

Historical Commission

Agenda

**Wednesday, March 19, 2025
Library Meeting Room
951 Spruce Street
6:30 PM**

“Be a Part of the Story: Connect and Share in the Heart of Louisville”

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- *You can call in to: +1 386 347 5053 or 888 788 0099 (Toll Free)*
- *Webinar ID Number: 839 6300 6112*
- *You can log in via your computer. Please visit the City’s website here to link to the meeting: www.LouisvilleCO.gov/historicalmuseumboard.*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at gyang@louisvilleco.gov.

- I. Call to order
- II. Roll call
- III. Welcome and Introductions of new and old Board members
- IV. Approval of agenda

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, or taped material, should contact the City Clerk’s Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

- V. Approval of minutes for the January 15, 2025 regular meeting – *see attached draft*
- VI. Public comments on Items Not on the Agenda
- VII. Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes)
- VIII. Report from liaison from the Historic Preservation Commission. Sloane Whidden (3 minutes)
- IX. Updates on Museum – Gigi Yang, Museum Services Supervisor
 - A. Budget updates
 - i. Museum Operations Budget – *see attached*
 - B. Museum buildings and campus
 - C. Museum Services Supervisor's written report – *see attached memo*
 - D. Updates on Museum operations & projects
 - i. Strategic Priorities 2025 – *see attached*
 - E. Approval of Deeds of Gifts from donors
 - F. Advice sought on donations of other artifacts being offered
- X. America 250/ Colorado 150 - sesquicentennial
- XI. HMAB Work Plan for 2025
 - A. Review revised Work Plan for 2025 for City Council - *see attached*
 - i. Museum Advocacy – *see attached*
 - ii. Opportunities for Advocacy with CAB and LHF
 - B. Presentation to City Council scheduled for April 22 at 6pm – Location TBD – need HMAB Chair or other member to present
- XII. Chair's Report
- XIII. Commission comments & discussion items for next meeting (May 21, 2025)
- XIV. Adjourn

Historical Commission

Minutes

**Wednesday, January 15, 2025
Library Meeting Room
951 Spruce Street
6:30 PM**

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I. **Call to order:** HMAB Chair John Honan called the meeting to order at 6:30 PM

II. **Roll call:**

HMAB Members Present: Rebecca Ferguson, David Hosansky, John Honan, Scott McElroy, Joe Teasdale, Jeanette Bangs, and Barbara Taylor

HMAB Members Absent: None

Other Representatives Present:

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Gigi Yang, Museum Services Supervisor

Sharon Nemechek, Director of Cultural Services

- III. Welcome and Introductions of new and old Board members:** All HMAB Members introduced themselves and how long they have served on HMAB

- IV. Approval of agenda:** Members approved the agenda, vote 7 to 0

- V. Approval of minutes for the November 20, 2024 regular meeting – see attached draft**

Members approved the minutes, vote 7 to 0

- VI. Public comments on Items Not on the Agenda:** None

- VII. Approval of Designation of Places for Posting of Notice of 2025 Public Meetings – see attached memo**

Members approved the Designation of Places for Posting of 2025 Public Places, vote 7 to 0

- VIII. Approval of 2025 Meeting Dates & Location – see attached memo**

Members approved 2025 Meeting Dates and Location, vote 7 to 0

- IX. Distribution of 2025 Open Government & Ethics Pamphlet – see attached**

- A. Distribution of Museum Collections Policy – Section 8: Ethics and Conflict of Interest – *see attached*

Members reviewed the Museum's Code of Ethics and the Collections Policy, no additional comments.

- X. Distribution of 2025 Rules of Procedure – see attached**

Members reviewed the Rules of Procedure

- XI. Report from Louisville History Foundation board representative, Gordon Madonna (3 minutes) No Report**

- XII. Report from liaison from the Historic Preservation Commission, Sloane Whidden (3 minutes) No Report**

- XIII. Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services**

- A. Budget updates - There is a slight budget increase in 2025. The application for SCFD funding for 2026 will combine Museum and Arts & Events requests.

