



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

AGENDA

MCCUNE COLLECTION COMMISSION SPECIAL MEETING – 4:30 PM. COUNCIL CHAMBERS

September 7, 2022

COMMISSIONERS

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

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom.

Access to City Hall and the Council Chambers will be provided to members of the public 30 minutes prior to the start of the meeting.

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.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING: There are four ways you can view this public meeting by:

- In person
- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

Hybrid options are available for members of the public to participate. To participate remotely:

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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,

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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 or raise their hand 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 remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first.

Those wishing to address the 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.

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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; 2) on a Consent Calendar item are limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310; and 3) an Action Calendar item are limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

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 subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

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Vallejo City Hall is ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk 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.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

a. Introduction of Commissioners

4. 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

4. COMMUNITY FORUM

*The Community Forum is an opportunity 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. Any interested members of the public desiring to communicate with the Commission may do so in person by submitting a completed speaker's card to the Executive Secretary of the Commission or 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 remotely during the public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his /her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.*

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

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*Members of the public wishing to address the Commission on Consent Calendar items may do so in person by submitting a completed speaker's card to the Executive Secretary or 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 remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02. 310..*

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the September 7, 2022 Special Meeting of the McCune Collection Commission and approve the minutes from the June 6, 2022 Regular Meeting.

6. CHAIR'S REPORT

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 Action Calendar Items may do so in person by submitting a completed speakers card to the Executive Secretary of the Commission or 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 remotely 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. In person speakers will be recognized first.*

A. Treasurer's Year End Report

Action: Receive and by motion approve Treasurer Report (attachment).

B. Approval of Amended Budget Reflecting Changes in Security Hourly Rates

Action: By motion approve amended budget (attachment)

C. Vallejo Open Studios 2022

Action: By motion approve to pay \$60.00 studio fee to participate in the Vallejo Open Studios 2022 for November 12th and 13th 2022.

D. McCune Collection Pop-Up Saturdays

Action: By motion approve the items requested by Commissioner Flores for an information table within the Farmers Market one Saturday a month. (attachment)

E. Scheduling Docent Hours

Action: Discuss Commissioners' availability.

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F. McCune Survey

Action: By motion approve the revision of the McCune Survey.

G. Publicity Video

Action: Commissioners to provide feedback.

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

11. NEXT MEETING DATE: October 3, 2022

12. ADJOURNMENT

ADDITIONAL CITY INFORMATION

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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., September 1, 2022.

Dated: September 1, 2022

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. June 6, 2022 Council Chambers

1. CALL TO ORDER – 4:31 pm

2. ROLL CALL

Present: Henry Beecher, Chair; James Petka, Vice Chair; Commissioners Tiffany Flores, Wayne Goodman

Absent: Commissioners Lei Kim Sawyer, Joanne Schivley

3. COMMUNICATIONS

A. Report from City staff to the McCune Collection Commission

1. Reported that a retreat to discuss Commission's goals and work plan will be scheduled during one of the month's the Commission doesn't meet; special meeting, place to be determined, perhaps McCune Room

B. Report from Council Liaison to the McCune Collection Commission

1. Reported that she will attend the retreat, could be held at the Mare Island Conference Center; will report to City Council any McCune Commission activities

C. Report from McCune Foundation to the McCune Collection Commission

1. Chair Beecher reported that the Foundation will be meeting this month; use of the McCune Room to film did occur

D. Others – Vice Chair Petka reported that there was an email from book club in Benicia; gave them the link to the website and advised them of the hours

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 were two additions to the website: posted eighth original video Barbou Head and Tail Pieces 1 and added an Original Videos page that list all the videos; added the reference book Smithsonian Annual report (1904).

3. Art Walk

Chair Beecher reported that they are switching to a new artist for June and July, Erika Pazmandi Hagen, local ceramics artist; and Mel Orpilla representing the Vallejo Chapter of the Filipino American Historical Society will have an exhibit in June, Filipino History month. Commissioner Goodman reported that June is Pride month and he will focus on Gay piano composers and Filipino composers

4. Volunteer Program

Vince Tajima is working on electronic inventory of the flat files

5. Writers Workshop

No report

6. Book Club

No report

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- 7. Children's Outreach
No report due to shutdown

4. COMMUNITY FORUM

None

5. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

Recommendation: By motion, approval of the agenda for the June 6, 2022 regular McCune Collection Commission meeting and approval of the minutes from the April 4, 2022 regular meeting

Motion to accept the June 6, 2022 agenda and April 4, 202 minutes made by Commissioner Goodman, seconded by Commissioner Flores, with a correction to the Chairman's Report changing City Sister to Sister City, approved unanimously, 4-0 with Commissioners Sawyer and Schivley absent.

6. CHAIR'S REPORT

Chair Beecher said staff will work on the logistics for the retreat to find a date and time that everyone is available. Reported making items in the vault more accessible, Commissioner Flores suggested to him to use similar format as the self-guided tour; screen with built-in drive found in the vault, may contact the manufacturer or may use one of the computers.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

No report

B. Submission of Monthly Receipts for Reimbursement

Two receipts were submitted

C. McCune Room Use Requests

Request by Commissioner Goodman to use the McCune Room for a community purpose, Vallejo Rainbow Chorus rehearsals from 6:30 pm to 8:30 pm. Comments by City Attorney, Commission has no authority to grant request, go to City Manager's Office, obtain event permit

Commissioner Goodman withdraws request

8. NEW/UNFINISHED BUSINESS

A. McCune Survey

Staff reported that the email from Julia Stratton regarding the naval museum survey was forwarded for review. Chair Beecher reported the link was sent around and is asking for feedback from Commissioners; logged into Question Pro and saw the

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attempts to fill out the survey; discussion regarding questions, if similar, too many questions, layer the questions; how to submit. Discussed naval museum survey link that appeared in the City's Weekly newsletter, email address is mandatory, fewer questions. Suggested to add option to leave email address

Motion by Commissioner Flores, seconded by Commissioner Goodman to finalize releasing the survey to the public and to distribute the survey through the website, direct email and social media; approved unanimously 4-0 with Commissioners Sawyer and Schivley absent.

