

MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES
Regular Meeting
Wednesday, July 14, 2021 – 7 pm

Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of May 12, 2021
5. Public Comment
6. Committee Updates
 - 6.1. Executive Committee
 - 6.2. Awards Committee
 - 6.2.1. 2021 Application
 - 6.3. Markers Committee
 - 6.4. Projects Committee
7. New Business
 - 7.1. Museum Staff Reports
8. Old Business
 - 8.1. Historical Society/Eby Log Cabin Memo Update
9. Public Comment
10. Board Comments
11. Adjournment

Next Meeting: Wednesday, August 11, 2021

2021 MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES	2021 COMMITTEES
Chair: Brian Egen, District 6 Vice Chair: Jeremy Potter, District 1 Secretary: Thomas Heywood, District 2 Trustee: Mary Strevel, District 3 Trustee: L William Conner, District 4 Trustee: Richard Micka, District 5 Trustee: Tony Trujillo, District 7 Trustee: Michael Humphries, District 8 Trustee: Nick Guthrie, District 9 Immediate Past Chair: Hobby Nels Trustee Emeritus: Richard Sieb	Executive Committee Chair: Brian Egen Members: Jeremy Potter, Thomas Heywood, Hobby Nels, Andrew Clark, and JJ Przewozniak Awards Committee Chair: Mary Strevel Members: Tony Trujillo, Thomas Heywood, and Andrew Clark Markers Committee Chair: Jeremy Potter Members: Brian Egen, Nicholas Guthrie, Michael Humphries, Lynn Reaume, and Andrew Clark Projects Committee Chair: Michael Humphries Members: Bill Conner, Brian Egen, Tony Trujillo, and Andrew Clark

Mission Statement of the Monroe County Museum System

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

MONROE COUNTY MUSEUM SYSTEM
BOARD of TRUSTEES
MEETING MINUTES

May 12th, 2021 at 6:30 p.m. in-person
at the River Raisin Territorial Park barn, 3815 North Custer Road, Monroe 48162

Present: Brian Egen, Chairman
William Conner, Member
Hobby Nels, Past Chairman

Jeremy Potter, Vice-Chairman
Michael Humphries, Member
Richard Sieb, Emeritus

Tom Heywood, Secretary
Richard Micka, Member
Tony Trujillo, Member

Excused: Nick Guthrie, Member
Museum Staff: Andy Clark, Director

Mary Strevel, Member
Lynn Reaume, County Historian

This meeting was called to order at 6:30 p.m. and audible roll was taken. There was a quorum.

Motion was made by H. Nels to accept the meeting agenda, seconded by W. Conner; the motion was passed.

Motion was made by T. Heywood to approve the April, 2021 meeting minutes, seconded by M. Humphries; the motion was passed.

Public Comment #1: none.

Executive: Chairman Egen nothing new to report, but discussion was the update for the Millage renewal and increase which passed on May 4th, 2021. There were many thank-yous to the trustees and Chairman Humphries of the S.O.S. Committee for the financial, physical support and encouragement. The publication "Vision to the New Decade" and the new videos were given a lot of credit for reaching the public. The video was quoted as having over 60,000 views online. The tagline "This Is Where" will continue to be promoted. The millage starts in January, 2022.

Awards Committee: nothing was new to report.

Markers Committee: a meeting of the committee will be scheduled before the June Trustee meeting.

Projects Committee: Chairman Humphries announced 4 applicants for the Spring round of historical grants with positive recommendations for the following three:

Berlin Township: The tank display at Estral Beach's park (\$10,000).

Milan Township: Milan Fire Barn new furnace (\$2,700).

Dundee Township: Dundee Old Mill Museum new display cases (\$10,000).

Motion was made by R. Micka, seconded by W. Conner to accept the committee's recommendation for these three; motion passed unanimously.

The fourth was from the City of Monroe (\$10,000) involving the Custer equestrian statue debate and help with a 'facilitator'. The committee could not recommend this grant application as it now stood- it did not meet the grant qualifications such as a tangible goal for the funds, or being a workable project. After discussion it was moved that an extension of 30 days be granted the City to revise their application; seconded by J. Potter and more discussion followed where R. Sieb called for the question and the vote was passed with R. Micka abstaining.

The discussion was concerning the word 'facilitator' and the need instead for a historian symposium/panel to discuss a presentation of facts concerning Gen. Custer and the statue and the need for diversity. The politics that have polluted the issue should be kept free from factual information.

New Business: Museum Report: Motion was made by H. Nels seconded by R. Sieb to approve as presented; passed.

Old Business: none.

Public Comment #2: none.

Commissioner comments:

The majority of comments were to thank everyone involved with the passing of the Museum Millage. It was mentioned as to why the statistics stayed about the same for this vote as for the first, though the area of county support changed.

