



Council Chambers
Council Chambers – 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

AGENDA

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. VIA TELECONFERENCE

February 7, 2022

COMMISSIONERS

Henry Beecher, Chair
James Petka, Vice Chair
Tiffany Flores, Treasurer
Joanne Schivley
Lei Kim Sawyer
Wayne Goodman

PUBLIC COMMENT: Members of the Public may provide public comments during the Commission Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

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VIEW THE MEETING: You can view this public meeting by:

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This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the McCune Collection Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to the Government Code Section 54954.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address McCune Collection Commission on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the McCune Collection Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

Members of the public have the right to speak on any item on this agenda. Those wishing to address the McCune Collection Commission: 1) during the Community Forum are limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300; and 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310.

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the commissioners will be available for public inspection at the Economic Development Office, 555 Santa Clara Street, 3rd Floor, Vallejo, CA at the same time that the public records are distributed or made available to the commissioners. Such documents may also be available on the City of Vallejo website at <http://www.cityofvallejo.net> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527.

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1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
- B. Report from Council Liaison to the McCune Collection Commission
- C. Report from McCune Foundation to the McCune Collection Commission
- D. Others
- E. ACTIVITY REPORTS
 - 1. Program Series
 - 2. Website
 - 3. Art Walk
 - 4. Volunteer Program
 - 5. Writers Workshop
 - 6. Book Club
 - 7. Children's Outreach

4. COMMUNITY FORUM

*Due to the current declaration of a local emergency and in accordance with Government Code Section 54953(e) and Resolution No. 22-006 N.C., the City of Vallejo has opted to hold Commission meetings via teleconference. Any interested members of the public desiring to communicate with the McCune Collection Commission as part of the Community Forum may do so via ZOOM@<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

Due to the Coronavirus emergency, all City Commission meetings will be held via teleconference. Member of the public may provide public comments during the Commission Meeting via ZOOM.

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit,

www.cityofvallejo.net/publiccomment

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

*NOTICE: Members of the public wishing to address the Commission on Consent Calendar Items may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.*

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the February 7, 2022 Regular Meeting of the McCune Collection Commission and approve the minutes from the December 6, 2021 Regular Meeting.

6. CHAIR'S REPORT

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7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

Action: By motion approve/deny acquisition of donated item(s).

B. Submission of Monthly Receipts for Reimbursement

C. McCune Room use requests

Action: By motion approve/deny room use request.

8. NEW/UNFINISHED BUSINESS

*NOTICE: Members of the public wishing to address the Commission on New/Unfinished Calendar Items may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.*

A. Report of Budget Ad-Hoc Committee for Fiscal Year (FY) 2022-23

Action: Submit the recommended draft budget for FY 2022-23 to staff

B. Bookmaking Competition for Vallejo Elementary and Middle School Students

Action: Discuss a bookmaking competition

C. McCune Survey

Action: Discuss implementing the selected platform QuestionPro

D. Docent Coverage of the McCune Room

Action: Discuss availability of Commissioners' schedules to cover the public hours of the McCune Room

E. Potential Interest in Reactivating the Program Series, Writers Workshop, and Book Club

Action: Discuss the Commissioners' interest in reactivating these activities

9. ANNOUNCEMENTS

10. FUTURE AGENDA ITEMS

A. Discussion of Agenda Items for Future Meetings

- i. Discuss Partnership with and Role of the McCune Foundation
- ii. Consider Use of the Albion Press, Policy and Procedures for Use
- iii. Policy Book/Municipal Code Amendments

11. NEXT MEETING DATE: April 4, 2022

12. ADJOURNMENT

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I, Annette Taylor, Staff Liaison, do hereby certify that we have caused a true copy of the above notice and agenda to be delivered to each of the members of the McCune Collection Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., February 3, 2022.

Dated: February 3, 2022

Annette Taylor

Annette Taylor, Staff Liaison

McCune Commission 2022-2023 Budget

Submitted: 02.07.2022

Adopted:

Income

Projected allocation from Endowment Fund 2022-2023 (July 1)	2,500.00	
Held-back receipts from prior fiscal year 2021-2022	0.00	
Projected opening balance for fiscal year 2022-2023 (July 1)	2,500.00	
Projected City of Vallejo contribution 2022-2023 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures

2022-23: 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		1,181.76 (12 x 4-hr events)

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		1,318.24
Display		

Outreach Program³

This program is essential for public access to the Collection

Hospitality & Supplies	500.00	
Printing ⁴	660.00	
Mailing/Postage	440.00	
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 12 monthly lectures, participation in monthly Art Walks and regular docent hours. 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 First Security 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.

