

**PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
SEPTEMBER 20, 2006
MINUTES**

A meeting of the Pennsylvania Historical and Museum Commission was held on September 20, 2006, in the 5th Floor Board Room of the State Museum, Harrisburg, Pennsylvania. The following Commissioners were present: Wayne S. Spilove, Chairman; Rhonda R. Cohen, Owen Thomas for Senator Jane Earll, Laura Fisher, Dr. Gordan Haaland, Janet Klein, Dr. Brian Mitchell, Kathleen Pavelko, Representative Scott Petri and M. Clare Zales. Cheryl McClenney-Booker participated via conference call. The following staff were present: Barbara Franco, Anita Blackaby, Jane Crawford, Jean Cutler, David Haury, Marilyn Levin, Andrea MacDonald, Howard Pollman, Wasyl Polischuk, John Robinson, Donna Williams. Beth Hager, Rhonda Newton and Kelly VanSickle represented the Pennsylvania Heritage Society.

I. CALL TO ORDER

Chairman Spilove called the meeting to order at 9:30 a.m.

II. APPROVAL OF MINUTES OF JUNE 21, 2006 MEETING

Chairman Spilove called for a motion to approve the minutes. On motion by Ms. Pavelko, seconded by Ms. Cohen, minutes were approved.

III. CHAIRMAN'S REPORT

Chairman Spilove welcomed Representative Scott Petri to the Commission. Representative Petri replaced Representative Stephen Maitland.

Chairman Spilove gave a summary on programs/meetings he attended this past quarter:

- **Eastern State Penitentiary**

Met with the executive director, Sally Elk, who explained their plans to repair the synagogue on site. Toured the prison and saw where significant repairs would allow more cellblocks to be used during daily tours. Previewed plans for the October Halloween fundraiser including a Haunted House tour of the prison. Penn students were hard at work on one of the buildings with money that Eastern State had received through a PHMC grant.

- **Meeting with Ron Raymond**

Barbara and I met with Representative Raymond to discuss the Lazaretto. Representative Raymond expressed his strong support of the project to move forward as planned.

- **Historic Philadelphia Incorporated – Executive Director, Amy Needle.**
Named Chairman of Historic Philadelphia Incorporated on September 12th. HPI is charged with promoting, marketing and providing programming for the city’s historic district. HPI includes the Betsey Ross House, Philadelphia’s Colonial Characters, the Gazette (a newspaper featuring historic district events) and the most recent addition, Once Upon a Nation.
- **Ed Bacon Historical Marker Dedication**
The Ed Bacon Historical Marker Dedication held Wednesday, September 13th was very well attended including the Governor of Pennsylvania and the Mayor of Philadelphia. Chairman Spilove knew and worked with Ed Bacon. Ed Bacon was an internationally known city planner who transformed Philadelphia to the vibrant city that it is today. The dedication was held at JFK Plaza, better know as LOVE Park, which was Ed Bacon’s architecture thesis at Cornell.

Chairman Spilove worked with Barbara Franco and Rhonda Cohen to amend the by-laws and reorganize the Pennsylvania Heritage Society to reflect the new by-laws. The new by-laws require the president of the society to appoint 3 commissioners as board members of Pennsylvania Heritage Society.

Chairman Spilove asked Rhonda Cohen, Laura Fisher, and Scott Petri to serve as board members and they have all agreed. Chairman Spilove thanked Rhonda Cohen and Reed Smith for all of their hard work on the by-laws.

Chairman Spilove asked Laura Fisher to Chair the Historical Marker Committee since Representative Maitland’s departure from the Commission. The Chairman is confident that Ms. Fisher will do a wonderful job.

IV. EXECUTIVE DIRECTOR’S REPORT

Ms. Franco reported the Commission began a new fiscal year in July with an operating budget of \$21.9 million. An additional \$1 million was included in the Maintenance Program and the Commission is able to continue operating all facilities without layoffs or closures of sites. The approved Capital Budget includes new appropriations for The State Museum of Pennsylvania (\$22 million for exhibits and \$60 million for atrium entrance) as well as \$30 million for a new Archives building. Additional appropriations for expanded visitor centers at sites include \$20 million for Washington Crossing and \$2 million for the Pennsylvania Lumber Museum.

Over the summer, senior staff met for a half-day retreat to review the strategic plan to update our progress. Some things have become less relevant, others have continued to guide our decisions and priorities toward the direction we have set. This review is the first step in setting up a process to revisit this plan and to create a new plan to guide us from January 2008 through 2011.

This year's annual report is now in process and should be available to everyone in November. This year's theme is partnerships. Partnerships is one of our goals in the Strategic Plan. Next year's theme will focus on leadership.

A number of stories featuring PHMC programs have appeared in the press. Among them was a review of Art of the State exhibit and a feature story on Curiosity Connection. Several editorials appeared in the press regarding BHP's school preservation initiative. The Railroad Museum and Landis Valley Museum were featured in a New York Times travel article on Lancaster County and Drake Well received a full page spread in County Discoveries.