It was also noted that the Monroe County Historical Society lent their support for the Museum Millage through donation and publications.

W. Conner suggested keeping some donated S.O.S. money aside for seeding the next millage effort.

It was noted that someone took two of the legitimate Museum Millage yard signs and defaced them to read 'Vote No' with the additional cost on them. L. Reaume said one of these signs and her regular sign, with other promotional materials, have already been accessioned to the Museum collection.

With no other business, motion was made by R. Sieb to adjourn, seconded by H. Nels and the meeting was ended at 7:40 p.m.

Lynn W. Reaume
Acting recording secretary
24 May 2021



2021 Monroe County Museum System Spirit of Service Awards Overview and Eligibility

Mission Statement of the Monroe County Museum

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

The purpose of the Monroe County Museum's Spirit of Service Awards is to recognize the outstanding achievements of adults and youths who have contributed to the mission of the museum through their volunteer efforts and service.

Award Categories

Exploration Award

This award honors a youth or group of youths (age 25 or under) who have demonstrated a commitment of service to the mission of the Monroe County Museum. Nominees participated in community service with vigor and a positive attitude and led others by their action and involvement.

Connection Award

This award honors an adult or group of adults who have demonstrated service to the mission of the Monroe County Museum through a commitment of time and energy which has impacted Monroe County.

Illumination Award

The service of this individual has made a lasting contribution or impact on the history and community of Monroe County. This service supports the mission of the Monroe County Museum and is clearly recognized and valued by peers and community leaders for his/her dedication. This award may be granted posthumously.

Preservation Award

This award would recognize examples of preservation, rehabilitation, and restoration projects that have maintained or added to Monroe County's historical, architectural, or cultural heritage. Documentation of the project will be written and pictorial with images of the winning awardee exhibited inside the Monroe County Museum.

Eligibility

Current museum staff and historical commissioners cannot be nominated but may nominate for this award. Retired staff and commissioners may be nominated.

Award recipients are not eligible for renomination for five years.

The Spirit of Service Awards Committee may use previous year's nominations.

Service must have occurred within Monroe County, Michigan.



All submissions will be considered by an awards committee with final approval by the Monroe County Historical Commission.

Submission Guidelines

All applications for the Spirit of Service Awards are due August 31, 2021.

Applications can be submitted in person or mail to:
Monroe County Museum, 126 South Monroe Street, Monroe, Michigan 48161

Or by email to: andy_clark@monroemi.org



2021 Monroe County Museum Spirit of Service Awards
Application

1. Name of group or individual being nominated:

2. Contact information of nominee:

Email: _____ Phone: _____

3. Which award is the group or individual being nominated for (please check one):

_____ Exploration Award _____ Connection Award

_____ Illumination Award _____ Preservation Award

4. Describe the volunteer work that inspired you to nominate this individual or group. (If for the Preservation Award, please attach images):



5. Why do you feel this nominee/nominees has advanced the field of history or historic preservation in Monroe County?



6. How has this work supported the mission of the Monroe County Museum System?



7. When and where was this volunteer service or historic preservation project performed?



8. How has this work impacted the citizens of Monroe County?

9. Name of nominator:

Email: _____ Phone: _____

MONROE COUNTY MUSEUM SYSTEM

Director's Report

Submitted by Andrew Clark, Director

Wednesday, July 14, 2021

Organizational Operations

County Museum

Public access to the galleries at the County Museum expanded to Tuesdays through Saturdays, 10 am to 5 pm, and Sundays, 12 pm to 5 pm; we currently only closed on Mondays.

County Archives

Public access to the County Archives is currently limited though research assistance continues to be conducted by mail, email, and phone. Resumption of in-person research will begin after Labor Day.

Territorial Park

Historic buildings at the site reopened in June to the public for the first time since 2019. Current operating hours are Thursdays, Fridays, and Saturdays 10 am to 4 pm. Programs Division staff are on-site each day the site is open delivering living history programs.

Vietnam Veterans Memorial and Museum

Vietnam Veterans Museum is currently only open on Saturdays this season.

Maintenance and Operations

Museum and Archives

With all of the rain of late, water infiltration continues to be an issue. Mike constructed a short wall to prevent seepage from the basement hallway from getting into archival storage. We have discovered a new leak in the basement and Mike is working with contractors attempting to track down the source.

Territorial Park

Building Arts and Conservation's restoration project of Papermill School is currently on hold while they work on other projects. Work resumes in the fall.

Mike has finished redeployment of the fence around the perimeter of Papermill School.

New barriers were installed along the perimeter of the parking area and new seating options were added along the river.

The Navarre House, Summer Kitchen, and the Barn are getting electrical upgrades.

