

Riverside Historical Commission Meeting Minutes Monday, January 20, 2020

Call to order: 7:07 PM by Chairperson Constance Guardi at the Water Tower.

Present: Commissioners Constance Guardi, Diane Ceragioli, James Petrzilka, Richard Julian, Patrick Smith-Ray, Samantha Schroeder, and Gina Furey. Visitor: Jennifer Calik.

Minutes of November 20, 2019: Motion to approve by Samantha Schroeder. Seconded by Diane Ceragioli. Motion carried.

Financial Report of December 31, 2019: The Village is now using a new, more detailed format for the financial report. Current balance of \$77,067. Expenditures of \$423.74, for 2020 calendars, in November- December period. Motion to approve by Richard Julian. Seconded by James Petrzilka. Motion carried.

Chairperson's Report:

- Connie thanked the Commissioners for their service in 2019. She also thanked the Smith-Ray family for hosting the Commission's Holiday Party.
- Ed Bailey has again been notified that the cleaning crew is failing to set the security alarms at the Museum.
- With Bill Sherman's death we have lost a great asset to the Museum. We thank his family for designating the Museum as a preferred charity for donations in his memory.
- Connie reviewed the Museums accomplishments in 2019:
 - The Museum's 50th Anniversary ceremony, at which Bill Sherman was awarded Honorary Commissioner status.
 - 2020 Museum calendar, featuring the Riverside Fire Department.
 - Sesquicentennial display at the Library.
 - Sesquicentennial logo light display for the Water Tower.
 - Maintained Facebook and Website pages.
 - Conducted Town tours for Riverside elementary students.
 - Added a new Gretchen McCarthy ornament of the Presbyterian Church.
 - Sold books and materials through the Museum and the Library.
 - Accessioned donations of historic items for the Museum.
 - Recorded property transfers in the Structure Files.
 - Pursued further examination of the Bones found during the Bloomingbank Road sewer work, including delivering them to a college in Detroit, Michigan for DNA testing.
 - Volunteered time to open the Museum to the Public on all Saturdays and for the Holiday Stroll.

Accessions:

- Sesquicentennial spot-lighting disc for Water Tower display. Motion to access: James Petrzilka. Seconded: Diane Ceragioli. Motion carried.
- Two Riverside Property Tax ledgers from 1876 and 1877. Donor: Jeane DiMonte. Motion to access: Richard Julian. Seconded: Patrick Smith-Ray. Motion carried.

Exhibits:

- Riverside Library display case will be changed to a hand-painted Riverside scenes cup set.

Continuing Business:

- 2020 Museum wall calendar: The calendar was offered for sale at the Museum and the Library. Also, Riverside Foods purchased calendars for resale at their store. The Museum and the Library each have two calendars available at this time.
- Facebook: Posted about 10 Winter photos of Riverside.
- Landmarking a house: Patrick gave an update report on the investigation into the history of his house on Scottswood Road. The Commissioners agreed that his findings were sufficient for filing the required Landmarking forms. Patrick will visit the Cook County Recorder of Deeds, and fill in the forms to complete his work.
- Past Perfect: No change in status.
- Structure File updating: No change in status.
- Volunteer Program: No change in status.
- Website: No change in status.
- Disposition of the bones excavated on Bloomingbank Road: DNA was successfully extracted from the remains, and is now being sequenced to determine age and ancestry.
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New Business:

- Historical Commission Plan for 2020:
 - Opening the East Well House Museum every Saturday.
 - Accessions' management; train 2 more Commissioners; complete accessions in a timely manner; follow procedures for receiving donated items. Leads: Connie, Gina, and Richard.
 - Budget and Plans for 2021. Leads: Connie and all Commissioners.
 - Digitizing materials to reduce space requirements; digitize Structure Files; explore online access to the collection. Leads: Connie and Richard.
 - East Well House exhibit; Library case exhibit; Town Hall case exhibit. Leads: Connie and Gina.
 - Produce a short documentary of Riverside's history. Lead: James.
 - Ornament sales program. Lead: Diane.
 - Book sales program. Lead: Connie.
 - 2021 calendar development: Lead: Moved to February Meeting agenda.

- Meeting schedule for 2021, due in October. Future meeting agenda.
- Past Perfect management and training. Leads: Connie and James.
- Identify and nominate structures for local Landmark status; create a pamphlet on how to landmark your home. Leads: Samantha and Patrick.
- Structure File maintenance, including blue folders for “tear-downs”, files for new structures, and entering property transfers. Leads: Connie, Gina, and all Commissioners.
- Offer tours on a limited basis to school groups. Leads: Connie and Gina.
- Revitalize the volunteer program. Leads: James and Richard.
- Website management. Lead: Patrick.
- Facebook management. Lead: Richard.
- Replacement of office equipment, copier, and software as required. Lead: Connie.
- Explore replacement desk/work center for the Museum, to face door and increase storage. Lead: Connie.
- Purchase storage units for the West Well House for documents, artifacts, and merchandise. Lead: Richard.
- Improve publicity for the Museum, including reaching out to schools. Lead: Gina.
- Long Range Goals:
 - Continued advocacy for opening the Water Tower observation deck.
 - Work toward a more comprehensive digitized storage system.
 - Explore returning the Babson Estate Chandelier to the East Well House.

Adjournment: James Petrzilka motioned to adjourn at 9:32 PM. Seconded: Patrick Smith-Ray. Motion carried.