

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
NOVEMBER 19, 2008
MINUTES

A meeting of the Pennsylvania Historical and Museum Commission was held on November 19, 2008, in the 5th Floor Board Room of the State Museum, Harrisburg, Pennsylvania. The following Commissioners were present: Wayne Spilove, Rhonda Cohen, Laura Fisher via conference call, Janet Klein via conference call, Kathleen Pavelko, Senator Joseph Scarnati, Representative Rick Taylor and Clare Zales. The following staff were present: Barbara Franco, Jean Cutler, Jason Gerard, Beth Hager, Jack Leighow, David Haury, Howard Pollman, Steve Miller and Kirk Wilson. Andrea Bowman, from the Office of General Counsel was present as PHMC Counsel.

I. CALL TO ORDER

Chairman Spilove called the meeting to order at 10am. Chairman Spilove called for a moment in silence to honor Lieutenant Governor Catherine Baker Knoll who recently passed away.

II. APPROVAL OF MINUTES FROM OCTOBER 15, 2008

Chairman Spilove called for a motion to approve the minutes from October 15, 2008. On motion by Ms. Pavelko, seconded by Ms. Cohen the minutes were recommended for approval.

III. CHAIRMAN'S REPORT

Chairman Spilove commented on the recent presidential election. Barack Obama was elected the first African American president. Chairman Spilove congratulated the Philadelphia Phillies for their win in the World Series.

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

- Chairman Spilove and Ms. Cohen are working with the German Society of Pennsylvania. The Society was founded in 1764. Attended a marker dedication held in Philadelphia this past month in October.
- Attended the Temple Shalom Synagogue marker dedication, the only synagogue that Frank Lloyd Wright designed.
- Chairman Spilove is working with Ms. Franco, Jason Gerard, Representative Petri, Representative O'Neill and Department of General Services on the Bowman's Hill Wildflower Preserve Land Transfer.
- Chairman Spilove announced Dr. Bruce Cole, Chairman of the National Endowment for the Humanities, will join the American Revolution Center as President and CEO effective in January 2009.
- Chairman Spilove is working on the Army Corps of Engineers and local communities on the Sugar House Casino project.
- Chairman Spilove thanked staff for all their hard work and dedication.

IV. EXECUTIVE DIRECTOR'S REPORT

Ms. Franco reported on the 2008-2009 budget. The budget continues to be a concern based on the lower than anticipated revenues for the state. We are anticipating that there may be further cuts based on the continued economic situation.

The Commission will soon discuss next year's budget. We are anticipating these will be a reduction in the grants program. Ms. Franco is talking with non preferred

museums, Pennsylvania Federation of Museums and Historical Organizations and private museums to work together to identify their overall needs to the Legislature.

David Haury will serve as the Commission's Open Records Officer and Tammi Snyder of OGC will serve as the Legal Liaison.

The Bureau of Historic Sites and Museums continues to analyze the results of the sustainability study. We hope to make recommendations on how to best operate and maintain each of the sites with limited resources at the March 2009 Commission Meeting.

PHMC annual themes are proving to be very effective in marshaling resources and involving internal and external partnerships. The New Deal theme will be winding up with the opening of the exhibition, *A Common Canvas*, at the State Museum and a symposium on December 4th. After today's meeting we will have an opportunity to preview this exhibit.

This year, the Commission participated in the Penn State Poll repeating previous questions about how important Pennsylvania history is to people with one additional questions added to the survey. When asked if public funds should be used to preserve, protect and interpret the Commonwealth's heritage for the education and enjoyment of its citizens and visitors, 91.3 percent said yes and only 7.6 percent answered no.

V. COURTESY RESOLUTIONS

There were no resolutions at this time.

VI. ACTION ITEMS

- a. Approval of Action Items from the October 15, 2008 Commission Meeting.

Chairman Spilove called for a motion to ratify the action items that were discussed at the October 15, 2008 Commission Meeting. On motion by Ms. Cohen, seconded by Ms. Pavelko, the action items were approved.

- b. Admission Fee Revisions

Mr. Miller proposed an overall admission fee revision to the historic sites and museums programs. In January 2008 the last admission fee revision made to the Railroad Museum and Landis Valley Museum only. Ms. Pavelko suggested the proposed increase and site fees should be implemented at the discretion of each site up to \$2.00 with a site wide change in the age classification to youth 3 – 11, adults 12 – 64, senior 65 and above and children 2 and under be free. The executive director shall negotiate the revenue split between the Commission and sites. All active military persons and his/her immediate family shall receive free admission to sites.