If everything works out, all interior fencing in the park should be installed before Labor Day.

Vietnam Veterans Memorial and Museum

Mike has repainted the door and floor of the VVM as well as made some upgrades in the bathrooms. Gerry and Emily updated all exterior signage and have started a renovation of the perimeter exhibit cases.

St Antoine's Historic Site

There are no significant maintenance projects to report.

Digital Michigan Newspaper Grant Program

Newspapers are in Mount Pleasant undergoing digital conversion. No word yet as to when they will be available for digital access or when the originals will return.

Historical Projects Fund

No updates.

Markers Program

Five of our refurbished markers were retrieved from Marietta, Ohio in late June. The Liberty Corners Church marker in Temperance has been reinstalled. Three markers awaiting installation are for Dundee and one is for the Community College. The Village of Dundee and MCCC have both agreed to install the posts for the markers. Once the posts are installed we'll reinstall the markers.

The foundry in Marietta has been suffering from employee shortages just like everyone else but are busily keeping up with their new production workload. Because of the backlog, they requested that any additional refurbishment wait until winter.

Spirit of Service

Please see the updated application for 2021. It includes a new historic preservation award to recognize individuals or organizations that have taken on privately or publically owned properties.

Personnel Updates

Heather Piegza has moved from her Presenter position to take over the Guest Services Coordinator position. Robin Laurinec vacated her Presenter position. Over the past several weeks, JJ and I have interviewed several candidates and selected Jessica Dougherty and Samantha Bartley to fill the Presenter vacancies. They both begin shortly before Fair Week.

Upcoming Closures

Next regularly schedule closure is September 6th for Labor Day.

While the County Museum will remain open, Territorial Park and the Vietnam Veterans Museum will be closed during Fair Week in order to accommodate staffing obligations at the Eby Log Cabin.

Hodge Podge

I am currently serving on the Robert Duncanson Bicentennial/Sesquicentennial Committee. The committee is currently hosting a plein air painting competition every Wednesday in July. More events are being planned for the coming year.

MONROE COUNTY MUSEUM SYSTEM

Deputy Director's Report for May and June 2021

Submitted by Jeffrey J. (JJ) Przewozniak

Monday, July 12, 2021

RRTP: As of June 3, a living history program has been ongoing at Territorial Park. The MCMS is very fortunate to have the support of staff and trustees, which has combined with intense planning to make the launch of this new kind of living history programming possible. Key aspects of the new ongoing living history program include: 1) increased open hours; 2) a firmly established historic focus year (1817); and 3) a vision for a working, self-sufficient farm. Since Opening in June, park attendance has steadily risen, and period-correct lifeways have taken over the majority of my and Lisa's time—these days, the bulk of our focus is directed toward learning and demonstrating period-correct cooking, practicing early 19th c. agriculture, and the ongoing upkeep and maintenance of our farm. Please visit us Thursday through Saturday, from 10 am to 4 pm to see what we've been doing.

A new look at "Lantern Tours:" The annual MCMS October tradition will continue! After much discussion and extensive planning, we're pleased to report plans for a revitalized event entitled *Octobernight*. On Friday October 22 and Saturday, October 23, visitors will once again be welcomed to Territorial Park for a re-imagined dynamic, educational, and unforgettable Halloween experience. Building upon the tremendous work of current and former staff and volunteers, hallmarks of the new event include:

- 1) A "find your own adventure" format that eases logistical burdens and allows visitors more access to the content they enjoy the most.
- 2) Signature frights rooted in history, and meaningful interactive historic vignettes, involving professional-grade makeup and costuming, and professional or experienced contractors, staff, and trusted volunteers.
- 3) A park-wide theatrical aesthetic, carefully curated to enhance visitor experience, to establish artful thematic connectivity throughout the site, and project professionalism to the community.
- 4) A cohesive plan of execution that relies chiefly on the talents and skills of museum staff instead of volunteers en masse. As in the past, volunteers are still needed, but their roles are centered on supportive elements, rather than front-line visitor interaction.

Stqry: The museum app is live! Following a lengthy review process by the App Store, the app is available for download on the App Store as well as Google Play. Plans are in place for a content update later this year. Usage statistics will be reported in the next BoT meeting packet. To download, search for "Monroe County Museum."

Outreach: On May 11, Lisa led a virtual field trip for 60 students of Monroe Public Schools' 21st Century Community Learning Center Program with Program Director Mr. Navarre Gilbert. On June 2, a virtual field trip for 90 3rd grade students from Triumph Academy took place, focusing on Native

Americans and early French Explorers. Finally, on June 22, an in-person museum tour took place for 15 day campers aged 6-14 from the Arthur Leslow Community Center, with Program Director Mr. Nicolas Suarez.

