY 1998	101,061.00	6,338.00		5,000.00	102,399.00
FY 1999	102,399.00	3,602.00		3,929.00	102,072.00
FY 2000	102,072.00	7,939.44	7.97%	2,500.00	107,511.44
FY 2001	107,511.44	7,029.81	6.69%	2,500.00	112,041.25
FY 2002	112,041.25	2,363.85	2.16%	2,500.00	111,905.10
FY 2003	111,905.10	4,755.57	4.41%	4,000.00	112,660.67
FY 2004	112,660.67	4,213.77	3.74%	-	116,874.44
FY 2005	116,874.44	2,847.02	2.48%	2,000.00	117,721.46
FY 2006	117,721.46	1,941.92	1.70%	3,700.00	115,963.38
FY 2007	115,963.38	6,270.00	5.50%	1,942.00	120,291.38
FY 2008	120,291.38	7,494.00	6.44%	4,000.00	123,785.38
FY 2009	123,785.38	5,495.00	4.71%	7,000.00	122,280.38
FY 2010	122,280.38	2,739.00	2.34%	5,000.00	120,019.38
FY 2011	120,019.38	1,634.00	1.36%	-	121,653.38
FY 2012	121,653.38	1,328.00	1.14%	5,000.00	117,981.38
FY 2013	117,981.38	66.00	0.06%	4,000.00	114,047.38
FY 2014	114,047.38	1,095.00	1.00%	4,000.00	111,142.38
FY 2015	111,142.38	897.00	0.84%	4,000.00	108,039.38
FY 2016	108,039.38	1,692.00	1.57%	-	109,731.38
FY 2017	109,731.38	246.00	0.23%	5,038.94	104,938.44
FY 2018	104,938.44	605.00	0.59%	2,345.52	103,197.92
FY 2019	103,197.92	3,562.00	3.50%	1,427.75	105,332.17
FY 2020	105,332.17	4,313.00	4.17%	1,842.13	107,803.04
FY 2021	107,803.04	(56.00)	-0.05%	-	107,747.04
FY 2022	107,747.04	(2,972.00)	-2.76%	195.00	104,580.04
FY 2023	104,580.04	1,161.00	1.11%	256.24	105,484.80
FY 2024	105,484.80	5,423.00	5.17%	528.61	110,379.19
Total	102,399.00	75,685.38		67,705.19	110,379.19

Fund Balance Classification

Non Spendable (principal endowment)	64,625.00
Restricted (net accumulated earnings)	45,754.19
Total	110,379.19



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: **FISCAL YEAR (FY) 2025-26 BUDGET REVIEW**

RECOMMENDATION

By motion, approve the FY 2025-26 Budget and submit it to staff.

BACKGROUND AND DISCUSSION

ATTACHMENTS

1.	040725 McCune Draft Budget - 2025-26
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CONTACT

Annette Taylor, Staff Secretary (707) 649-3510
Annette.Taylor@cityofvallejo.net

McCune Commission 2025-2026 Budget

Submitted: 04.07.2025

Income

Projected allocation from Endowment Fund 2025-2026 (July 1)	2,500.00	
Held-back receipts from prior fiscal year 2024-2025	<u>0.00</u>	
Projected opening balance for fiscal year 2025-2026 (July 1)	2,500.00	
Projected City of Vallejo contribution 2025-2026 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures

2025-26: Endowment COV

Facility Maintenance Program¹

This program is a minimal requirement to house the Collection

Janitorial Supplies	25.00	
Office Supplies	150.00	
Bldg Maintenance		(alarm, carpet, lights, etc.)
Security Services		

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		2,500.00
Display		

Outreach Program³

This program is essential for public access to the Collection

Hospitality & Supplies	500.00	
Publicity ⁴	625.00	
Mailing/Postage	475.00	
Program Reserve	700.00	(honoraria, etc. as needed)

Total Expenditures

2,475.00 2,500.00

Contingency

25.00 0.00

Expenditures + Contingency

2,500.00 2,500.00

NOTES:

The McCune Collection is entrusted to the City of Vallejo and thus belongs to all citizens of Vallejo.

Therefore the McCune Commission places a high priority on making the Collection available for the public to enjoy.

Public Outreach Programs focus on docent hours which may include 12 monthly presentations and/or Art Walk nights.

These events are free and the primary means by which the Commission makes the Collection available to the public.

¹ Janitorial covers bathroom/kitchen cleaning supplies, vacuum bags, etc.

Office supplies covers everything not janitorial or paper & toner;

Security services are contracted with Admiral Security Services at COV rates.

² Preservation/Archival covers materials/supplies & outside professional services.

³ Hospitality & Supplies covers food, beverages, cups, plates, napkins, etc for events;

Mailing/Postage based on sending to 300-350 recipients quarterly @ postcard rates.

⁴ Outside printing contingent upon prior Commission approval;

Variable expenditure in excess of \$100 contingent upon prior Commission approval.



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: PRESERVATION

RECOMMENDATION

Receive presentation of Art Display Options by Commissioner Beecher and consider expending up to \$2,500 towards art preservation.

BACKGROUND AND DISCUSSION

ATTACHMENTS

1.	040725 Art Display Information Sheet
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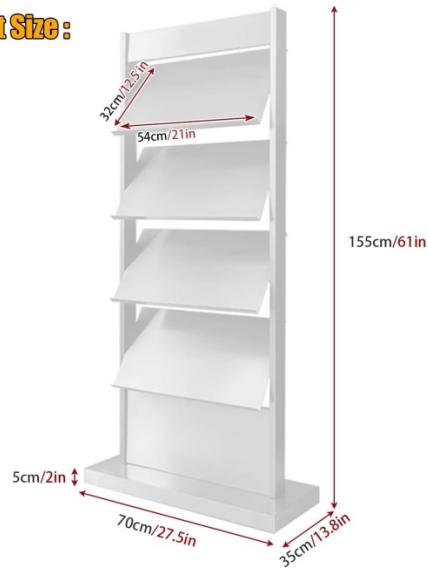
CONTACT

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ART DISPLAY OPTIONS

Aimery Display Stand (Amazon.com)

Product Size:



tray size: 21"W X 12.5"D
ASIN Code: B0D12THV4L

\$358.00
Free shipping
Tax: \$35 (approx.)

Total: **\$393.00**

Nexel Slant Wire Shelving (Amazon.com)



shelf size: 48"W X 24"D
ASIN Code: B06WVMYRG2

\$623.00
Free shipping
Tax: \$62 (approx.)

Total: **\$685.00**

Table Top 30-Panel Flip Display (Displays4Sale.com)



Panel Size: 22" x 28"
Item ID # WDJPT

\$784.88
Shipping: \$ 268.00
Tax: \$105 (approx.)

Total: **\$1157.88**

TOTAL FOR ALL 3: \$2,235.88 (approx..)



DATE: April 7, 2025
TO: McCune Collection Commission Chair and Commissioners
FROM: Annette Taylor, McCune Collection Staff Secretary
SUBJECT: **COMMISSION WORK PLAN DISCUSSION**

RECOMMENDATION

Discuss status of the Commission Work Plan and consider the appointment of subcommittee(s) to complete unfinished portions.

BACKGROUND AND DISCUSSION

ATTACHMENTS

None

CONTACT

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