This year's internship program attracted college and graduate students who worked on projects in the archives, State Museum, historic preservation and sites. A minority internship program funded through a legislative grant to the PA Federation of Museums and Historical Organizations supported five minority students at the Seaport Museums, Philadelphia Museum of Art and the State Museum.

The Commission participated in a number of Underground Railroad Colloquiums as part of the Department of Community and Economic Development initiative.

Ms. Franco announced that she will chair the Council of the American Association for State and Local History for a two-year term beginning September 15, 2006.

V. COURTESY RESOLUTIONS

a) John Debelak Retirement Resolution

Ms. Williams announced the retirement of John Debelak, Custodial Guide at Fort Pitt Museum. Mr. Debelak worked at the museum for 21 years.

Chairman Spilove called for a motion to approve the resolution. On motion by Senator Ferlo, seconded by Ms. Cohen, the resolution for Mr. Debelak was approved. (SEE ATTACHMENT A).

b) Jeffrey Smith Retirement Resolution

Ms. Blackaby announced the retirement of Jeffery L. Smith, who served as the Planetarium Director for the State Museum of Pennsylvania for over 39 years.

Chairman Spilove called for a motion to approve the resolution. On motion by Ms. Pavelko, seconded by Ms. Klein, the resolution for Mr. Smith was approved. (SEE ATTACHMENT B).

VI. ACTION ITEMS

a) Historical Marker Nominations for Art Blakey and Jane Holmes

Ms. Cutler reported that the nominations for Art Blakey and Jane Holmes have been resubmitted according to the procedures of the Commission's Historical Marker Program. The 2006 Historical Marker Review Panel has evaluated the resubmissions and voted to recommend that the Commission approve both of the marker nominations.

Senator Ferlo would like to work with the Commission and community to find the best location for the markers to be installed.

Chairman Spilove called for a motion to approve the Historical Marker Nominations for Art Blakey and Jane Holmes. On motion by Senator Ferlo, seconded by Dr. Mitchell the Historical Marker Nominations were approved. (SEE ATTACHMENT C).

b) City of Easton Boundary Extension

Chairman Spilove welcomed Representative Robert L. Freeman, City of Easton Mayor Phil Mittman, Sandra and Roger Paul of Easton, Pennsylvania.

Ms. Cutler introduced Andrea MacDonald who works with the local historic ordinances and local governments.

Ms. MacDonald reviewed the Historic District Act of 1961 for the Commission. The act authorizes the Commission to certify the historic significance of a local district so that the municipality may protect the resources within the district.

The City of Easton is the first municipality to go through the process under the new criteria adopted under this policy. In September 2005 the Commission certified the historical significance of a district in Easton which encompasses the national register boundaries, now the City of Easton is seeking to expand that boundary to cover other important areas within the city.

The Mayor of Easton, Mayor Mittman, spoke to the Commission. Mayor Mittman thanked the staff at the Commission for working with the City of Easton with grants and historical markers. Mr. Mittman became the Mayor of Easton in 1979. City of Easton was appointed by Governor Thornburgh as one of the first of five main street programs in Pennsylvania. Mayor Mittman is asking the Commission to help regulate the urban renewal parcels that connect to the local historic districts.

Representative Bob Freeman thanked Mayor Mittman for working with the community and for teaching the importance of historic preservation. Mr. Freeman lends his support to the City of Easton's application to request a boundary expansion. It is a critical consideration in trying to really obtain the most benefits possible for the historic district designation. The current boundaries are limited. The City of Easton is undergoing a tremendous amount of development. Expanding the boundaries is the key to ensuring that the design and construction will enhance and expand the historic presence of the City of Easton.

Chairman Spilove called for a motion to approve the City of Easton Boundary Extension. On motion by Ms. Klein, seconded by Ms. Fisher the City of Easton Boundary Extension was approved. (SEE ATTACHMENT D)

c) Keystone Grant Recommendations

Ms. Cutler reported on the Keystone Grant Recommendations. Ms. Cutler is asking the Commission to approve 27 of 78 applications that were received. The total dollars requested was

\$5,740,846.52, PHMC Keystone Allotment \$2,007,202.90. Thirty-five percent of total dollars requested will be funded.

Chairman Spilove called for a motion to approve the Keystone Grant Recommendations. On motion by Senator Ferlo, seconded by Representative Petri, the Keystone Grant Recommendations were approved. (SEE ATTACHMENT E)

d) Deaccessioning Policy

Mr. Haury reported the State Archives Division of the Bureau of Archives and History of the Pennsylvania Historical and Museum Commission owns and manages diverse collections of historical documents divided into two major categories: public records, including state and local government records, and manuscripts, including personal papers and corporate records. The Bureau of Archives and History also oversees the PHMC Library, which maintains a collection of published materials. Each category has different policies and procedures for acquiring and deaccessioning items.

The archives accepts collections with the idea of preserving them forever. However space and resources are limited. The Archives will occasionally deaccession items; more often finding a better location in another institution. The State Museum and Bureau of Historic Sites and Museums have a deaccessioning policy in place. For some reason the Archives does not. This document amends the policies to add deaccessioning for the Archives.