The Fur Trade education kit was borrowed for a class of 25 6th-8th grade students at Methodist Children's Home Society (Redford) by Monroe County teacher Ms. Megan Mullins. In addition, Museum Swag Bags (assorted museum activity sheets, fliers about our summer hours of operation, notepad, pencil, pen, sticker) were assembled and provided to the students and teachers in each of these instances.

Miscellany:

- The 2020-2021 Speaker Series has been fully uploaded to YouTube. An engagement report is included here, and in the future will be reflected in the Guest Services report.
- Thanks to Lisa Gessner for exemplary work in facilitating outreach, embracing the living history program with enthusiasm and dedication, and going above and beyond as we await 2 new employees to fully crew the HMS Programs Division.
- Preparation intensifies for a staffing and living history at the Eby Log House during fair week. We look forward to a fulfilling week and active and engaging history demonstrations for the public.
- Many thanks to Trustee Tony Trujillo for the donation of a collection of tools and farm equipment. Many of the items now adorn the barn at Territorial Park, helping to create an excellent vignette.
- We welcome 2 incoming employees to the programs division. Jess Dougherty will start soon, and another is awaiting orientation from the Central Office.
- Thanks to Geoff Hoerauf for volunteering his time, expertise, and muscle on Friday, June 25 at Territorial Park.



Channel

Monroe County Museum System



COMPARE TO...

Filter

Mar 20 - Jul 11, 2021

CUSTOM

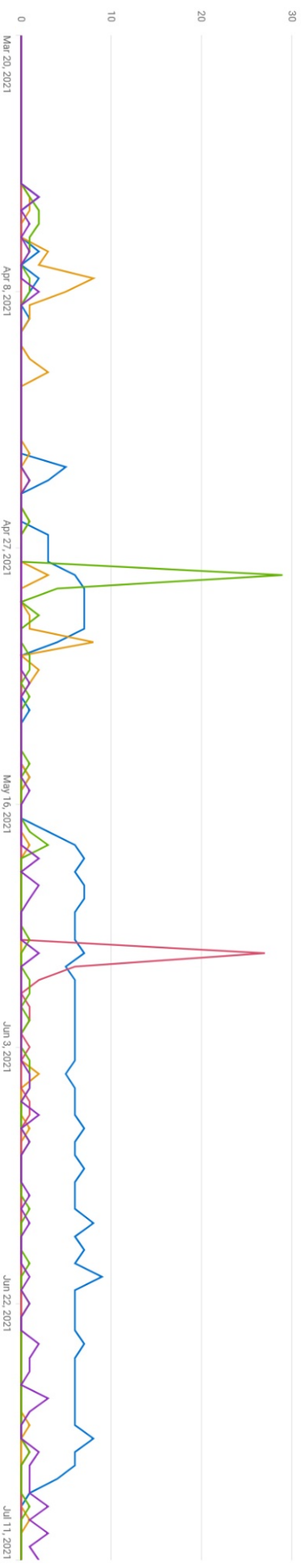
Video Traffic source Geography Viewer age Viewer gender Date Subscription status Subscription source Playlist Device type Youtube product Video type More

Views by Video

Select secondary metric

Line chart

Daily



Video	+ Views ↓	Watch time (hours)	Subscribers ▲	Your estimated revenue	Impressions	Impressions click-through rate
Total	724	413.3	17	-	4,658	3.8%
IHM Sisters of Michigan - with Patricia Montemurri	368 50.8%	376.4 91.1%	-1 -5.9%	-	265	6.4%
January 22, 1813: the Second Battle of the River Raisin	67 9.3%	1.6 0.4%	4 23.5%	-	310	7.7%
Our Vision For a New Decade	52 7.2%	2.0 0.5%	1 5.9%	-	146	15.8%
Searching for Le Griffon - with Ric Mixer	48 6.6%	14.6 3.5%	2 11.8%	-	523	6.1%
Prohibitions Proving Grounds - with Joe Boggs	41 5.7%	3.6 0.9%	2 11.8%	-	624	1.9%
Ambitious Honor: George Armstrong Custer's Life of Service and Lu...	30 4.1%	6.0 1.5%	0 0.0%	-	679	1.2%
The Liberator - with Alex Kershaw	18 2.5%	3.1 0.8%	0 0.0%	-	419	2.6%
Interview with a Beaver	16 2.2%	0.8 0.2%	0 0.0%	-	111	9.9%

LOCAL HISTORY DIVISION Report
For June, 2021

The research room was not open to the general public but it's coming soon.

Rachel processed obituary requests for 16 individuals, with 77 obits. She handled 6 phone calls and 21 emails. Research requests include surnames Waldecker, Reynolds, Rath, McGill, Kiley, Keehn, Goda. Robert handled 17 outside calls and 49 emails, plus contacting & processing potential donors. He continues to monitor our storage spaces. He worked with Mike Nelligan and Andy on items at Third Street.

