



**MCCUNE COLLECTION COMMISSION
SPECIAL MEETING**



SEPTEMBER 17, 2025

COMMISSIONERS
 Rebekah Truemper, (Chair)
 Joel Benson, (Vice-Chair)
 Vince Tajima, Treasurer
 Henry Beecher
 Zachary Kent
 James Petka
 Paul Perry

4:30 PM

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 CHAIR

E OTHER/ANNOUNCEMENTS

F ACTIVITY REPORTS

WEBSITE

VOLUNTEER PROGRAM

5 COMMUNITY FORUM

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. 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: (a) By motion, approve the agenda for the September 17, 2025, Special Meeting of the McCune Collection Commission.

(b) By motion, approve the minutes from the June 2, 2025, Regular Meeting of the McCune Collection Commission.

7 RECURRING BUSINESS

A ACQUISITION OF ITEMS DONATED TO THE MCCUNE COLLECTION

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

B SUBMISSION OF MONTHLY RECEIPTS FOR REIMBURSEMENT

Recommendation: None

C DOCENT PARTICIPATION

Recommendation: Discuss and provide comments on docent participation.

8 NEW/UNFINISHED BUSINESS

A TREASURER'S REPORT

Recommendation: By motion, approve the Treasurer's Report ending June 30, 2025.

B FISCAL YEAR (FY) 2025-26 BUDGET REALLOCATION

Recommendation: By motion, approve the re-allocation of \$1300 of the City of Vallejo stipend in the current budget to security.

C PRESERVATION

Recommendation: Update on the conservation of The Life of George Washington, Commander in Chief of the American Forces, Vols. I-II. 1804, by John Marshall.

D COMMISSION WORK PLAN DISCUSSION

Recommendation: Review and discuss the updated proposed Work Plan submitted by Chair Truemper. Select three commissioners to further develop each of the priority areas for final review of the Work Plan by the full Commission.

9 FUTURE AGENDA ITEMS

A NEW ITEMS FOR FUTURE DISCUSSION

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

10 NEXT MEETING DATE

A October 6, 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 4:00 p.m., September 15, 2025.

Dated: September 15, 2025

Annette Taylor

Annette Taylor, Secretary

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. June 2, 2025 Council Chambers

1. **CALL TO ORDER – 4:43 pm**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**

Present: Joel Benson, Chair, Rebekah Truemper, Vice Chair; Commissioners Henry Beecher, Vince Tajima,

Absent: Commissioners James Petka, Paul Perry

4. **ELECTION**

Recommendation: By motion, approve offices for calendar year 2025.

Commissioner Tajima nominated Commissioner Truemper for the position of Chair. Commissioner Truemper accepted the nomination. Nomination passes unanimously 4-0, Commissioners Petka and Perry absent.

Commissioner Beecher nominated Commissioner Benson for the position of Vice Chair. Commissioner Benson accepted the nomination. Nomination passes unanimously 4-0, Commissioners Petka and Perry absent

Commissioner Benson nominated Commissioner Tajima for the position of Treasurer. Commissioner Tajima accepted the nomination. Nomination passes unanimously 4-0, Commissioners Petka and Perry absent

5. **COMMUNICATIONS**

- A. Report from City staff to the McCune Collection Commission
 1. Congratulations to new officers. Reported that the Council liaison sits in the audience and not at the dais
- B. Report from Council Liaison to the McCune Collection Commission
 1. Congratulations to new officers.
- C. Report from McCune Foundation to the McCune Collection Commission
 1. Commissioner Beecher reported the Foundation elected Rebekah Truemper as a new Board member.
- D. Report from the Chair of the McCune Collection Commission
 1. Chair Truemper reported she is eager to move forward with the Commission's work plan and to align the Foundation fundraising with strategic goals around preservation, cataloging, and community engagement
- E. Others
 1. No report.

- F. **ACTIVITY REPORTS**

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1. Website
No report.
2. Volunteer Program
Commissioner Beecher reported Zachery Kent has been instrumental with Saturdays, and Commissioner Perry attended last Saturday with Commissioner Tajima and Beecher

6. COMMUNITY FORUM

None

7. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for June 2, 2025, McCune Collection Commission regular meeting and approve the minutes from April 7, 2025, regular meeting.