- B. Museum buildings and campus - The Museums buildings interiors have been reorganized to better suit the space provided. Rex Theater curtain is cleaned, restored, and back hanging in the Jacoe building.

- C. Museum Services Supervisor's written report – *see attached memo*

- D. Updates on Museum operations & projects - Organization of collections is still in progress. Museum staff are developing programs for all ages.

- E. Approval of Deeds of Gifts from donors, Members approved the deeds, vote 7 to 0 for the following donations:
 - i. Dan Brown – digital copies of photos of his time in Vietnam
 - ii. Precision Sign Company – digital copies of photos of the Rex Restaurant in the 1990s.
- F. Advice sought on donations of other artifacts being offered - no advice sought

XIV. Commission's Work Plan for 2025

- A. Review Work Plan for 2025 - *see attached* - Members approved the 2025 work plan, vote 7 to 0
- B. Presentation to City Council tentatively scheduled for April 8 – need HMAB Chair or other member to present

XV. Pioneer Award / Chamber Banquet – January 30 - Pioneer Award will be presented to Memory Delforge

XVI. Chair's Report - John reported that he is attending the Chamber Banquet to present the Pioneer award along with Rebecca

XVII. Election of officers (Chair, Vice Chair, and Secretary) for 2025 (Officers assume duties upon election)

- A. Call for nominations and/or self-nominations

HMAB Members voted 7 to 0, John Honan as Chair, Joe Teasdale as Vice Chair, and Rebecca Ferguson as Secretary for 2025

XVIII. Commission comments & discussion items for next meeting (March 19, 2025)

XIX. Adjourn The HMAB meeting adjourned at 7:10 PM. The next meeting is scheduled for Wednesday, March 19, 2025.

9/11/2024

Museum

ACCOUNT	DESCRIPTION	ACTUAL 2023	BUDGET 2024	PROPOSED 2025
101-5-55-552-610-511000-	Regular Salaries	70,812.13	50,887.00	53,478.00
101-5-55-552-610-511100-	Variable Salaries	86,071.00	101,191.00	112,920.00
101-5-55-552-610-512000-	FICA Expense	11,974.42	10,905.00	12,523.00
101-5-55-552-610-512100-	Retirement Contribution	4,602.82	3,308.00	3,476.00
101-5-55-552-610-512200-	Workers Compensation	69.97	64.00	89.00
101-5-55-552-610-513000-	Medical Insurance	4,846.74	10,275.00	9,978.00
101-5-55-552-610-513100-	Dental Insurance	709.38	823.00	823.00
101-5-55-552-610-513200-	Vision Insurance	165.00	165.00	165.00
101-5-55-552-610-513300-	Life, AD&D & LTD Insurance	527.12	498.00	521.00
101-5-55-552-610-513400-	Employee Assistance Plan	79.38	48.00	67.00
101-5-55-552-610-520100-	Office Supplies	904.87	300.00	300.00
101-5-55-552-610-521100-	Computer Supplies-Software	1,140.64	950.00	1,200.00
101-5-55-552-610-522000-	Operating Supplies	2,557.20	4,500.00	4,500.00
101-5-55-552-610-522220-	Museum Acquisitions	803.02	2,000.00	2,000.00
101-5-55-552-610-522500-	Non-Capital Furn/Equip/Tools	0.00	2,000.00	1,000.00
101-5-55-552-610-532000-	Advertising/Marketing	333.31	1,000.00	1,000.00
101-5-55-552-610-532010-	Public Education & Outreach	1,596.97	4,000.00	5,000.00
101-5-55-552-610-532200-	Printing	4,880.87	6,500.00	6,500.00
101-5-55-552-610-532230-	Dues/Subscriptions/Books	597.85	300.00	900.00
101-5-55-552-610-535030-	Comm Svcs-Internet/Cable	624.38	1,200.00	1,200.00
101-5-55-552-610-538101-	Travel, Training, & Meetings	2,693.56	1,500.00	2,000.00
101-5-55-552-610-538220-	Louisville Historical Projects	2,446.15	4,000.00	4,000.00
101-5-55-552-610-538395-	Museum Grant Expense	6,000.00	33,086.00	25,361.28
101-5-55-552-610-540900-	Prof Serv-Other	6,065.58	6,000.00	12,000.00
101-5-55-552-610-580040-	Computer Replacement	970.00	970.00	2,200.00
	TOTAL	211,472.36	246,470.00	263,201.28