In the case of manuscripts and books we will follow the same procedures that the State Museum and Bureau of Historic Sites and Museum follow now. With local government records and state government records the policies are slightly different. It's a matter of reappraisal and changing the record schedules.

Senator Ferlo asked if there were any instances where documents were destroyed. Mr. Haury said it depends. Sometimes items are sold at auctions, given to other local institutions and occasionally because items are dangerous or deteriorated and no longer useful they will be destroyed.

Senator Ferlo asked if the Commission could receive a report in 6 months – 1 year from now updating the Commission on what has been deaccessioned.

Chairman Spilove called for a motion to approve the Deaccessioning Policy. On motion by Dr. Haaland, seconded by Representative Petri the Deaccessioning Policy was approved. (SEE ATTACHMENT F)

e) Archives Reproduction Use Fee Schedule

Mr. Haury reported on the Image Use Permission Form. It is the Commission's role to approve the fee schedules charged for various services in the Archives. One of the services the Archives provide on a regular basis is making copies of photographs and documents. For many years we have charged fees to cover the actual cost of making the copy. Institutions now are charging a fee for the use of the photograph, especially to publish photographs.

We have reviewed other state historical organizations that charge fees of this nature and came up with a fee schedule that would implement similar usage fees for the Commission.

Chairman Spilove called for a motion to approve the Archives Reproduction Use Fee Schedule with recommendations. On motion by Senator Ferlo, seconded by Representative Petri, the Archives Reproduction Use Fee Schedule was approved. (SEE ATTACHMENT G)

Ms. Pavelko suggested that there be flexibility when charging a fee depending on whether the entity is partnering significantly with the Commission or for curriculum use. After discussion, it was agreed that the policy be written that staff has the discretion to waive the fee.

Chairman Spilove suggested that the Commission approve the policy now, allow staff to modify the policy allowing a waiver and re-approve at the November meeting.

VII. OTHER REPORTS

a) National Register Nominations

Included in the packets was a list of National Register Nominations that were reviewed by the Historic Preservation Board on September 12th. The following properties are determined eligible and will be forwarded to the National Park Service for its consideration: Oxford Historic

District, Calver Island, Chalfont Historic District, Levi Sheard Mill, Rhoads/Lorah House and Barn, Whitpain Public School, William and Caroline Schall House, Derry Session House and Enclosure and the Ephrata Commercial Historic District.

b) Strategic Plan Update

Ms. Franco reported on the Strategic Plan. The Commission has made progress in partnering with state agencies, non-profits and other private and public entities. Ms. Franco applauded the Bureau for Historic Preservation. They have worked on historic preservation through partnerships. PHMC is playing a role in revitalizing association of county historical societies (APACHS) to strengthen the network as partners in special initiatives like the Civil War anniversary. We need to work on legislation and the History Caucus to setup a State Commission for the Civil War Sesquicentennial.

A new logo and graphic identity for the Commission is being recognized and being printed on all new publications and website.

The Office of Administration has made a decision about the new platform for the state's web site. PHMC will now be able to proceed with redesign and training for staff involved can proceed so that we will be able to upgrade our web site within the new template for the state.

We are working on ways to find funding to support marketing of the Commission. This may rollover into the next Strategic Plan.

Beth Hager of the Pennsylvania Heritage Society developed an annual plan for fundraising. The Pennsylvania Heritage Society has been restructured.

The Commission launched the Extra Mile Reward and is very successful as peer to peer recognition. Brown Bag Lunches have been instituted to share information among staff. The Safety Commission is reconstituted and meets quarterly.

A Frequently Asked Questions manual is drafted for staff who deals with visitors and phone calls for both PHMC and Bureau-specific information. Information can also be posted on PHMC Intranet and web site. Copies will be distributed to Commissioners as well.

A master plan is completed for the State Museum and Archives. We are celebrating and communicating success more widely via newsletter and in the Pennsylvania Heritage

Ms. Franco said she would like to institute a Customer Service Training for the entire Commission staff. We are looking at other state agencies and possibly department stores that provide customer service for assistance.

In March a new strategic planning committee may be appointed to begin the planning. Chairman Spilove thanked Ms. Franco for her work with the Strategic Plan and said between now and March we can have a retreat to begin the next phase of the Strategic Plan.

c) Historical Marker Committee

Chairman Spilove thanked Laura Fisher for accepting to serve as Chairman of the Historic Marker Committee.

d) Heritage Society Update

Chairman Spilove reported on the Heritage Society in his Chairman's Report.

VIII. NEW BUSINESS

Ms. Franco reported that there is an Executive Order on the State Lincoln Bicentennial Commission based at Gettysburg College.

IX. OLD BUSINESS

There was no old business to discuss.

X. ADJOURNMENT

Chairman Spilove called for a motion for adjournment. On motion by Dr. Haaland, seconded by Dr. Mitchell the motion for adjournment was approved. Meeting adjourned at 11:15 a.m.