



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 Riverside Township Hall on Monday July 17, 2023 at 7pm. Chairperson Julian called the Regular Meeting to order at 7:02 p.m.

- II. **Roll Call:**

<i>Present:</i>	Chairperson Julian
	Commissioner Guardi
	Commissioner Petrzilka
	Commissioner Schroeder
	Commissioner Furey
	Commissioner Kelly
 <i>Absent:</i>	 Commissioner Smith-Ray

- III. **Approval of Minutes**
 - A. Motion to approve June 20, 2023 minutes by Commissioner Guardi, seconded by Commissioner Petrzilka.
Motion passed by unanimous voice vote.

- IV. **Approval of Financial Report**
 - A. Chairperson presented financials for March, April, May. Brought in income \$1,874, haven't had much in expenses \$318. Museum Fund balance \$74,785 and Sherman Fund balance \$1,004.
 - B. Motion to approve June 20, 2023 financial report by Commissioner Guardi, seconded by Commissioner Kelly.
Motion passed by unanimous voice vote.

- V. **Chairperson's Report**
 - A. Lead Commissioner Responsibilities
Chairperson Julian has found that Museum seems to be getting busier. He reminded Commissioners that there is no August meeting.

- VI. **Lead Commissioner Reports:**
 - A. *Facilities: Dick Julian's report. Museum and West Well House clean-up in July and August.*
Chairperson Julian will be devoting time to cleaning up the West Well House. He will

be organizing and sending any accessions that may be located.

B. Exhibits: Connie Guardi's report.

Comm. Guardi had good news about an exhibit that is ahead of schedule. Liz Chilsen at Riverside Arts Center (RAC) assisted Comm. Guardi with archiving the photos of modern homes. RAC will be mounting the photos, and the Commission will only need to attach Velcro. Mounting the photos will cost around \$1,000. Comm. Guardi also will be ordering more archival boxes.

C. Merchandise: Dick Julian's report. Village in a Park booklets. General Plan location.

Comm. Petrzilka brought in more Village in a Park booklets, and Chairperson Julian informed the commission of their location. Chairperson Julian also pointed out where the General Plans are located.

D. Accessions: Gina Furey's report. Training assistant, Patrick.

Comm. Furey brought to the Commission an example of an accession that included multiple items. Comm. Furey mentioned how some documents are not accessible. Chairperson Julian advised to make sure that commissioners get the accession form filled out when items are given to the museum. Comm. Guardi advised Comm. Furey to contact Chairperson Julian when she has questions. Comm. Furey would like to feature a new accession on the website. She shared a narrative for a postcard accession as an example of what would be posted.

E. On-line presence: Samantha Schroeder's report. Village website materials for Amy. Long-range plan discussion.

Comm. Schroeder is planning to speak with Communications Specialist Amy Downing on the 18th. The discussion will include the Museum Facebook.

F. Public presentations: Jim Petrzilka's report.

Comm. Petrzilka informed the Commission that they are consulting Kathy Maloney on a book on the evolution of Riverside. They've read the manuscript and given their feedback.

G. Structure Files: Patrick Smith-Ray's report. Folder on Museum desk for additions and revisions.

Commissioner Smith-Ray was absent from the meeting. Chairperson Julian instructed the Commission on where to locate the folders for items that need to be completed/changed in the structure files.

VII. Continuing Business

A. 2024 Museum Calendar. 1960s – 1970's Businesses' photos.

Chairperson Julian presented photos for the calendar. Relayed an interaction with a resident who expressed interest in the "Riverside Monopoly" board game.

B. Pamphlet

Was not sent to the Commission for review.

C. Local History files digitizing report. Post 2001 inventory.

Comm. Petrzilka went through items on his listing. Requested input on the listing as Commissioners review.

D. Human remains from Bloomingbank Road. Update.

New President of the University has now started. He will attempt to communicate.

E. Structure File posting on Village website. Update.

Mgmt. Analyst Splitt informed the Commission he expects the Structure Files to be posted to the site by the next meeting.

F. 2024 Plan and Budget discuss revisions and additions.

Comm. Petrzilka has added to their long range plan to distribute the study done in 2001. Printing 20 copies would cost \$99.

Motion to print by Petrzilka, seconded by Furey.

Motion passed by unanimous voice vote.

VIII. Public Comment

No public comment.

IX. New Business

A. Comm. Guardi informed the Commission that the American Association of University Women in Riverside has disbanded. They would have a poster contest for 4th graders to write about a famous woman. Comm. Guardi suggested that the Historical Commission take that up. Comm. Guardi will update in September.

B. Comm. Kelly updated the Commission about his visit to Higgins Glass. He spoke with them about the history of cutting glass. Jonathon, of Higgins Glass, would like to donate one of the first plates done with Michael Higgins. He also offered to do whatever set up is required for display. Comm. Guardi encouraged Comm. Kelly to reach out to Jonathon to let him know the Commission's interest in the piece.

X. Adjournment

Motion to adjourn by Comm. Guardi, seconded by Comm. Schroeder.

Motion passed by unanimous voice vote. Meeting adjourned at 8:09 pm.

Respectfully submitted:

Management Analyst Splitt

Date Approved