SCFD

25,361.28



Memorandum

To: Historical Museum Advisory Board
From: Gigi Yang, Museum Services Supervisor
Date: March 19, 2025
Re: Museum Services Supervisor's Report

Spring is on its way and the Museum staff are looking forward to starting up with First Friday Events in April and including more outdoor events with warmer weather. In recognition of Earth Day, the April First Friday will work with local artist Kristen Poppe to explore the sustainable re-use of fabrics in making pieced quilts. We recently acquired a treadle-sewing machine from resident John Harnagel for the Museum's education collection and plan to share this new artifact for hands-on sewing demonstrations as well as showcase other quilts in the Museum's collection.

One of the missions of the Museum is to share Louisville history with visitors of all ages and abilities. To this end, the Museum recently joined [Bloomberg Connects](#). Bloomberg Connects is an international network of museums that make their collections and content available through an online app. As part of this network, Museum staff will complete a 13-week training to build a virtual tour of the Museum buildings. This content can be viewed remotely, as well as enhance in-person visits by providing audio narrative and translation into different languages. We are excited about this opportunity to expand our audience and increase access to Louisville history.

Museum Associate Sophia Imperioli has been developing a new Lost Louisville walking tour of the downtown area which we hope to debut at the May First Friday along with the next issue of the Louisville Historian which will commemorate Historical Preservation Month and the adaptable re-use of many of Louisville's historic downtown buildings over time. We are also pleased to support the Planning Department at the Landmark Ceremony on May 14 recognizing homeowners who completed the landmarking process in 2024.

Lastly, Museum staff are continuing to work through the STEPS program evaluating our Museum policies and practices to be in line with professional museum standards. This is a first step towards eventual accreditation with the American Alliance of Museums (AAM). We expect the STEPS portion will take a year to complete and have found it worthwhile to revisit and update existing policies and procedures. We are looking forward to sharing this process with HMAB at future meetings.

Museum Work Plan 2024-2025

Mission Statement:

Be a Part of the Story: Connect and Share in the Heart of Louisville

Strategic Goals:

Engage Audiences

Create a variety of opportunities for visitors of all ages to engage with history and discover something new.

- Children and Families
 - Increase connections with local preschools and elementary schools for museum tours and visits.
 - Outreach to preschools
 - Expand early childhood and age-appropriate hands-on learning activities.
 - Outreach, mini-Jacoe, Jordinelli seek-and-find
 - Develop outdoor learning component for families and independent exploration.
 - Programming on backyard roles, investigate natural history/ local history connections for field guide
- Volunteers
 - Grow volunteer program to include teen volunteers and effective training.
 - Oral history transcripts and interviewing
 - Teen summer volunteer
 - Create meaningful volunteer experiences that engage with Museum programs, tours, and operations.
 - Event volunteers, oral histories
 - Collections projects, research
- Online
 - PAUSED – working on Accessibility compliance for 2025
 - Review engagement and ease of use with online content.
 - Develop plan for improving navigation and structure for Museum website.

Enhance the Visitor Experience

Design and maintain a welcoming, vibrant, and accessible space that embraces the diversity of our community and creates shared experiences.