- (a) Motion to accept the June 2, 2025, agenda, and the February 2025, regular meeting minutes by Vice Chair Benson, seconded by Commissioner Tajima, approved unanimously 4-0
- (b) Motion to accept the minutes from April 7, 2025, regular meeting by Commissioner Beecher, seconded by Vice Chair Benson, approved unanimously 4-0. Prior to voting on the minutes, Commissioner Beecher raised the concern of the precedent set by the City Attorney to adjust the agenda following consensus approved by Commissioners. Request to have staff share draft agenda with Chair prior to publishing the agenda.

8. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

None.

B. Submission of Monthly Receipts for Reimbursement

Commissioner Tajima reported no receipts at this time; may have receipts after year-end closing is completed .

C. Docent Participation

Commissioner Beecher reported that Kent Fortner, current president of the Mare Island Historic Park Foundation, will give a presentation on Preserving Mare Island History; restarting Art Walk – July/August Jennifer Laursen and Stephanie Brown textile art display, September/October – Michael Davie to curate a display of artwork created by disabled adult participants in the ARC Solano art program

9. NEW/UNFINISHED BUSINESS

A. Cataloging Ad-Hoc Committee

Vice Chair Benson reported he has spoken to a number of librarians and to date has not found anyone to assist, will continue to ask others; Commissioner Tajima reported he looked into the content on the McCune website and how items in the

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collection show up during a Google search; suggests a revision of the website since it is old and has not been updated

B. Preservation

Staff reported that she and Attorney Zagaroli spoke with Karen Zukor after she received photos sent by Commissioner Benson. Ms Zukor prepared a scope of work, and an agreement was drafted for an amount up to \$2,500.

Chair Truemper motion to recommend that an amount up to \$2,500 be spent on art preservation of the five book volumes title George Washington Commander-in-Chief of the American Forces, seconded by Vice Chair Benson, approved unanimously 4-0

C. Commission Work Plan Discussion

Chair Truemper restated that the priorities selected were preservation, cataloging, and programming to develop work plan. An overall actionable plan needs to be developed. Staff will find dates in September for a special meeting and poll the Commissioners.

10. FUTURE AGENDA ITEMS

A. None

11. NEXT MEETING DATE: Special meeting – Date to be determined

1. ADJOURNMENT – 6:05 pm

Motion by Chair Truemper to adjourn.

ATTESTED:

Rebekah Truemper, Chair

Annette Taylor

Annette Taylor, Staff Liaison

**McCune Collection Commission
Treasurer's Report and Comments
July 1, 2024 thru June 30, 2025**

	Endowment	COV	<i>Opening Budget</i>	<i>Closing Budget</i>
Opening Balances:	2,500.00	2,500.00	5,000.00	
Facility Maintenance Program				
Janitorial Supplies	-25.08		25.00	(0.08)
Office Supplies	-224.08		150.00	(74.08)
Security Services CoV			1432.80	1,432.80
Collection Maintenance Program				
Acquisitions				
Preservation/Archival CoV			1067.20	1,067.20
Display				
Outreach Program				
Hospitality & Supplies	-324.37		500.00	175.63
Publicity	-20.13		660.00	639.87
Mailing/Postage			440.00	440.00
Program Reserve			700.00	700.00
Contingency			25.00	25.00
Period Totals:	-593.66	0.00	5,000.00	4,406.34
Closing Balances:	1,906.34	2,500.00		

Notes:

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		1,300.00
Collection Maintenance Program²	Funding constraints limit this program to essential maintenance	
Acquisitions		
Preservation/Archival		1,200.00
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.

McCune Collection Work Plan Notes from Commissioner Truemper

Created 10.1.2024

Updated 9.14.2025

In the context of developing a work plan, I see the role of the McCune Commission as follows: to establish strategic priorities (the work plan); drive and oversee the implementation of the workplan, utilizing community volunteers and volunteer-experts as well as paid professionals when required; and liaise with City staff and advise City leadership on our shared responsibilities to preserve and enhance public access to the McCune Collection.

In October 2024 we established the following priorities with which to start:

- **Cataloging**
 - To support preservation and access, we need a better way to know what all is in the collection.
 - Accession records
 - Use a standard numbering system
- **Preservation**
 - Create conservation plan
 - Establish restoration priorities
 - Enhance display options to better highlight items in the collection on a rotating basis
 - Assess and monitor collection conditions (lighting, climate control, security, access)
- **Programming and Access**
 - Showcase what's in the collection
 - Help recruit volunteers, commissioners, programming partners
 - Draw more visitors to the McCune to discover what's there
 - Once fundraising opportunities are identified, align programming with fundraising as appropriate
 - Broaden partnerships with complementary organizations
 - Explore working with educators to develop standards-aligned curriculum utilizing items from the collection

Fulfilling these three priorities requires:

- Volunteers to support the work
- Adequate funds from endowment, City funds, and fundraising via the McCune Foundation
- Effective McCune Commission oversight in partnership with the City of Vallejo

Once plans are determined for each of the three priority areas, the Commission can develop volunteer and fundraising plan to support the work and align its meeting formats accordingly.