June Accessions:

2021.48	(Pending) Spillson's restaurant outside advertising signs.
2021.52	Darcy Dill: Dundee Baptist church Directory, 1989
2021.53	John Elkins: Telephone table made by Floral City Furniture, Monroe
2021.54	Monroe County Register of Deeds: County Deed, Mortgage and other ledger books from the department
2021.55	Edwin Morgan: Book "Freedom's Triumph"
2021.56	Anonymous (via mailed envelope, no return address or note) Paper timetable for the Detroit-Toledo Eastern Michigan Motorbuses, 1933 (includes Monroe County)
2021.57	Laurie Schultz: images of the Monroe Central Fire station before demolition
2021.58	Fred T. Williams: items to be processed

June projects: well, in the deed books came and came on the 15th and we got a rhythm down for the hours it took. We have more rolling racks on order and will finish stacking the books and placing them in their storage area in the basement. A big thanks to all the staff who definitely worked with this project!

The big project is going through the stored Archives book boxes and sorting them out for deaccession and storage possibly in the hall book storage. We have way too many items not of relevancy to our mission.

We've enlisted the help of Guest Services Spec. Ann Morris to go through a few minutes of VHS tapes for possible accessioning. She has also organized the topical 'Doctors' files.

Research: Sisters' Island; properties research; 72.1.31.1.85 Erwin Wagner Travel materials; Civil Air Patrol (CAP); boxing stone tools & fossils of A78.3.28.1; reboxing and labeling Reading Room files.

Deaccession: the following 1950s-1970s magazines/books from the collection are removed for being obsolete and not having Monroe County relevance; any pertinent resource material will be added to files:

65.476	Leila Sohnlein	1 Antiques magazine
70.2.12.1.3	Edna Toburen	80 Spinning Wheel Antiques magazines
A78.5.27.1, A79.6.5.1, A80.1.28.1, A81.1.8.1	Ruth Price	80 Americana magazines
A81.5.17.1	Ruth Price	American Heritage books

Deaccessioned and destroyed due to prior water damage/molds:

71.484	Mrs. Sackett book
73.6.28.2	Herman Sperr book
67.3.16.1.27 #6	Justus Hammer booklet

County Google Stats: the Obituary search was back at #1 with 13,957 page views; the Museum was #33 with 630 page views; Archives #100 with 129.

June Facebook postings: for Collections 2,560 on 3 postings for Collections.

Lynn W. Reaume, County Historian
July 2021

LOCAL HISTORY DIVISION Report
For May, 2021

The research room was not open to the public but we continued to handle research inquiries.

Rachel processed obituary requests for 20 individuals, with 102 obits. She handled 5 phone calls and 27 emails. She has been doing research requests concerning Ouderkirk, Haystead, Walerius and Adams Robert handled 14 outside calls and 50 emails, plus contacting & processing potential donors. He continues to monitor our storage spaces. He moved found old floppy disk data to a digital format.

May Accessions:

2021.42	Mary Bullard: Playbooks used by Trinity Lutheran church/school.
2021.43	Donald Zimmerman: Sheet music of Elmer Zimmerman.
2021.44	Dave Eby: Monroe Nursery advertising pin.
2021.45	Dave Eby: Electronic records from Monroe County Granges.
2021.46	Travis Gotz: images re: farmhouse at 2591 North Monroe St.
2021.47	Staff: SOS 2021 Millage advertising materials including signs
2021.48	(Pending) Spillson's restaurant outside advertising signs.
2021.49	Audrey Kellems: striped blouse worn as a Monroe Jr. High school 'Freedom Singer.'
2021.50	Staff: Vinyl signing re: COVID restrictions.
2021.51	Staff: Red and white transferware

Some processed Found in Collection items include: 2021.0.185+ photograph albums of the Business & Professional Women from the 1970s; .191-192 Floppy disks; .190 of National Guard at Camp Beauregard, LA. Also processed A93.7.10.1 Barbara & Donald Grosteffon collection of a variety of booklets, Red Cross materials and 3 wooden nickels. I also processed Ash & Berlin Township voting materials.

May projects: we continue to basement space for the influx of County Deed books coming soon. I continue to go through books in storage boxes to get them out of the Capaul room but it's been a slow and very dirty process. My allergies have been working nonstop.

We received the digital scans from Intellinetics (3 maps loaned as a test) and hope to have the maps themselves returned very soon.

County Google Stats: the Obituary search was back at #1 (COVID dropped to #4) with 10,191 page views; the Museum was #36 with 604 page views; Archives #94 with 144.