- Exhibit Spaces
 - Develop or update interpretive panels for Jacoe & Jordinelli Buildings
 - Bloomberg Connects for Museum buildings
- Outdoor Spaces
 - Expand programming with outdoor education space/ backyards
 - Chicken coop
 - Laundry line
 - Planter boxes
 - Evaluate natural history/ local history connection for field guide
 - Interpretive signage for Trott-Downer Cabins

- Programs and Interactivity
 - Create touchable moments for hands-on exploration of education artifacts in all three Museum buildings
 - Expand history interpretation off-site through walking tours and to historic sites throughout Louisville, parks and open space.
 - Lost Louisville
 - Louisville 101
 - Cemetery Tour
 - Bloomberg Connects
 - Museum buildings
 - Landmark Homes
 - Discover Louisville Driving Tour
 - Cabins signage
 - Downtown Visioning – Front Street
- Diverse Visitors
 - Neurodiversity
 - Create a Social Narrative for museum visitors to prepare for visits.
 - Update scavenger hunts
 - Language Diversity
 - Bloomberg Connects language options
 - Create guidelines and practices for blind or low vision visitors.
 - Audio option
 - Magnification
 - Tactile materials to accompany existing exhibits.
 - EDI language
 - Create guidelines for discussing language, terms, and topics in the Museum collections that are no longer acceptable through current EDIA awareness.

Activate Collections

Highlight and share the richness of Louisville’s past and present through community objects and stories.

- Access to collections
 - Transcribe and process oral history backlog and Marshall Fire Stories and make available on YouTube.
 - Continue digitization projects with Memories to Digital.
 - Court ledgers
 - Steinbaugh ledgers - conservation
 - Slides from Chamber of Commerce
 - Welch Mine payroll – conservation
 - Louisville Times – conservation, unfold and flatten
 - Make digitized materials available for public via PastPerfect, Instagram, and YouTube
 - Process backlog of accessions, ensure visibility through PastPerfect of recent donations

- Storage and organization
 - Complete physical re-organization of collections
 - Continue inventory of existing collections
 - Create plan for professional resources collection and research archive collection.
- Online presence
 - Highlight collection items and engage community via social media and newsletter features of recent donations, unknown artifacts, people identification, favorite artifacts.
 - Create on-line exhibits based on front window exhibits or Museum programs.
- Exhibit spaces
 - Rotate exhibit artifacts in cases
 - Front window exhibits
 - New cases in Jordinelli
- Museum Campus
 - Complete UV film installation on windows and replace front windows.
 - Repair doors in Tomeo and Jordinelli, broken window panes
 - Plantings/ grapes possible

Community Connections

Build collaborative relationships across the community that cultivate personal connections with history and promote curiosity and a sense of local identity.

- Residents and Businesses
 - Participate in First Friday events and downtown festivals
 - Highlight historic information and create programming related to current businesses
 - Participate in Downtown Vision planning – Front Street
 - Select and award Pioneer Award recipients annually
 - Regularly post historical resources and tools available to community via newsletters and social media
 - Provide research on local history for general public
- Schools
 - Maintain class visits and field trips
 - Curriculum support and student research assistance
 - National History Day judging and awards
- City staff and Departments
 - Walking tours – in partnership with other departments
 - Presentations – joint programming
 - Community events and festivals
 - Engage HMAB and Louisville History Foundation (LHF) as advocates and supporters of Museum programs and priorities
 - Building Reports/ Historic Preservation – Planning Department
 - Research, exhibit, and signage creation with the Louisville Police Department

Professional Presence

Hire, train, and retain a team of professional Museum staff that are responsive, knowledgeable, and recognized resources for historical education.

- Museum Standards
 - Work through STEPS program in partnership with HMAB and LHF
- Professional Development
 - Members of professional organizations / attend conferences
 - Hosting ANFRM meeting
 - CWAM
 - Indigenous Connections Summit
 - LA Fire Recovery
 - Webinars
 - Internships and Volunteers
 - Paid summer internships for Collections and Oral History
 - Teen Volunteer opportunities for learning about local history and museums
 - National History Day judges
 - Collaborations with other Museums
 - History Colorado Affiliates
 - Broomfield Veterans Museum
 - ANFRM
- Community Resource
 - Engage with residents, city staff, and professional colleagues as experts on historical and museum topics
 - Police Department
 - Provide inclusive and accurate historical information on Louisville
 - Support city staff with historical context
 - Quarterly new employee orientations
 - Answer community inquiries about local history