B. Program Series, Writers Workshop, and Book Club

Commissioner Goodman discussed the Program Series, the author cannot sell books on site to attendees and specify using a local bookstore to purchase books; drafted language that states please purchase book at your local book seller; another option may be to sell things through the Friends of the Library as mentioned in the draft Policy Book; hasn't mentioned to the Friends of the Library; conversation with several authors who will not come out unless they can sell their books on site; book club is easier to have participants purchase books; writers workshop doesn't require acquisition or selling of anything. Book club needs two-month lead time; writers workshop can happen whenever noticed. Question regarding paying a Honoria.

Motion by Commissioner Flores and seconded by Commissioner Petka to designate Commissioner Goodman as Program Coordinator for the Program Series, and Activity Organizer for the Writers Workshop and Book Club, approved 3-0, with Commissioner Goodman recusal and Commissioners Sawyer and Schivley absent

C. McCune Collection Pop-Up Saturdays

Commissioner Flores discussed her idea to have a space within the Farmers Market for a McCune Collection Pop-Up Saturdays, have a table and a series of pop-up books and metal letters that may be of interest; once a month either second or fourth Saturday starting at one-hour intervals starting in July; discussion on set-up and coordination with Commissioner Goodman's activities

Motion by Commissioner Goodman, seconded by Vice Chair Petka to have Commissioner Flores investigate and prepare a proposal to do a pop-up Saturday once a month at Farmers Market, approved unanimously 4-0 with Commissioners Sawyer and Schivley absent

D. McCune Collection Expenses

Chair Beecher explained how individual expenditures are authorized by the Commission.

Information only

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E. McCune Policy Book

Chair Beecher discussed the existence of the draft Policy Book, why it was drafted and the structure of the policy; submitted to City in May 2019. Asking the Policy be resubmitted to staff; all policies must be approved by City Council.

Motion by Commissioner Flores, seconded by Commissioner Goodman to review the draft Policy Book at the retreat, date to be determined, approved unanimously 4-0 with Commissioners Sawyer and Schivley absent

9. ANNOUNCEMENTS

None

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

11. NEXT MEETING DATE: October 3, 2022, 4:30 p.m.

12. ADJOURNMENT – 6:20 pm

Motion by Commissioner Goodman, seconded by Commissioner Flores to adjourn

**McCune Collection Commission
Treasurer's Report and Comments
July 1, 2021 thru June 30th 2022
EOY**

	Endowment	COV	Opening Budget	Closing Budget
Opening Balances:	2,500.00	2,500.00	5,000.00	
Facility Maintenance Program				
Janitorial Supplies	-9.78		25.00	15.22
Office Supplies	-22.11		150.00	127.89
Security Services CoV		-689.36	1181.76	492.40
Collection Maintenance Program				
Acquisitions				
Preservation/Archival CoV		-1,810.64	1318.24	(492.40)
Display				
Outreach Program				
Hospitality & Supplies	-38.07		500.00	461.93
Printing			660.00	660.00
Mailing/Postage			440.00	440.00
Program Reserve	-199.36		700.00	500.64
Contingency			25.00	25.00
Period Totals:	269.32	2,500.00	5,000.00	2,230.68
Closing Balances:	2,230.68	0.00		

Note:

\$60.00 expenditure under Program Reserve was due to Vallejo Open Studios.

Preservation expenditure \$1950 (\$492.40 + \$1318.24 + \$139.36)

\$492.40 - Security Surplus

\$1318.24 - Preservation Budget

\$139.36- Program Reserve

McCune Commission 2022-2023 Budget

Income

Projected allocation from Endowment Fund 2022-2023 (July 1)	2,500.00	
Held-back receipts from prior fiscal year 2021-2022	<u>0.00</u>	
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		
Security Services		1,432.80

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		1,067.20
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	

Total Expenditures	2,475.00	2,500.00
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Contingency	25.00	0.00
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Expenditures + Contingency	2,500.00	2,500.00
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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.

Revised: 08.01.2022

Adopted:

(alarm, carpet, lights, etc.)
(12 x 4-hr events)

(honoraria, etc. as needed)

McCune Collection Pop-Up Saturday's - Table Request

The item's listed below are being requested to use interchangeably during each McCune Collection Pop-Up Saturday's. There is also a request to use Hospitality funds for Marketing Swag.

Items:

1. Metal Typesetting Tray & Accessories

- Spacers
- Roller
- Ink - Will need to use Supply funds to purchase- Under \$100.00
- Paper- 4" x 4" squares of recycled paper

2. Assortment of large metal typeface letters. Examples of letters that will be used:

- McCune Collection
- VALLEJO CALIFORNIA
- Vallejoans

3. Metal Type Holder

4. Book Binding Tools

5. Books:

- Pop-Up Books
- Trees of Yosemite
- Architecture of the California Missions
- Gold Mines of California

6. Supplies

- Vintage Card Table - Will test but if not stable will need to use supply funds. Under \$100.00
- Folding Chair- Will need to purchase with supply funds. Under \$100.00
- Table Cloth
- McCune Collection Program Info- Printed in house
- Marketing Swag- **Requesting a vote to allocate \$250 from Hospitality funds for Cotton bags with McCune Collection Logo and/or City of Vallejo Logo.**

Outstanding Item: Location- TBD