May Facebook postings: for Collections 18,528 views on images of the local 'West Side' Market and the interior of the early Casper's market.

Lynn W. Reaume, County Historian
2 June 2021

Monroe County Museum System Board of Trustees

May/June 2021 Museum Exhibits Report

Located at the junction of N. Telegraph and N. Monroe St., Spillson's began as the Pixie Drive-In in 1956 and was re-modeled in 1970 as Spillson's Restaurant. In the mid to late 1990's the enterprise began to focus on marketing their famous Rice Pudding. Around that time, according to a family member, they erected a prominent road sign. The property was demolished in early May and this sign, along with a fragment of their equally famous (and admittedly garish) red carpet were salvaged by museum staff. I was part of that effort to harvest future exhibit material, although Mike Nelligan did most of the work (I stayed on the ground and pointed).

Apart from tearing things down, we also attempted to keep putting new things up. Emily has been busy with graphic needs for new signage. We continue to chip away at the Post Office exhibit – working on an interactive component in which visitors will be able to virtually peer through the cat-walk spy holes via a remote camera placed at one of the actual spy holes overlooking the gallery. Those postal guys were a very suspicious lot. Both the original 1913 and the remodeled 1934 structure had a series of secret observation posts by which inspectors kept an eye on their employees.

The need to regulate the public entrance at the east end of the Territorial Park necessitated constructing a "primitive" style lift gate. An old concept, the gate is a counter-balanced affair using a natural tree pole and cedar posts. One end is weighted so that it can easily be lifted and lowered. We came up with two concrete cylinders to do the weight job but, in order to keep up primitive appearances, these needed covering. There was a brief period in which I pondered wrapping the concrete with the Spillson's carpet remnant. The solution, as it turned out, meant constructing a simple-looking box which looked as if it was filled with rock rubble or a ton of day-old donuts from Tim Horton's. Suffice it to say, building a simple box that it didn't interfere with gate dynamics turned out to be a complicated and prolonged project, but space demands closing the gate on this discussion.

Respectfully submitted,
Gerald P. Wykes
Exhibits Coordinator



Memorandum of Understanding
Monroe County, Michigan
Eby Structure at the Monroe County Fair Grounds

UPDATED – July 9, 2021

I. PARTIES

- A. This Memorandum of Understanding (MOU) is between the Monroe County Historical Society (MCHS) and the County of Monroe through the Monroe County Museum System (MCMS), hereinafter called MCHS and MCMS.
- B. Because of a physical interest in the protection of the Eby Cabin and care of the grounds, this agreement shall be provided to the Monroe County Fair Board and a physical copy of the MOU will be on file at the Monroe County Fair office.

II. PURPOSE

- A. The purpose of this MOU is to establish the operational relationship between the MCHS and MCMS regarding the Eby "Cabin" (hereafter called Eby) located at the Monroe County Fair Grounds situated in Raisinville Township, at 3775 South Custer Road, Monroe, Michigan.
- B. The objective of this MOU is to create a mutually agreeable framework to be adhered to concerning the ownership, use, interpretation, and expression of the Eby structure.

III. ACKNOWLEDGMENT CONCERNING OWNERSHIP AND SUCCESSION OF OWNERSHIP

- A. The MCMS acknowledges that the MCHS is the owner of Eby, but not the real property upon which it is situated, which is owned by Monroe County, subject to the leasehold interest of the Monroe County Fair Board. The MCHS acknowledges and accepts ownership of Eby. Further, MCMS recognizes the considerable amount of repair and restoration work conducted by the MCHS in 2020-21 to stabilize and repair much needed deferred maintenance. This work was completed using paid contractors and volunteers, which has an estimated value of \$50,000.
- B. MCHS and MCMS both acknowledge and agree that should MCHS decide to transfer ownership for any reason or dissolve its corporate organization, the ownership of Eby will automatically vest in Monroe County, Michigan.
- C. MCHS and MCMS both acknowledge and agree that Eby will remain, regardless of ownership, a site of public access to explore Monroe County's agricultural and rural history. Should the structure be transferred to Monroe County, maintenance and conservation will be assumed by the County of Monroe for the duration of the structure's operational life.
- D. MCHS and MCMS both acknowledge and agree that for decades the MCMS and its employees have worked together to provide artifacts, interpretation, and programming at Eby during Fair Week (traditionally the end of July and first part of August each year) and other uses such as Scout-O-Rama and Ag Day.
- E. MCHS and MCMS both acknowledge and agree that while the structure itself is owned by the MCHS, the artifacts that have been traditionally installed and exhibited in Eby,

are owned by and part of the collections of the MCMS and proper museum stewardship and interpretation lies with MCMS.