Cultural Services 250th/ 150th City Planning

- **Budget** – SCFD supplement
- **Themes** that pair with AASLH, Statewide themes
 - Historic Markers
 - Mary Trebing – Public Art and DAR
 - Little Italy – Public art / historic marker
 - Power of place
 - Geography and land
 - Indigenous practice – hands on
<https://www.lo-tek.com/challenge>
 - Colorado landscape – understanding what is around us
 - Parks and open space – walking tour, natural history guide
 - Indigenous history
 - Indigenous Connections Summit – look for collaboration with other cities
 - Ute Knowledge exhibit – Feb-April 2026
 - Who we are
 - History of the West -1776
 - Colorado History
 - Immigration
 - Demographics
 - Languages/ Cultures
 - People in our community
 - Storytime - 2026
 - Doing History
 - Transcribathon
 - Capturing stories of residents - voices that have been left out of the record.
 - Childrens voices
 - Time capsule – teens and kids
 - Seniors
 - Oral history
 - Art – possibly community art piece
 - Democracy – being American
 - Louisville focus
 - Doing History – childrens voices see above
 - Unfinished Revolutions
 - Advocacy for liberty and equality – Louisville activism and protests



- Labor rights
- **Program Types**
 - Hands-on
 - Living room conversations
 - Storytelling
 - Walking tours
 - Exhibits
 - Educational
 - Collaborations with schools
 - Passport program
 - Joint programming
 - City Departments
 - Other Cities/ organizations
 - Commemorations / Celebrations
 - Public Art/ Community Art
- **Marketing**
 - Task Force – Planning and Marketing
 - HMAB, LHF, CAB, School, Spellbinders, Open Space, Comms, Library
 - Brand packet – Colorado 150th, America 250th, Louisville specific logo
 - Proclamation – city council
 - Banners - awareness
 - Comms department – messaging, logos
 - Commemorations/ community wide
 - Umbrella inclusion – Labor Day, 4th of July, float for 250th
 - Specific celebration – block party theme
 - Special speaker or performance
 - Street Fair – DBA possibly
 - Chamber – Parade of Lights – for 2026



**City Council &
Historical Museum Advisory
Board
2025 Joint Meeting**

April 22, 2025

Mayor: Chris Leh

Board Chair: John Honan

Liaison: Gigi Yang

Purpose and Expectations

- Annual joint meeting with City Council
- Overview of HMAB role
- 2025 City Council Priorities and Work Plan
- 2025 HMAB Priorities
- Discussion/Direction from City Council

Introductions

- John Honan
- Pronouns:
- Historical Museum Advisory Board Chair
- Tenure on Council/HMAB/with the City

Historical Museum Advisory Board Role

Advisory to city council.

Louisville Municipal Code

- Sec. 2.20.020. – Boards and Commissions - General

Except as otherwise provided by the charter or by ordinance, each board and commission shall be advisory in character.

- Sec. 2.20.070 – Cultural Advisory Board

The board shall serve in an advisory capacity to the city council in matters related to the Louisville Historical Museum and to promote public awareness of the history of Louisville, Colorado. The powers, duties, and responsibilities of the board shall be as set forth by city council resolution.

Resolution No. 60, Series 2023

- The Board shall have the following responsibilities and such other duties as may be assigned by the City Council:
 - A. *Assist City staff in promoting public awareness of the history of Louisville and the Louisville Historical Museum.*
 - B. *Advise City staff and City Council in determining the community's needs and desires for public history and historical museum services.*
 - C. *Advise City staff and City Council on maintenance, improvements, and development of all City museum facilities.*
 - D. *Advise City staff and City Council on the capital and operating budget as it relates to museum services.*
 - E. *Advise City staff and City Council on medium- and long- range planning for museum services and facilities.*

Other Key Guidance

- All City Boards are subject to the Colorado Open Records Act and Open Meeting rules in the Home Rule Charter.
- Rules of Procedure are in place for all boards. These cover meeting civility, general rules, meeting requirements and more.
- Bylaws – Updates coming
- New quasi-judicial role

