

AGENDA

HISTORICAL COMMISSION MEETING

May 1, 2024 - 9:00 AM
Village Hall - Board Room
300 Plaza Circle, Mundelein, IL 60060

- I. CALL TO ORDER
- II. ATTENDANCE
- III. PUBLIC COMMENTARY
- IV. PARK DISTRICT DIRECTOR'S REPORT
- V. MINUTES APPROVAL
 - A. Approval of April 3, 2024 Minutes
- VI. CHAIRMAN'S REPORT AND OTHER COMMUNICATION
 - A. April Radio Show
 - B. Historical Alliance Meeting-April 17, 2024
 - C. Pop-Up Museum Tighthead Brewery-May 7, 2024
 - D. Caboose Project
 - E. Other

VII. MUSEUM OPERATIONS

- A. Subcommittee Reports
 - 1. Archiving - Wendy
 - 2. Facility Maintenance
 - 3. Collections: Accessioning/Deaccessioning- Ann
- B. Volunteer Hours/Museum Attendance - Shawn
- C. Docent Schedule - Shawn
- D. Other

VIII. NEW BUSINESS

- A. Cemetary Walk - Finalize Program Details
- B. Other

IX. OLD BUSINESS

- A. Book Signing-June 15, 2024
- B. Spring Into Summer-June 1, 2024
- C. Web Site Map Project
- D. Story Corps
- E. Lure of the Local

F. Museum Landscape Plan

G. Other

X. ADJOURNMENT

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

To: Mayor and Board of Trustees

From:

For: Historical Commission Meeting of May 1, 2024

Subject: Approval of April 3, 2024 Minutes

Financial Impact:

Attachments:

1. Historical Commission Minutes Draft 04-03-24 DRAFT

Background:

Recommendation:

Mundelein Historical Commission Minutes

April 3, 2024

- I. **Call to Order.** The Mundelein Historical Commission meeting was held on Wednesday, April 3, 2024, at the Mundelein Village Hall. The meeting was called to order by Chairman Flynn at 9:00 a.m.
- II. **Attendance:** Mike Flynn, Wendy Frasier, Shawn Killackey (9:19 am arrival), Ann Walker, Barbara Zander; Commission Candidate Tom Baur and Lynne Monroe Staff Liaison.
- III. **Public Commentary.** There was no public commentary.
- IV. **Park District Director's Report.** No report; Director Ron Salski was not present.
- V. **Approval of the March 6, 2024 Minutes.** Commissioner Zander moved to approve the minutes, seconded by Commissioner Frasier. Upon voting, the **motion** was carried unanimously.
- VI. **Chairman's Report and Communications.**
 - A. Museum Opening Day. Chairman Flynn reported a good opening day with 12 visitors; guests commented on the great layout. Chairman Flynn thanked Commissioner Zander and Commissioner Frasier. Commissioner Zander was recognized for her excellent research and organization. Commissioner Zander commented on a guest's knowledge of the proper name and use of the ice plow outside of the building that actually cuts ice.
 - B. March Radio Show. Commissioner Walker reported a great turn out, with national exposure from SPERDVAC and also interest from the Daily Herald.
 - C. Historical "Pop-Up" coming. Tighthead Brewery will host a pop-up, date still TBD. Commissioner Zander suggested May 14th or May 21st. Members agreed socks will be given as prizes for this event.
 - D. Historical Alliance Meeting April 17. Twenty to thirty people are expected to attend this event that starts with a tour at the museum and a meeting at Village Hall, wrapping up with lunch at Tina G's. Coffee and juice will be served at the Village Hall. Commissioner Frasier confirmed she will be in attendance.
 - E. Commission Vacancies. Tom Baur meets with the mayor today and should be officially sworn at the April 22nd Board meeting. Chairman Flynn encouraged the others to reach out to people to generate interest.
 - F. Caboose Project. Chairman Flynn reported this is still on the radar and Vern Lappe and Bob Ward are going to Union, IL for a proposal on a caboose. Details to follow.
 - G. Spring Newsletter. Chairman Flynn has sent to Amy to organize. The newsletter will come out in April. In the future, Chairman Flynn will send content to Dawn Jenich who will put into the new template. Commissioner Frasier suggested they are

printed for the counter at the museum, although it was noted the format does not always print well.

- H. OTHER. Chairman Flynn reported that Countryside Golf Course will have an Addison Partridge Tribute at the clubhouse. Chairman Flynn will ask commissioners to approve photos to use at the tribute and also ask to be part of the unveiling.

VII. **Historical Commission Operations**

A. Subcommittee Reports

1. Archiving – No report as museum exhibits have been the focus. Commissioner Zander will now focus on museum library.
2. Facility Maintenance – Commissioner Frasier reported a leak recently and that the Park District came out quickly and found repair needed in attic. Tape has been placed on floor where there are bumps to avoid trip hazards. Commissioner Frasier reported that Park District Director Salski plans to keep the roof and the floor on radar for budget. Chairman Flynn suggested keeping Gary Gunther involved as he has offered to help (per email sent to all commissioners). Chairman Flynn suggested he perform duties such as wind the clock and check phone messages. He can provide some additional help while serving as a docent. Commissioner Zander recommended he not be involved in purchases and all agreed.
3. Collections – Accessioning/Deaccessioning – Chairman Flynn discussed the need to have a full accession committee in order to accession any more items. Accession committee consists of two commissioners and one non-commissioner.

