



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 4, 2023

COMMISSIONERS

Joel Benson, Chair
James Petka, Vice Chair
Joanne Schivley, Treasurer
Henry Beecher
Rebekah Truemper
Vince Tajima
Vacancy

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:

- 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:

<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

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.

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

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

December 4, 2023

Page | 2

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.

Want more 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 to receive emergency alerts at: alertsolano.com



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
- B. Report from Council Liaison
- C. Report from McCune Foundation Liaison
- D. Report from the Chair
- E. Others/Announcements
- F. ACTIVITY REPORTS
 - 1. Website
 - 2. Art Walk
 - 3. Volunteer Program

5. 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.*

6. 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 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.*

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

December 4, 2023

Page | 3

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the December 4, 2023, Regular Meeting of the McCune Collection Commission and approve the minutes from the October 2, 2023, Regular Meeting.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

Action: By motion, approve/deny recommendation to City Council of proposed donated item(s).

Collection of keepsakes and broadsides printed by Lowell Bodger (1988), Hand Bookbinders of CA (1995), Bullnettle Press/Asa Peavy (1997), and Book Arts & Special Collections, San Francisco PL (2012, 2022); donated by Vallejo resident Tom Carey

B. Submission of Monthly Receipts for Reimbursement

None.

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 speaker's 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. Formation of Budget Ad-Hoc Committee for the 2024-25 Fiscal Year Budget

Action: By motion, consider formation of an Ad-Hoc Committee to develop the 2024-25 fiscal year's budget.

B. Treasurer' Report

Action: By motion, approve the Treasurer's Report ending on December 31, 2023 (attached).

9. FUTURE AGENDA ITEMS - Discussion of Agenda Items for Future Meetings

A. Docent Hours

10. NEXT MEETING DATE: February 5, 2024

11. ADJOURNMENT

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

December 4, 2023

Page | 4

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., November 30, 2023.

Dated: November 30, 2023

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. October 2, 2023 Council Chambers

- 1. CALL TO ORDER – 4:33 pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Present: Joel Benson, Chair; James Petka, Vice Chair; Commissioners Joanne Schivley, Henry Beecher, Rebekah Truemper

Absent: None

4. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
 1. Reported that Commissioners Petka and Truemper were given the Oath of Office earlier in the year. Welcomed Commissioner Truemper and asked that she say a few words to introduce herself; also asked each Commissioner to say a few words and introduce themselves to Commissioner Truemper.
- B. Report from Council Liaison to the McCune Collection Commission
 1. Councilmember Palmares welcomed Commissioner Truemper and congratulated Commissioner Petka on his reappointment.
- C. Report from McCune Foundation to the McCune Collection Commission
 1. Commissioner Beecher reported that the Foundation did not meet, no report.
- D. Report from the Chair of the McCune Collection Commission
 1. Chair Benson reported that the two books sent out to Zukor for repair are repaired and returned. Also reported that a donor came in with some interesting broadsides on display in McCune Room; add to next meeting agenda. Commissioners responded to Commissioner Truemper question how frequently donations are made to the Collection.
- E. Others
 1. No report.

F. ACTIVITY REPORTS

1. Website
Commissioner Petka reported that he will provide an update at next meeting.
2. Art Walk
Commissioner Beecher reported that this is the last month of displays by J.R. Horton and Susan Noll.
3. Volunteer Program – Commissioner Beecher reported that they continue cataloging the ephemera.

5. COMMUNITY FORUM None

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

October 2, 2023

Page | 2

A. Approval of Agenda & Minutes

Recommendation: By motion, approve the agenda for the October 2, 2023, McCune Collection Commission regular meeting and approve the minutes from the June 5, 2023, regular meeting.

Motion to accept the October 2, 2023, agenda and the June 5, 2023, minutes made by Commissioner Schivley, seconded by Vice Chair Petka, approved 4-0, Commissioner Truemper abstained.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

B. Submission of Monthly Receipts for Reimbursement

None.

8. NEW/UNFINISHED BUSINESS

A. Vallejo Open Studios 2023

Commissioner Beecher described Vallejo Open Studios and the time commitment for the two-day event and what is needed. Commissioners discussed their availability.

Motion by Commissioner Benson, seconded by Commissioner Truemper to pay \$60.00 fee to participate in Vallejo Open Studios 2023, approved unanimously 5-0

B. Purchase of Archival Storage Binders Using 2024 Funds

Commissioner Beecher provided an update on the request to purchase archival storage binders using 2024 funds.

Motion by Commissioner Schivley, seconded by Vice Chair Petka to authorize using approximately \$430 to purchase archival storage binders in two sizes, approved unanimously, 5-0.

C. Taking a Field Trip to the Book Club of California, San Francisco

Chair Benson reported that he thought it may be enlightening for Commissioners to take a field trip to the Book Club of California in San Francisco, the Commission's sister institution, and inquired how many Commissioners may be interested.

Discussion followed regarding having a quorum of Commissioners go, which would make this a public meeting. After further discussion, three Commissioners are interested in going on the field trip in October, date to be determined.

Motion by Chair Benson, seconded by Commissioner Beecher that Chair Benson and Commissioners Beecher and Truemper take a field trip to the Book Club of California, San Francisco, on a date in October that fits their schedule, approved unanimously 5-0.

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

October 2, 2023

Page | 3

9. FUTURE AGENDA ITEMS

A. Discussion of Agenda Items for Future Meetings

Staff informed Commissioners of the two-step process for individual board members to request items be added to the agenda. After much discussion, staff will send Commissioners copy of the Vallejo Municipal Code related to this item.

- i. Discussion with Mr. Davis regarding use of the McCune Room for meetings and activities
- ii. Commissioner Beecher proposed an item for further discussion on making the docent hours more productive.
- iii. Chair Benson request to accept keepsakes and broadsides donated by a Vallejo resident

10. NEXT MEETING DATE: February 5, 2024, 4:30 p.m.

11. ADJOURNMENT – 5:37 pm

Motion by Commissioner Schivley to adjourn.

ATTESTED:

Joel Benson, Chair

Annette Taylor

Annette Taylor, Staff Liaison

8B

**McCune Collection Commission
Treasurer's Report and Comments
July 1, 2023 thru December 1, 2023**

	Endowment	COV	Opening Budget	Closing Budget
Opening Balances:	2,500.00	2,500.00	5,000.00	
Facility Maintenance Program				
Janitorial Supplies			25.00	25.00
Office Supplies	-22.49		150.00	127.51
Security Services CoV		-716.40	1432.80	716.40
Collection Maintenance Program				
Acquisitions				
Preservation/Archival CoV		-425.63	1067.20	641.57
Display				
Outreach Program				
Hospitality & Supplies	-6.49		500.00	493.51
Publicity			660.00	660.00
Mailing/Postage			440.00	440.00
Program Reserve	-60.00		700.00	640.00
Contingency			25.00	25.00
Period Totals:	-88.98	-1,142.03	5,000.00	3,768.99
Closing Balances:	2,411.02	1,357.97		

Note: \$60 from Program Reserve for Open Studios