



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. COUNCIL CHAMBERS

December 5, 2022

COMMISSIONERS

Henry Beecher, Chair
James Petka, Vice Chair
Vacancy, 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.

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

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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

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

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

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*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 December 5, 2022 Regular Meeting of the McCune Collection Commission and approve the minutes from the September 7, 2022 and October 3, 2022 Special Meetings.

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. Elections for Officers Position

Action: Nominate and vote on Officers positions, Chair, Vice Chair, Treasurer. By motion, approve officers for the calendar year 2023

B. Amended Budget

Action: Change the line item name on McCune Commission 2022-23 Budget under Outreach Program from Printing to Publicity

C. Formation of Budget Ad-Hoc Committee for mid-year Fiscal Year (FY) 2022-23 review and FY 2023-24 Consideration

Action: By motion, consider formation of an Ad-Hoc Committee for budgeting purposes

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

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11. NEXT MEETING DATE: February 6, 2023

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., December 1, 2022.

Dated: December 1, 2022

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

MCCUNE COLLECTION COMMISSION SPECIAL MEETING – 4:30 PM. September 7, 2022 Council Chambers

- 1. CALL TO ORDER – 4:30 pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present: Henry Beecher, Chair; James Petka, Vice Chair; Commissioners Tiffany Flores, Joanne Schivley (arrived at 5:00 pm), Wayne Goodman, Joel Benson

Absent: Commissioner Lei Kim Sawyer

- A. Introductions of Commissioners – Each Commissioner gave a brief introduction

4. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
 1. Welcomed Commissioner Joel Benson; reminder of the Board and Commission Appreciation Dinner; goalsetting on October 3, 2022, 4:30 pm, special meeting; send list of ideas
- B. Report from Council Liaison to the McCune Collection Commission
 1. Welcomed Commissioner Benson; request that Commissioners not talk over each other, use lights; perhaps training
- C. Report from McCune Foundation to the McCune Collection Commission
 1. Chair Beecher reported that the Foundation did meet, went over year-end financials; find opportunities for fundraising; publicity video still under discussion
- D. Others – None
- E. ACTIVITY REPORTS – Discussed leaving the activities as listed for now
 1. Program Series

Commissioner Goodman asked to speak on the three programs he is involved with, Program Series, Writers Workshop, and Book Club under one report. Reported he was unaware of city restrictions regarding selling wares on site and not able to recommend one local business; prevents him from bringing in authors; similar vein for book club, don't want to recommend buying books online, only one local independent bookstore in town to work with to order books ahead of time; not allowed to single out a local business. Asked if anyone wants to take over the programs. Workshop is not a problem and willing to stick with. Laura Zagaroli, Assistant City Attorney, addressed the issues including the McCune Room not open for events; can't have people selling books from City Hall but can recommend buy books from local book seller; have to explore if the event is McCune Commission sponsored; discussion followed. Councilmember Meissner recalled that the McCune was under the Library's umbrella and that has recently changed; staff will look into how the Commission may use the McCune Room for a McCune Commission event; table for further discussion
 2. Website

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Commissioner Petka reported that there were three additions to the website: posted an upcoming Art Walk to the 2nd Friday Art Walks page; added two Vallejo Times-Herald and V.I.P. newspaper articles from April 29, 1982; added a video player to the Original Videos page so that videos can be watched on that page by clicking a video thumbnail

3. Art Walk

Chair Beecher reported that the 'My Lucky Ears' exhibit by Priscila Soares is continuing for the September Art Walk and Laurie Cheatham will have a photography exhibit for the October Art Walk

4. Volunteer Program

Chair Beecher reported that there are two former Commissioners now serve as volunteers on Tuesdays and Vince Tajima comes most Saturdays and is willing to work on pop-ups.

5. Writers Workshop

Report from Commissioner Petka included in Program Series

6. Book Club

7. Report from Commissioner Petka included in Program Series

5. **COMMUNITY FORUM**

None

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

A. **Approval of Agenda & Minutes**

Recommendation: By motion, approval of the agenda for the September 7, 2022 special McCune Collection Commission meeting and approval of the minutes from the June 6, 2022 regular meeting

Motion to accept the September 7, 2022 agenda and June 6, 202 minutes made by Commissioner Goodman, seconded by Commissioner Flores, approved unanimously, 6-0 with Commissioner Sawyer absent.