Chairman Spilove called for a motion to approve the Admission Fee Revisions as stated by Ms. Pavelko. On motion by Ms. Cohen, seconded by Ms. Pavelko, the Admission Fee Revisions were approved. (SEE ATTACHMENT A)

Upcoming marketing ideas are to include a second FREE day for all the sites.

- c. Archives Scanning and Use Fee Increases

Mr. Haury reported that the Archives recommend adjustments to both the Scanning Fee Schedule and Use Fee Schedule. The proposed change in the Use Fee Schedule would include the elimination of the 3.5” floppy disk electronic media output, electronic copies will be provided on CD/DVD.

The second change relates to the digital scanning fees. We are simplifying the fees for loose images and textual documents with a standardized \$5.00 setup fee for documents up to 11" x 17" and \$10.00 standard setup for oversized loose items.

Changes in the Use of Reproductions Policy include an acknowledgement from the patron acknowledging that the digital image will be for person use only and an appropriate fee must be paid for any other use of the image, a reduction of the Non-Profit Use fee for Commercials, motion picture or television production from \$100 to \$50.00, we added a fee of \$5.00 for images used in museum exhibits.

Chairman Spilove called for a motion to approve the Archives Scanning and Use Fee Increases. Ms. Pavelko abstained from voting. On motion by Ms. Cohen, seconded by Representative Taylor the Archives Scanning and Use Fee Increases were approved. (SEE ATTACHMENT B)

d. Right To Know

Mr. Haury reported that the RTKL allows the new Office of Open Records to establish duplication fees for open records requests sent to Commonwealth agencies, the Office of Open Records may endorse using the existing copying fees for agencies such as PHMC which have established fee schedules. Thus we would encourage the Commission to pass a resolution establishing the existing PHMC copying fee schedules as the rates to be charged for official RTKL requests as well as for other requests for copies of PHMC records.

Chairman Spilove called for a motion to approve the following resolution:

The Pennsylvania Historical and Museum Commission will charge the Commission approved fees for the copying of all PHMC records whether requested under the RTKL or otherwise.

On motion by Ms. Pavelko, seconded by Representative Taylor the resolution was approved.

VII. OTHER REPORTS

a. Annual PABookstore.Com Report

Mr. Walke gave a brief update on the PABookstore.Com. The e-commerce outlet of the PA State Bookstore was launched in November 2007. Since that time, online book sales have grown to represent over 15% of total bookstore sales. The online store is a partnership of the Pennsylvania Heritage Society and the PHMC Publications and Sales Division. In addition to offering Pennsylvania Heritage Society memberships, the bookstore has been offering online event registrations such as the Archives and Records Management Seminar, Cultural Resources workshops, and *Signature Series* events. These alternative services/products not only provide additional revenue to the Society and Commission, but they also increase online store visitation and present the opportunity to cross-sell more book products. Site statistics show an increase in sales and visitation.

b. Governance Committee Report

Ms. Franco presented a summary of the Governance Report that was prepared by Walter Lehmann, a student in the museum studies program at The George Washington University.

The Governance Committee consists of Kathleen Pavelko (Chair), Laura Fisher, Brian Mitchell and Representative Scott Petri. This committee met twice by phone over the past few months.

The report outlines key roles and responsibilities of governing bodies and identifies three areas to consider based on best practices for quasi-governmental organizations. This would include consolidation of programs to create efficiencies; Partnerships with both state agencies and non-state organizations such as non-profits, federal agencies or local governments and the Increase public involvement and possibly transfer of authority and responsibilities to local communities and other stakeholders.

Future actions suggest concentrating on two main areas: Funding Sources and the Roles and Responsibilities of PHMC and PHS.

VIII. NEW BUSINESS

a. Executive Order I 1975-6 Preservation of Historic Resources

The Commission reviewed the Executive Order I 1975-6 Preservation of Historic Resources and support this Executive Order remain in effect.

IX. OLD BUSINESS

No old business to discuss at this time.

X. ADJOURNMENT

The meeting adjourned at 11:30a.m.