- F. MCHS and MCMS both acknowledge and agree that the staffing of Eby during Fair Week has been a combined group of volunteers and staff from both the MCHS and MCMS. There has been a mixture of administrative and scheduling of volunteers over time but in recent years has been the responsibility of the MCMS administration and other recognized organizations.

IV. NAMING OF THE EBY STRUCTURE

- A. The MCHS retains rights to name Eby.

V. ARTIFACTS AND EXHIBIT INSTALLATION

- A. The MCMS will be responsible for the exhibition, installation, and presentation of related artifacts from its collection. MCMS will curate the artifacts and provide appropriate stewardship of the artifacts, including but not limited to, transportation, cleaning, conservation, handling, etc.
- B. A complete list of the artifacts installed in Eby will be given to the MCHS. This will be updated on an annual basis just prior to Fair Week.
- C. Labeling and interpretation of the artifacts as it pertains to the structure or the artifact itself (excluding the exterior sign) will be the responsibility of the MCMS. It is understood that only MCMS trained staff will handle/move the artifacts and others will not handle the collection items without prior approval of the MCMS administration.
- D. The interpretation of the artifacts will be included in presentation materials developed by the MCMS for use in labels and training materials.
- E. The MCHS is not responsible for any loss or damage to any artifact owned by the MCMS.

VI. INTERPRETATION AND TRAINING

- A. Interpretation of the site will be the responsibility of the MCMS that includes labels, interpretive signage (excluding the exterior sign) and presentation priorities/information training materials created for use of volunteers and staff.
- B. The information and historical facts will be gleaned from the MCMS Archives, County Historian and other generally accepted information regarding Eby.
- C. The MCHS and other interested parties may have information regarding Eby that they would like to include in its interpretation. The MCHS will facilitate the collection of that information (if applicable or necessary) from their records and forward them to the MCMS. The MCMS will compile them and determine the historical merit for potential inclusion in training materials.
- D. The MCMS will create a training and presentation priority manual for those who will present at Eby during Fair Week (or any other potential opportunity when the site may be open/accessible to guests).

- E. The MCMS will develop and deliver, if not in the 2021 year due to the COVID Pandemic, presentation skills training that will provide tools and techniques for the delivery of effective presentations, hospitality, and guest engagement. These skills will be on par with the training delivered by institutions such as The Henry Ford and widely accepted practices through organizations such as the American Association for State and Local History, Michigan Museums Association and others. A base line for front-line presenters will be Freeman Tilden's six principals of heritage interpretation.
- F. Participation in this training will be strongly encouraged, but not mandatory, for anyone who will present at Eby. Considerations with schedule, time and other factors, e.g. COVID Pandemic will factor into this.

VII. MAINTENANCE AND SITE PREPARATION

- A. Routine maintenance and site preparation, such as cleaning, dusting, sweeping, vacuuming, glass cleaning, artifact handling, etc. will be the responsibility of MCMS. This includes site preparation for opening as well as for closing/making dormant.
 - 1. Lawn and landscape maintenance will continue to be done by the Fair Board.
- B. Infrastructure and other significant physical actions repairs needed or determined to be taken will be discussed and agreed upon by the MCHS and MCMS. This could include future changes and alterations as may be required. Costs and expenditures in financial or human resources, should there be any, will be determined jointly by the MCHS and MCMS as they will affect both parties. A separate MOU or Operational Agreement will be established as needed for this.
- C. Though the MCMS is responsible for the routine maintenance and site preparation, the MCHS may make available volunteers to assist in this and other related endeavors. This will be at the discretion of the MCMS's staff and workflow needs and considerations.

VIII. STAFFING ADMINISTRATION AND VOLUNTEERS

- A. Staffing administration will be the responsibility of the MCMS. This will include any groups that may provide process demonstrations, e.g. sewing/quilting guild, in the lean-to, yard, porch, etc.
- B. The MCHS will assist in recruiting and securing volunteers. Said volunteers, who have received training, shall be considered volunteers of the MCMS for the purposes of staffing Eby during Fair Week and any other times it is open. Volunteers shall follow the County of Monroe Policy #451 Volunteer Recruiting, Selection and Retention and all procedures while under the direction of the MCMS.
https://www.co.monroe.mi.us/HR%20Policies/Policy_451_Volunteers.pdf
- C. When Eby is open to the public, it is primarily "staffed" by volunteers or MCMS staff. The MCMS will be responsible for the coordination and the administration of volunteers and staff presenting at Eby.
- D. Volunteers for Eby, will agree to the presentation materials and interpretation of the site as established by the MCMS with the input and agreement by MCHS.
- E. Volunteers interested in presenting at Eby will contact the MCMS to be scheduled. A communication of interest and availability will be created by the MCMS and available to anyone wishing to volunteer.

