



Vallejo Room
1st Floor JFK Library
505 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

AGENDA

MCCUNE COLLECTION COMMISSION REGULAR MEETING – 4:30 PM. **VALLEJO ROOM** **1st Floor** **JFK Library**

COMMISSIONERS

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

February 5, 2024

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

Access to the Vallejo Room 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://zoom.us/my/vallejoec>

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

From the Zoom App: (Join by Computer, Smartphone or iPad)

-Selection JOIN

-Meeting ID: 851 502 7190

-Password: 131313

Option to join by phone (voice only):

Dial (669) 900-6833

Enter Meeting ID: 851 502 7190#

You may be asked to enter a password: 131313

Press *6 to unmute yourself and *9 to digitally raise your hand from the phone if you wish to speak

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.

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

February 5, 2024

Page | 2

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 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: alertsolan.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

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION AGENDA

February 5, 2024

Page | 3

*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 February 5, 2024, Regular Meeting of the McCune Collection Commission and approve the minutes from the December 4, 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).

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. **Fiscal Year (FY) 2024-25 Budget Review**

Action: By motion, approve FY 2024-25 Budget and submit to staff.

B. **Docent Hours**

Action: Discussion of arranging commissioners giving access to the room to the public, whether special arrangement or regular open hours.

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

A. Clarification of two-step process to add items to the agenda.

10. **NEXT MEETING DATE: April 1, 2024**

11. **ADJOURNMENT**

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 3:00 p.m., February 2, 2024.

Dated: February 2, 2024

Annette Taylor

Annette Taylor, Staff Liaison

MINUTES

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

- 1. CALL TO ORDER – 4:31 pm**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

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

Absent: None

4. COMMUNICATIONS

- A. Report from City staff to the McCune Collection Commission
 1. Reported that Commissioner Tajima was given the Oath of Office prior to the meeting. Welcomed Commissioner Tajima and asked that he say a few words to introduce himself; also asked each Commissioner to say a few words and introduce themselves to Commissioner Tajima.
- B. Report from Council Liaison to the McCune Collection Commission
 1. None
- C. Report from McCune Foundation to the McCune Collection Commission
 1. Commissioner Beecher reported that the Foundation received \$165 from two donors.
- D. Report from the Chair of the McCune Collection Commission
 1. Chair Benson reported that the field trip to the Book Club of California, San Francisco did not happen in October; future date of field trip to be determined.
- E. Others
 1. Commissioner Beecher questioned why the election of officers was not included on this agenda. Staff responded that Assistant City Attorney Laura Zagaroli reviewed the agenda and provided direction on when the election of officers are to be held.
- F. ACTIVITY REPORTS
 1. Website

Commissioner Petka reported that he has updates from June forward. There are twelve updates to the website, half of art walk announcements; books – Hetch Hetchy: The Story of San Francisco's Struggle to Provide a Water Supply for Her Future Needs; The Birds and Some Copies of Verses Translated Paraphrastically Out of Anacreon, Opera Vergiliana & Anais Vergiliana; and The Practice of Typography 1902; Times Herald article from July 19, 1985; and one video, The Social Ladder – Charles Dana Gibson's Illustrations to Music.
 2. Art Walk

Commissioner Beecher reported that there are two exhibits in place, one by Dan Cooper and the other by Jacalyn Eyvonne, up for November, part of Open

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

December 4, 2023

Page | 2

Studios; also reported that the numbers of visitors have declined since COVID and the ongoing situation of the lower plaza; suggest reviving the Sunday afternoon program; no official art walk in January, has not scheduled any artists for 2024

3. Volunteer Program – No report.

5. COMMUNITY FORUM

None

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

A. Approval of Agenda & Minutes

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

Motion to accept the December 4, 2023, agenda and the October 2, 2023, minutes made by Vice Chair Petka, seconded by Commissioner Truemper, approved 6-0.

7. RECURRING BUSINESS

A. Acquisition of Items Donated to the McCune Collection

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

Action: Motion by Vice Chair Petka, seconded Commissioner Beecher to recommend to City Council to accept the donations by collection of keepsakes and broadsides, approved 6-0

B. Submission of Monthly Receipts for Reimbursement

None.

8. NEW/UNFINISHED BUSINESS

A. Formation of Budget Ad-Hoc Committee for the 2024-25 Fiscal Year Budget

Consider formation of an Ad-Hoc Committee to develop the 2024-24 fiscal year's budget

Motion by Chairman Benson, seconded by Vice Chair Petka to form a Budget Ad-Hoc Committee, approved 6-0. Chair Benson, and Commissioners Truemper and Beecher volunteered to be on the Ad-Hoc Committee.

B. Treasurer's Report

Approve the Treasurer's Report ending on December 31, 2023.

CITY OF VALLEJO MCCUNE COLLECTION COMMISSION MINUTES

December 4, 2023

Page | 3

Motion by Commissioner Beecher, seconded by Chair Benson to approve the Treasurer's Report as presented, approved unanimously, 6-0.

9. FUTURE AGENDA ITEMS

A. Discussion of Agenda Items for Future Meetings

- i. Commissioner Beecher request adding discussion of how the two-step process of adding items to the agenda
- ii. Vice Chair Petka request adding discussion regarding ADA signage and access to McCune Room – Staff will follow up with the City Manager Office and Public Works and report back
- iii. Discussion with Mr. Davis regarding use of the McCune Room for meetings and activities

10. NEXT MEETING DATE: April 1, 2024, 4:30 p.m.

11. ADJOURNMENT – 5:37 pm

Motion by Commissioner Petka to adjourn.

ATTESTED:

Joel Benson, Chair

Annette Taylor

Annette Taylor, Staff Liaison

McCune Commission 2024-2025 Budget

Submitted: 02.05.2024

Income

Projected allocation from Endowment Fund 2024-2025 (July 1)	2,500.00	
Held-back receipts from prior fiscal year 2023-2024	<u>0.00</u>	
Projected opening balance for fiscal year 2024-2025 (July 1)	2,500.00	
Projected City of Vallejo contribution 2024-2025 (July 1)		2,500.00
Total income	2,500.00	2,500.00

Expenditures

2024-25: 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		

Collection Maintenance Program²

Funding constraints limit this program to essential maintenance

Acquisitions		
Preservation/Archival		2,500.00
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.

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
FY 2022	107,747.04	(2,972.00)	-2.76%	195.00	104,580.04
FY 2023	104,580.04	1,161.00	1.11%	256.24	105,484.80
Total	102,399.00	70,262.38		67,176.58	105,484.80

Fund Balance Classification

Non Spendable (principal endowment)	64,625.00
Restricted (net accumulated earnings)	40,859.80
Total	105,484.80