Motion by Commissioner Walker, seconded by Commissioner Fraiser; to nominate Chairman Flynn to serve on accession committee. Upon voting, the motion was carried unanimously.

Commissioner Walker will accession the Rodeo Poster approved at prior meeting.

Commissioner Walker also had glass bottles previously presented and she will also accession those.

Commissioner Walker will present a new item: an Area coffee mug.

Motion by Commissioner Frasier, seconded by Commissioner Zander to accept the Area coffee mug for accessioning. Upon voting, the motion was carried unanimously.

Commissioner Walker presented old cassette tapes and suggested they are good for the collection. **Motion** to accept the cassette tapes for

accessioning. **Motion** by Commissioner Frasier, seconded by Commissioner Zander. Upon voting, the motion was carried unanimously.

Members discussed the process for the Park District's involvement with approval when accessioning. The process for accessioning and deaccessioning needs to be organized.

Commissioner Zander questioned a Deed of Gift at the museum; Chairman Flynn confirmed for a spear; Commissioner Frasier noted the deed had no Park District signature. Commissioner Walker will check for the accession number. Commissioner Frasier recommended that all Deed of Gifts be recorded with accession number.

- B. Volunteer Hours/Museum Attendance. Commissioner Killackey reported that the total volunteer hours for the month of March were 291. Attendance was 12 on the first day, 13 for Radio Days and a total of 37 for the month.
- C. Docent Schedule. Commissioner Killackey reported 14 docents staffing the museum is helpful. The schedule is filled for April except for two days: help is needed on April 10th and April 20th. Commissioner Frasier volunteered on April 10th and Chairman Flynn will open the museum on April 20th.
- D. Roadway Clean-Up. The Historical Commission will take part in the Spring roadway clean up on April 27th. They will meet at 8:00 AM at the Historical Museum. Commissioner Killackey will supply bags and pickers and suggests wearing boots. The clean-up takes place three times a year (April, August, and October) for a stretch of roadway from the museum to Route 45.

VIII. **New Business**

- A. IL State Historical Society Awards. Chairman Flynn reported eligibility for this award in the exhibition category. Commissioner Frasier suggested the John Hynes display.
- B. Other. Commissioner Frasier suggested a more prominent sign at the museum front door. Chairman Flynn will e-mail Rob with the Park District about options.

Commissioner Walker suggested the Historical Commission take part in the eclipse viewing at Kracklauer Park on April 8th at 12:30 PM.

Discussion regarding photo frames and the on/off mechanisms; frames are turning on randomly; a lock for a timer should be investigated.

Chairman Flynn led a discussion on the future use of a frame to chronicle the moving of the caboose. Commissioner Zander noted the photos would need to be scanned and uploaded via the frames app. Commissioner Zander recommended a new outlet to plug in the future frame display.

Chairman Flynn suggested a Facebook post or mayoral newsletter article to see if anyone in the community has a video of the move.

- C. 2024 Radio Show Schedule. Commissioners approved the list made by Commissioner Walker on the radio programs that will be played. Everyone agreed that there will be two days of radio programs the week of Halloween and the final show will be on December 14th which is the last day of the 2024 museum season.

IX. **Old Business**

- A. Cemetery Walk. Chairman Flynn reported no date is finalized, but the Kirk Players will be involved. There will be coordination necessary as writers are secured, but not performers. Chairman Flynn suggested August 24th or August 31st. Commissioner Killackey offered to fill in the stories with more details for 3-5 minutes total stories per decedent. None on these families and presented to the Kirk Players by June 1st. Chairman Flynn will contact Gary Shellenberger for researching. Commissioner Zander reminded the group of the need to allow for time on the schedule to move between the plots.
- B. Book Signing. Commissioner Killackey announced five authors for the June 1, 2024 book signing. Commissioner Zander invited John Hynes to attend. Tables will be set up out front for the event, with possible tents.
- C. MCC Plant Exchange. Chairman Flynn reported that MCC will be asking for a plant for a plant exchange and the June 1st Spring Into Summer event (Event canceled shortly after this meeting).
- D. Website Map Project. No Update. Chairman Flynn to e-mail list of chosen locations again.
- E. Story Corps. No update.
- F. Lure of the Local. No update.
- G. Landscape Plan. Landscapers have the plan and suggestions from the commissioners. Chairman Zander suggests moving the indigo. Chairman Flynn will speak to Park District to get it approved.

- X. Adjournment. **Motion** by Commissioner Killackey, seconded by Commissioner Walker to adjourn the meeting at 10:20 AM. Upon voting, the motion was carried unanimously.

Minutes taken by: Lynne Monroe