Next steps: flesh out the list (completed 10/2024), discuss/clarify (completed 10/2024), determine collective priorities (completed 10/2024)), **further develop the work plan in each area, assign point people to lead the planning and research for each area, develop SMART goals for each area, finalize with full Commission vote to accept the plan and commit to their implementation.**

FURTHER NOTES TO GUIDE THE WORK

Preserve the Collection

Preservation & Restoration

- Full appraisal completed in 2018; determine frequency/protocol for updating this.
- Determine next 3- to 5-year restoration priorities
- Create preservation/restoration guidelines

Acquisitions

- Define our niche: fine press and California history; see draft policy book
- Keep it relevant with a more modern understanding of CA history and fine press

Facilities

- Access
 - Displays
 - Frames/displays for botanical prints, etc.
 - Cases for topic-relevant, rotating displays showcasing different areas of the collection
 - ADA compliance and welcoming
 - Signage - outside, downstairs, upstairs. Look and feel reflecting historical collection.
 - Coordination with JFK Library staff - signage upstairs, training?
 - Coordination with city staff/security and events/activities
 - Lower courtyard access
 - Japanese garden/welcoming/curb appeal
- Security & Safety
 - Security during open hours
 - Existing resources: County Library pays for the sheriff (armed security) during JFK open hours. When children's collection moved upstairs, they no longer patrol downstairs. County leases the building; City owns it.
 - Alarm system: assess adequacy
- Health - old air filtration
- Conditions for books
 - Lighting: convert from fluorescent to LED
 - Humidity and temperature control: Anything needed?
 - Books against cement wall, dampness

Increase audience opportunities

Programming

- Access to collection
- Activities and events
 - Sunday speakers - keep that going! It's working great
 - Printing press demonstrations
 - To support acquisitions
 - Showcase what's in the collection
 - Support volunteer recruitment
 - Support fundraising/revenue generation
- Educators
 - Partner with educators to bring in student groups
 - Align collection with standards and curriculum
 - Requires preservation guidelines (how to handle documents)
 - Requires accurate catalog of collection
- Outreach to different cultural communities: Black, Hispanic, Filipino, Indigenous
 - Vince talking with Filipino children's librarian
 - Cooking demonstration
- Partnerships & Co-Programming
 - Museums
 - Art groups
 - National parks
 - Cal Maritime
 - Winslow House
 - Kay Flavell
 - Nature printing
 - Educators

Volunteers

- Identify needs. Use the needs and priorities outlined in this workplan to define volunteer opportunities.
- Consider roles for expert mentors to help oversee volunteers.
- Create job descriptions.
- Leverage Vallejo's volunteer coordinator and Volunteer Match.
- Define the tasks they can do versus what requires a commissioner
- Create a volunteer recruitment plan
- Create guidelines for supervision and accountability

Cataloging & Digitizing

- The existing catalog of works in the collection is incomplete and has inaccuracies
- Establish objectives and process based on best practices and current technologies to update the catalog to enhance public access to the collection

- Continue working with librarians and curators to help chart a course forward
- Make bibliographic records available beyond on-site file and website
- Define objectives and standards for digitizing/photographing the collection
- Website development, search engine optimization
- Searchable database – Online Archive of California
- What is the best catalog and digitizing format for the collection?
 - Continue consulting with others in the field

Budget & Fundraising

McCune Foundation

- Articles of incorporation
- Financials
- Align with workplan and needs
- Build further collaboration to further strategic workplan goals – Commissioner Truemper is now a member of the McCune Foundation Board.

Endowment

- Monitor endowment funds
- Define the purpose, priorities, and objectives for the funds (growing the endowment vs spending it on strategic needs)

Commission/Meetings/Agendas – led by Chair and Vice-Chair in collaboration with City staff

- Frequency
- Format aligned with work plan and goals
- Commissioner recruitment
- Resolve draft policy manual