7. **CHAIR'S REPORT**

Chair Beecher reported the Karen Zukor finished the conservation work of all five volumes identified during the April meeting and back in the collection; seeing resurgence in visitors in the McCune Room

8. **RECURRING BUSINESS**

A. **Acquisition of Items Donated to the McCune Collection**

No report

B. **Submission of Monthly Receipts for Reimbursement**

No report

C. **McCune Room Use Requests**

No report

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9. NEW/UNFINISHED BUSINESS

A. Treasurer's Report

Commissioner Flores presented the Treasurer's Report.

Motion by Commissioner Schivley and seconded by Commissioner Goodman, approved 6-0 with Commissioner Sawyer absent

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

Chair Beecher reported on the changes in security hourly rate for security; suggested that the category printing be made into broader category of publicity in the Outreach Program. Discussion that the name of the printing category be agenized and voted on at future meeting

Motion by Commissioner Flores and seconded by Commissioner Schivley to accept the change in the security amount and category printing line item name change be agenized to future meeting; approved 6-0, with Commissioner Sawyer absent

C. Vallejo Open Studios 2022

Chair Beecher request Commission to spend \$60.00 from Program Reserve for Open Studio fee in November.

Motion by Commissioner Schivley, seconded by Commissioner Flores to pay \$60.00 fee to participate in Vallejo Open Studios 2022, approved unanimously 6-0 with Commissioner Sawyer absent

D. McCune Collection Pop-Up Saturdays

Commissioner Flores went over the items requested to use interchangeably during each McCune Collection Pop-Up Saturdays. Discussion followed regarding obtaining a table and chair(s) and design a logo for cotton bags. Request \$250 for marketing swag

Motion by Commissioner Goodman to approve the motion changing from one folding chair to two folding chairs and changing allocating funds for swag from hospitality to printing, seconded by Commissioner Schivley, approved unanimously 6-0 with Commissioner Sawyer absent

E. Scheduling Docent Hours

Chair Beecher stated that the website calendar has developed some kind of bug and periodically initials are dropping away; system is not reliable; encourage to continue use to help find out what may be the problem. Discussed Commissioners availability; encouraged all Commissioners to participate; discuss possible reduced hours during goalsetting/work plan

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F. McCune Survey

Chair Beecher discussed the option to segment the survey. Commissioners have not tested the link. Bring back at later date.

G. Publicity Video

Chair Beecher asked for feedback on publicity video. Discussion followed regarding the content of the video; effort of Foundation

Information only

10. ANNOUNCEMENTS

Vice Chair Petka thanked whomever was responsible for cleaning up the lower level entrance

11. 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

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

13. ADJOURNMENT – 6:08 pm

Motion by Commissioner Flores, seconded by Commissioner Petka to adjourn

MINUTES

MCCUNE COLLECTION COMMISSION SPECIAL MEETING – 4:30 PM. October 3, 2022 Vallejo Room, JFK Library

- 1. CALL TO ORDER – 4:36 pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present: Henry Beecher, Chair; James Petka, Vice Chair; Commissioners Tiffany Flores, Joanne Schivley, Lei Kim Sawyer

Absent: Commissioners Wayne Goodman, Joel Benson

- 4. APPROVAL OF AGENDA**

Motion to accept the October 3, 2022 agenda made by Vice Commissioner Petka, seconded by Commissioner Schivley; approved unanimously, 5-0 with Commissioners Wayne Goodman and Joel Benson absent

- 5. GOAL SETTING/ WORK PLAN**

Staff read the purpose of the McCune Collection Commission; Chair Beecher read the public mission that is in the draft Policy Book. Discussion followed regarding the proposed list of topics which included:

- McCune Collection Commission Policy Book
 - Have City Manager review and present to City Council
- Clarification on the use of the McCune Room
 - Meeting with City Manager, discuss use of the McCune Room
- Establish a regular presence in the City's Vallejo Weekly to spotlight McCune activities
 - Work with staff
- Update and expand the display of the Collection's printing and bookmaking equipment
 - Get equipment out of storage and update staff guided tour pamphlet
- Review of logistics and mechanics of McCune operations (e.g. who accesses and answers emails, voicemails, etc.; who tracks additions and/or deletions of collection assets and other functions)
 - Vice Chair Petka will check voicemails, emails, Commission agendas
- Docent schedule
 - Match Commissioners' schedule to Saturdays, Tuesdays, and 2nd Friday Art Walks

- 6. NEXT MEETING DATE:** December 5, 2022, 4:30 p.m.

- 7. ADJOURNMENT – 5:55 pm**

Motion by Commissioner Petka, seconded by Commissioner Flores to adjourn