- F. The number of volunteers needed will be determined based on programmatic delivery needs. A schedule will be distributed in advance of Fair Week.
- G. Both parties agree that volunteer individuals or groups will not arrive to volunteer, "work", or present at Eby without first being processed as an official volunteer and scheduled.
- H. All volunteers will be subject to a background check as required for those working with children.

IX. EBY PROGRAMMING COMMITTEE

- A. The MCMS will be responsible for programming at Eby during Fair Week. In addition to the responsibilities stated in Article VIII, the MCMS will oversee the implementation of the planned programming.
- B. Both parties will agree to the creation of an Eby Programming Committee (EPC) to discuss programming ideas, themes and activities (that might include such program elements in the front of, inside, or behind Eby, e.g. the lean-to structure.
- C. The EPC will be comprised of (3) three members of the MCHS as appointed by the President of the MCHS; (2) two staff members of the MCMS; and (1) one member of the MCMS Board of Trustees appointed by the Chair.
- D. One of the MCMS staff members will chair the committee as it is the responsibility of that party in the execution of historical interpretation and delivery.

X. ACCESS

- A. Access to Eby will be permitted to the MCHS and MCMS, with each having possession of a key to unlock Eby. The Monroe County Fair Board shall be given 2 keys for emergency purposes. (Managers Request)

XI. INSURANCE

MCHS and MCMS both recognize that the insurable interest for the Eby structure is vested in the MCHS, in its capacity as the owner of the structure. The MCHS shall obtain and keep in full force and effect a policy of insurance, which shall insure the structure at historical replacement value for fire and other casualty loss. The MCHS shall also insure the structure and the grounds upon which it is situated against injury to persons or loss of life with a general and premises liability policy of insurance with minimum limits of liability of one million Dollars. The MCMS, Monroe County, and the Monroe County Fair Board shall be named as additional insureds on such liability insurance policy and shall be provided with a current declaration sheet and certified policy.

XII. GUEST REGISTER

- A. A guest register book shall be placed at Eby during the times that it is open to the public. Guests will be encouraged to record their name in the register as having visited as well as if they are an Eby descendent.
- B. The guest register book will be maintained by the MCMS and when not in use, kept at the MCMS Archives.

C. When the guest register book is full, it will be archived as a collection item and stored in the MCMS Archives. It will be available to researchers following the established MCMS Archives protocols and procedures.

1. All known guest register books from the past are located in the Monroe County Museum Archives.

XIII. Termination of Agreement

Termination of this agreement between the MCHS and the MCMS, with the exception of Section III, paragraphs B and C, which address succession of ownership, can be exercised without cause by either organization at any time by a simple majority vote of the MCHS governing Board, or a simple majority vote of the Monroe County Board of Commissioners upon recommendation of the MCMS governing Board. Thirty days' notice must be given in writing to the other organization informing them of the termination of the agreement.

XIV. Notices:

- A. All notices given under this Agreement, shall be made in writing and delivered personally, via first class prepaid U.S. mail or electronic mail and sent to the parties at such addresses given by written notice to the other party or as follows and may be amended and updated from time to time:

MCMS:	125 East Second Street Monroe, Michigan 48161 Attn: County Administrator/Chief Financial Officer 734.240.7267 Michael_bosanac@monroemi.org
MCHS:	22 west 2nd Street P.O. Box 1733 Monroe, Michigan 48161 Attn: William Saul, President 734.755.0968 wsaul@provice.net

XIV. ACKNOWLEDGMENTS

- A. Both the MCHS and the MCMS will, whenever possible and appropriate, acknowledge the operational partnership of Eby. This could include, but not limited to, on-site signage, promotional literature, press releases, website, and social media posts.
- B. It should be expressed by both parties that each is in full collaboration and partnership for the greater good of Eby and the celebration of Monroe County History.

This Memorandum of Understanding is hereby acknowledged, accepted and agreed to on this ____ day of _____, 2021 by the following members and representatives of the Monroe County Historical Society, the County of Monroe and the Monroe County Museum System/Board of Trustees.

William Saul, *President*
Monroe County Historical Society

Mark Brant, *Chairman*
Monroe County Michigan Board of
Commissioners

Michael Huggins, *1st Vice President*
Monroe County Historical Society

Michael Bosanac, *Monroe County
Administrator and CFO*
Monroe County Michigan

Sherri Scheiner, *2nd Vice President*
Monroe County Historical Society

Andrew Clark, *Director*
Monroe County Museum System

Jeanne Micka, *Secretary*
Monroe County Historical Society

Brian James Egen, *Chairman*
Monroe County Museum System Board of
Trustees

Peter Carlton, *Treasurer*
Monroe County Historical Society

Jeremy Potter, *Vice Chairman*
Monroe County Museum System Board of
Trustees