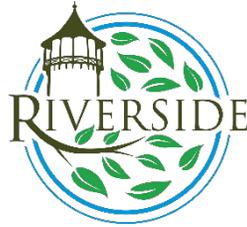


MEETING AND PUBLIC COMMENT PROCEDURES: The Board of Trustees will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Management Analyst Ian Splitt at least 48 hours in advance of the meeting at (708) 447-2700 ext. 267. Public comments are welcome on any topic related to the business of the Commission during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**VILLAGE OF RIVERSIDE
Historical Commission Regular Meeting
Minutes**

- I. Call to Order:** The Regular Meeting of the Village of Riverside Historical Commission was held in person on Monday, February 21, 2022. Chairperson Julian called the Regular Meeting to order at 7:04 p.m.
- II. Roll Call:**

<i>Present:</i>	Chairperson Julian Commissioner Guardi Commissioner Ceragioli Commissioner Smith-Ray (arrived after Roll Call) Commissioner Furey
<i>Absent:</i>	Commissioner Petrzilka Commissioner Schroeder
- III. Approval of Minutes**

 - A. Commissioner Guardi proposed an amendment to the 1/24/22 minutes, specifying that a reproduction of the library exhibit would be moved into the East Well house.
 1. Motion to approve, as amended, by Commissioner Guardi, seconded by Commissioner Ceragioli

AYES: Chairperson Julian, Commissioners Guardi, Ceragioli, and Furey
NAYS: None.

Motion passed.
- IV. Approval of Financial Minutes**

 - A. Total on the Historical Commission account as of 1/31/2022 was \$77,550. This has gone up from 12/3/211 due to donations and library sales. The Sherman fund has spent \$1,042 with \$2,418 remaining.

1. Motion to approve by Commissioner Guardi, seconded by Commissioner Ceragioli.
AYES: Chairperson Julian, Commissioners Guardi, Ceragioli, and Furey
NAYS: None.

V. *Chairpersons Report*

A. Developing a written procedure for accessioning items to the Museum

Chairperson Julian has noticed that the commission is behind on accessions. He has created a written procedure to input an accession into the accession screen and the catalog record. Chairperson Julian also inquired about the help desk. Commissioner Smith-Ray arrived. Commissioner Guardi noticed that there has been some backlog on the emails. She suggested a system to cc the history museum email to assist tracking progress on responses.

B. Update on developing system for uploading structure files to our website. Village attorney input

Chairperson Julian has spoken with Diane at the Riverside Library, and she informed him that the Library is working on formatting and testing files for the system to upload the structure files to the Commission Website. Chairperson Julian noted that the system will have a street listing, followed by an address number listing, for visitors to navigate the Structure Files.

VI. *Approval of Accessions to the Museum*

A. Chairperson Julian received two Riverside commemorate plates. Chairperson found that it is not on past perfect and was confirmed by Commissioner Guardi. The amount of plates made in the production run is unknown.

1. Motion to accession by Guardi, seconded by Commissioner Smith-Ray.
AYES: Chairperson Julian, Commissioners Guardi, Ceragioli, Smith-Ray, and Furey
NAYS: None.
Motion passed.

VII. *Continuing Business*

A. The disposition of human remains excavated on Bloomingbank Rd: Status report.

Commissioner Petrzilka emailed Chairperson Julian that St. Mary's College will be running a Single Nucleotide Polymorphism test to attempt to link the discovered remains to any living relatives or descendants.

B. Commission's Facebook Page: Activity report.

Facebook page has been running as usual. Commissioner Guardi recommended that if it hadn't been posted yet, the Commission ought to post about the exhibit at the Library.

C. Developing a user guide for land marking a structure. Status report.

Commissioner Smith-Ray is waiting on the Village to insert the plaque into the ground, he noted that that would be the terminus of the process. He hasn't heard back from the Village as of late. Management Analyst Splitt would reach out to the Village to check on the status.

D. Museum Help Desk: Discussion of any issues

Already discussed during Chairperson Report.

- E. Reopen the Museum: Discussion
Chairperson Julian inquired as to when the Commission would like to reopen the museum. Commissioner Guardi suggested March. Chairperson Julian mentioned that the Commission could still require mask to enter the museum. The Commission agreed they could open the museum in March while requiring masks.
- F. Sherman Fund: Discussion of proposals for use of funds. East Well display
The Commission agreed to spend funding for a reproduction of the exhibit at the Library for the East Well House.
 - 1. Motioned by Commissioner Guardi, seconded by Commissioner Ceragioli.
AYES: Chairperson Julian, Commissioners Guardi, Ceragioli, Smith-Ray, and Furey
NAYS: None.
Motion passed.
- G. West Well House project: Discussion of next steps to utilize the Well House
Commissioner Guardi suggested that the first order of business needs to be moving the accessions out before discussion of what will be put in there ultimately. Chairperson Julian suggested that Commissioners begin to think about what they would ultimately want to use the space for.
- H. Local History Files digitizing project: status report.
Commissioner Petrzilka is finalizing the list of Local History items to provide to the Commission. This list will allow the Commission to prioritize the items for the digitization process.
- I. Olmsted's 200th Birthday: Further discussion of Museum's role in the celebration.
Commissioner Guardi noted that date for the special event is still under discussion. Potentially an April date for the event could require additional restrictions due to the Covid-19 pandemic. She believed that by March the Commission would have a better idea of what holding the event in April would entail.
- J. Museum pamphlets: Inventory Levels
In an email Commissioner Petrzilka had recommended printing 20 each of the Water Tower and Riverside Improvement Company pamphlets. Management Analyst Splitt agreed to print more pamphlets for Commissioner Guardi.
- K. Library Display reception for Sherman Family
Per the Sherman Family wishes, there will not be a reception for the family.

VIII. Exhibits

- A. Museum Display: Discussion
 - 1. Discussed earlier in the meeting.
- B. West Well House: Discussion.
 - 1. Discussed earlier in the meeting

IX. Public Comment

No public comment.

X. New Business

A. Calendars

Chairperson Julian inquired about the Library inventory levels. Chairperson Julian would check the Library and give out however many are remaining. Riverside Foods had sold out of calendars, and will be receiving ten books for sale.

B. Ornaments

Commissioner Furey inquired if other local stores could help sell the ornaments. The Commission agreed that they would like to request a Blythe ornament.

XI. Adjournment

Chairperson Julian asked for a motion and second to adjourn the Regular Meeting. Commissioner Guardi made a motion to adjourn. Commissioner Furey seconded.

AYES: Chairperson Julian, Commissioners Guardi, Ceragioli, Furey, & Smith-Ray

NAYES: None.

Motion passed. Meeting adjourned at 8:03pm.

Respectfully submitted:

Management Analyst Splitt

Date Approved