2025 Council Work Plan

2025 Council Work Plan

Four Priorities:

- Economic Vitality
- Core Services
- Safety
- Affordable Housing

Two lenses:

- Equity, Diversity, and Inclusion (EDI)
- Environmental Sustainability

2025 Proposed Work Plan

Historical Museum Advisory Board

2024 HMAB Highlights

- Assisted Museum staff at retreat for Strategic Priorities planning for 2024-2026.
- Reviewed HMAB role and Museum standard practices in the STEPS program (Standards and Excellence Program for History Organizations).
- Awarded Pioneer Award to Ed Helmstead for 2024.
- Attended and participated in Museum events – Members Only reception, Vintage Base Ball game.
- Reviewed and approved updated Museum policies and donations to the Museum collections.

2025 HMAB Priorities – Related to Council's Work Plan

Economic Vitality

- HMAB will support the Historical Museum as a community resource and as stewards of Louisville history.
- HMAB will promote and volunteer at Museum events that will bring community members and tourists to the Historic Downtown area.
- HMAB will promote the Museum Campus as a welcoming space and build awareness of the Historical Museum's value as a cultural destination.

Equity, Diversity and Inclusion

- HMAB will receive training in EDI principles and practices.
- HMAB will work with Museum staff on regular review of policies and practices to support EDI ideals.
- HMAB will attend, volunteer at, or assist with Museum programming that supports the City's EDI initiatives.
- HMAB will work to attract a more diverse pool of candidates for selection by Council to serve on the Board.

Proposed 2025 HMAB Work Plan Priorities not included on City Council's Adopted Plan

- Advisors
 - We act as a sounding board to the Museum Supervisor and her staff on policy and strategy issues.
- Advocates
 - We act as advocates for the Museum – promoting Louisville History Month.
 - We build awareness in the community and with City Council of Museum activities and needs.
 - We recognize community leaders through the annual Pioneer Award.
- Volunteers
 - We volunteer at Museum events around the community.

Council Guidance

Opportunity for discussion/direction from council:

- Anything else the board should consider related to the council work plan?
- Council guidance on the non-work plan items?

Important considerations:

- *Are all items in the purview of the board and advisory to council in nature?*
- *Is this what council needs from the board?*

Thank you!

- To the Board members for your leadership and time as volunteers!
- To staff for your work!
- Next Steps:
 - Council looks forward to continued work with each board and commission
 - APRIL – Recommendations for interim budget due
 - MAY – Recommendations for 2026 Council Work Plan due
 - NOVEMBER – Recommendations for 2026 Legislative agenda due

Be a Museum Advocate!

Spread the Word: Introduce Museum services and products to business owners and community members.



Tell your friends and family about the Museum

Share authentically about the Museum; what programs/services the Museum offers which you enjoy;
Encourage friends and family to get a Museum membership if they do not already have one.



Follow and engage with the Museum on Social Media

Engage with the Museum's Instagram: @LouisvilleMuseum

Follow, Like, Share, and Comment on posts

Engage with the Museum's YouTube: @LouisvilleMuseum

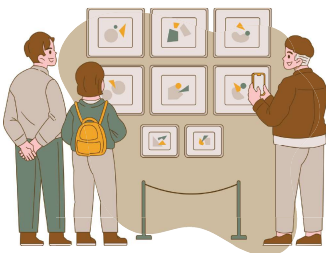
Subscribe, Like, Share, and Comment on posts

The Museum does not have a Facebook account, but you can still share about the Museum and events, especially in community groups!



Write a positive review – encourage others to do so as well

Write a positive review about a Museum program or service on Google or Yelp.



Visit and Use the Museum

Visit the Museum often so you have a sense of what is happening

Visit the Museum as a place to meet with family, friends, and business/community members.

Have coffee or relax in the Museum Courtyard



Sign up for, and read, email newsletters

Open, read and click on links in emails from the Museum

Share and forward them to other community members that might be interested in information from the Museum

Try to **Spread the Word** about the Museum once per month!