



**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 18, 2022 at 7pm. Chairperson Julian called the Regular Meeting to order at 7:05 p.m.
- II. Roll Call:* *Present:* Chairperson Julian
 Commissioner Guardi
 Commissioner Petrzilka
 Commissioner Schroeder
 Commissioner Smith-Ray (arrived after roll call)
 Commissioner Furey (arrived after roll call)
 Commissioner Ceragioli
- III. Approval of Minutes*

 - A. Motion to approve June 21, 2022 minutes by Commissioner Guardi, seconded by Commissioner Smith-Ray
Motion passed by unanimous voice vote.
- IV. Approval of Financial Report*

 - A. Chairperson Julian informed the Commission that the Balance on the Museum account was \$76,397. The Sherman Fund had a balance \$2,708.
 - B. Motion to approve by Commissioner Guardi, seconded by Commissioner Petrzilka.
Motion passed by unanimous voice vote.
(Commissioner Furey arrived)
- V. Chairpersons Report*

 - A. *Museum internet and phone issues*
Chairperson Julian explained that the phone and Wi-Fi are both down at the Museum. Management Analyst Splitt estimated that the antennae repair could take 12 weeks to repair. The Museum can get voicemail through their emails. Management Analyst and IT would be able to restore phone and internet coverage with a hotspot. Management Analyst Splitt would ask Jessica if the Commission could borrow a hotspot from the Riverside Library.
 - B. *Sign-Up Sheet*
Chairperson Julian passed around the sign-up sheet for Museum duty.

(Commissioner Smith-Ray arrived)

C. *Accessions*

Chairperson Julian would like to sort the Accessions that need to be entered into Past Perfect from old to new. Commissioner Furey commented that she thinks the Commission could benefit from more Past Perfect training.

VI. Approval of Accessions to the Museum

A. Riverside Drugs Map Pamphlet –Donor Cheryl Bartik

Chairperson received a call from Cheryl who had a pamphlet from Riverside Drugs, est. 1940s or 1950s. The pamphlet contains a street map. Also has a site on Blythe for the “new school.” Past perfect has two maps, but was unable to locate. The Commission will check to see if they can locate the other two.

Moved by Guardi, seconded by Petrzilka.

Motion passed by unanimous voice vote.

VII. *Continuing Business*

A. Olmsted’s 200th Birthday Financial Report update

The Commission budgeted for \$2,000 for the event and estimated \$1,302. The actual costs for the event came out to \$1,405.

B. Files from West Wellhouse being reviewed by Comm. Smith Ray. Update

Commissioner Smith-Ray went through the boxes in the West Wellhouse, which were temporarily stored in the Riverside Youth Center. Comm. Smith-Ray found Old Museum Displays that could be repurposed, documents from the Centennial, financial documents, a Village Directory, and Centennial Committee documents. Notably, there was a letter on White House stationery from President Nixon congratulating Riverside on their 99th anniversary. Present in the files was a record from 1964 that listed Riverside residents that received a polio vaccination. Comm. Smith-Ray also located slides of the Babson Estate and a museum display regarding the Iwo Jima Flag and its connection to Riverside. Commissioner Smith-Ray also located a Town Hall Expansion design. The next steps are to organize and move the interesting items to the East Wellhouse.

C. Landmark Pamphlet Update

Commissioner Smith-Ray is working on the document. He will bring a draft to the next meeting.

D. Saturday Museum Duty Issues

If there are issues with scheduling, Chairperson Julian requested the Commissioners inform him.

E. Local History Files Digitizing Report

Comm. Petrzilka is currently at the “M’s” of the local history files. This section of the files is predominantly maps. Included are WPA maps made in the 1930s and a setback study in Riverside which includes the year a house was built.

F. Human Remains found on Fairbank Road. Update

Comm. Petrzilka has been speaking with the Professor that is studying the located remains. They are hopeful to visit Riverside and present the latest results of testing in late summer or fall.

- G. Museum website move to the Village website. Update
Communications and Marketing Specialist Amy Downing mentioned that the requested basic edits have been made and the exhibit section has been moved over to the Riverside site. Communication Intern Jason Valley is recreating the interactive slide show. He has also contacted Chairperson Julian about pictures. Chairperson Julian mentioned that the picture sharing has been slowed by the Museum's lack of internet.
- H. Plan for preserving the General Plan Document
Comm. Schroeder has been researching to whom the Commission could transfer the General Plan Document. Comm. Guardi does not think it should be moved and is skeptical to its originality. Comm. Petrzilka agreed with Comm. Schroeder that the document should be tested. In order to determine what process should be used to authenticate the document, the Commission will contact Brookline about the process that was used to authenticate the General Plan Document in their possession.
- I. UV Shielding on Museum windows
Chairperson Julian was searching for UV Shielding for Museum windows to protect items from sun damage. Chairperson Julian mentioned that he spoke with Public Works Director Dan Tabb and the Village can install the tinting.
- J. Calendar
Chairperson Julian inquired as to the status of the Historical Commission calendar. Comm. Schroeder had not begun work however she selected Jenney as a theme.

VIII. Exhibits

Nothing new to report.

IX. Public Comment

No public comment.

X. New Business

A. 2023 Commission Budget Approval

Chairperson Julian presented the 2023 Budget request. He commented that it was largely the same as 2022, with the major difference being the new desk with some of funding coming from the Sherman Fund.

**Comm. Furey motioned to approve, seconded by Comm. Guardi
Motion passed by unanimous voice vote.**

B. 2023 Commission Plan Approval

Chairperson Julian would like to amend the plan to include digitizing photos. He would also like the long range plan to include scanning items at a higher resolution.

**Comm. Guardi motioned to approve as amended, seconded by Comm. Smith-Ray.
Motion passed by unanimous voice vote.**

C. Saturday Museum Duty for 8/20 – 11/19

Chairperson Julian again requested to be informed of any days that are split between Commissioners.

D. Future Accession Item

Comm. Smith-Ray was speaking with an attendee at the Olmsted Party who takes train photos. She had mentioned that many people come to the Village for train photos. She also sent a photo of a Metra BNSF photo at the Village of Riverside train station. He would like to accession the item at the next meeting.

XI. Adjournment

Commissioner Schroeder made a motion to adjourn. Commissioner Ceragioli seconded. **Motion passed by unanimous voice vote. Meeting adjourned at 8:15 pm.**

Respectfully submitted:

Management Analyst Splitt

Date Approved