City of Vallejo
McCune Endowment Fund

	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
Total	102,399.00	72,129.38		66,725.34	107,803.04

Fund Balance Classification

Non Spendable (principal endowment)

64,625.00

Restricted (net accumulated earnings)

43,122.00

Total

107,747.00

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. December 6, 2021 Council Chambers

1. CALL TO ORDER – 4:30 pm

2. ROLL CALL

Present: Henry Beecher, Chair; Commissioners James Petka, Lei Kim Sawyer, Tiffany Flores, Wayne Goodman

Absent: Commissioner Joanne Schivley

3. COMMUNICATIONS

A. Report from City staff to the McCune Collection Commission

1. Reported that a McCune Collection Commission subpage has been created on the city's website under Economic Development Division to allow the commission to post information

B. Report from Council Liaison to the McCune Collection Commission

1. Councilmember Miessner welcomed the commissioners back and said to email her if there are questions.

C. Report from McCune Foundation to the McCune Collection Commission

1. Foundation met in late October, ongoing preparation to create a multi-media publicity piece surrounding the collection

D. Others - None

E. ACTIVITY REPORTS – Discussed leaving the activities as listed for now

1. Program Series

No report due to shutdown

2. Website

Commissioner Petka reported that two items added, Volumes 3 and 4 of Guizot's Popular History of England

3. Art Walk

Chair Beecher reported November Art Walk went fine, thanked commissioners who helped, same three artists will continue into December; have not received confirmation for an artist in January; used book quarantined box during Open Studio

4. Volunteer Program

Next calendar year look into finding new volunteers

5. Writers Workshop

No report

6. Book Club

No report

7. Children's Outreach

No report due to shutdown

4. COMMUNITY FORUM

None

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5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the regular meeting, December 6, 2021 of the McCune Collection Commission and approval of the minutes from the October 4, 2021 regular meeting

Motion to accept the December 6, 2021 agenda and October 4, 2021 minutes made by Commissioner Goodman, seconded by Commissioner Flores, approved unanimously, with correction of dates of agenda meeting and minutes, removal of Commission Wein's name from agenda face, 5-0 with Commissioner Schivley absent.

6. CHAIR'S REPORT

Chair Beecher acknowledged Wayne Goodman as the new McCune Collection Commissioner.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection (attachment)

Action: No report due to shutdown

B. Submission of Monthly Receipts for Reimbursement

Receipt for black toner, may need other colors in the future

C. McCune Room use requests

Action: No report due to shutdown

8. NEW/UNFINISHED BUSINESS

A. Elections for Officers Positions

Action: Nominate and vote on Officers positions, Chair, Vice Chair, Treasurer. By motion, approve officers for the calendar year 2022.

Commissioner Goodman nominates Commissioner Beecher for the Chair position. Motion made by Commissioner Beecher, seconded by Commissioner Flores. Approved unanimously, 5-0, with Commissioner Schivley absent.

Commissioner Beecher nominates Commissioner Petka for the Vice Chair position. Motion by Commissioner Goodman, seconded by Commissioner Flores. Approved unanimously, 5-0 with Commissioner Schivley absent.

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Commissioner Flores nominates herself for the Treasurer position. Motion by Commissioner Petka, seconded by Commissioner Goodman. Approved unanimously, 5-0 with Commissioner Schivley absent.

B. Formation of Budget Ad-Hoc Committee for mid-year Fiscal Year (FY) 2021-22 review and FY 2022-23 Consideration

Chair Beecher discussed the duties and make-up of the Budget Ad-Hoc Committee

Action: Motion by Commissioner Petka, seconded by Commissioner Goodman, that the Ad-Hoc Committee be formed with Chair Beecher, Treasurer Flores, and potentially former Treasurer Schivley. Approved unanimously 5-0 with Commissioner Schivley absent.

C. Bookmaking Competition for Vallejo Elementary and Middle School Students

Commissioner Sawyer suggests a bookmaking competition for Vallejo elementary and middle school students; will address having more youth interested in the McCune Collection and may increase literacy; based on the Ezra Jack Keats bookmaking competition program in San Francisco; discussion by Commissioners. Commissioner Sawyer to provide additional information at the February meeting.

Action: Information only

D. Encampment at Lower Level Plaza of JFK Library

Chair Beecher discussed the encampment at the lower level plaza of JFK Library including the increased number of occupants and the increase amount of material, his efforts in contacting City and County administration which led back to City Code Enforcement. Reported that in a conversation with Mayor McConnell, was told to draft a letter to the Council from Commission describing the situation, its impact and consequences, with Commission recommendations to City Council. There were comments regarding the news outlet that published the letter prior to the Commission meeting and discussion by the Commission regarding the letter.

There were public comments by Julie Stratton.

Action: Motion by Commissioner Flores, seconded by Commissioner Goodman, to accept the draft letter with the one change to clarify monetary commitment by the Commission and request staff to forward letter to City Council. Approved unanimously 5-0 with Commissioner Schivley absent.

E. Publicize the McCune Collection – Draft McCune Survey

Chair Beecher reported the process he used to identify survey platform candidates for the McCune survey. Commissioners discussed the options presented.

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Action: Motion by Commissioner Goodman, seconded by Commissioner Flores to select QuestionPro System as the preferred platform. Approved – 4 ayes, 1 abstention, with Commissioner Schivley absent.

9. ANNOUNCEMENTS

None

10. FUTURE AGENDA ITEMS

- A. Discussion of Agenda Items for Future Meetings
Commissioner Goodman requested that the Writers Workshop, Book Club, and Program Series be discussed at the next meeting
 - i. Discuss Partnership with and Role of the McCune Foundation
 - ii. Consider Use of the Albion Press, Policy and Procedures for Use
 - iii. Policy Book/Municipal Code Amendments

11. NEXT MEETING DATE: February 7, 2022, 4:30 p.m.

12. ADJOURNMENT – 5:43 p.m.