



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 September 19, 2022 at 7pm. Chairperson Julian called the Regular Meeting to order at 7:03 p.m.

- II. **Roll Call:** **Present:** Chairperson Julian
 Commissioner Guardi
 Commissioner Petrzilka
 Commissioner Schroeder
 Commissioner Smith-Ray (arrived after roll call)
 Commissioner Furey
 Commissioner Ceragioli

- III. **Approval of Minutes**
 - A. Motion to approve July 18, 2022 minutes by Commissioner Guardi, seconded by Commissioner Petrzilka.
Motion passed by unanimous voice vote.

- IV. **Approval of Financial Report (Commissioner Smith-Ray Arrived)**
 - A. Commissioner Guardi commented that the financial report mistakenly showed a line item as only partially coming from the Sherman fund. However this item ought to have entirely come from the Sherman fund.
 - B. Motion to approve as amended by Commissioner Guardi, seconded by Commissioner Ceragioli.
Motion passed by unanimous voice vote.

- V. **Chairpersons Report**
 - A. **Museum internet and phone issues**

The Museum has been having problems with the computer and internet due to the storm. However as of the last time Chairperson Julian was at the museum the Internet is connecting and the phone is connected.

- VI. **Continuing Business**
 - A. Entering new accessions in past perfect
 Commissioner Furey and Chairperson Julian have continued training.

Chairperson Julian reiterated the importance of getting contact information from donors.

B. 2023 Museum Calendar

Comm. Schroeder will have the calendar ready to show at the next meeting. Commissioner Schroeder also offered to compare prices between Vistaprint and Snapfish.

C. Landmark Pamphlet Update

Commissioner Smith-Ray mentioned that the landmark has not received its certificate or plaque yet. Mgmt. Analyst Splitt offered to check in with office staff on the landmarking progress for his address. The Commission will look over Smith-Ray's pamphlet for notes at the next meeting.

D. Saturday Museum Duty Issues

Chairperson Julian reminded commissioners to make sure that guests and commissioners use the sign in sheet. Chairperson Julian also mentioned that a commissioner had missed a couple of shifts that required other commissioners to cover those shifts. Chairperson Julian reminded staff to be responsive to visitors and emails. Commissioner Furey reminded the commission of a museum visitor that paid for half an ornament and never returned to pay for the rest and receive her ornament. Chairperson Julian mentioned that there are structure files remaining to be entered.

E. Local History Files Digitizing Report

Comm. Petrzilka continues to work on his list. Mgmt. Analyst Splitt explained the timeline for Laserfische.

F. Human Remains found on Fairbank Road. Update.

Commissioner Petrzilka had nothing to report.

G. Museum website move to the Village website. Update.

Mgmt. Analyst showed the Commissioners a slide show of what Communications Specialist Amy Downing had created for the museum. The commission agreed that it would be good to upload.

H. 2023 Goals and Performance Measures

Mgmt. Analyst Splitt brought documents to assist the Commission in deciding their goals for 2023. Mgmt. Analyst Splitt will send a rough draft to the Chairperson for him to review and finalize.

VII. Exhibits

Comm. Guardi informed the Commission that Olmsted's 200th outdoor sign display will be out until the end of the year if possible.

VIII. Approval of Accessions to the Museum

A. EP Ripley Documents

Commissioner Guardi presented to the commission that she was contacted by a descendent of EP Ripley, a Riverside resident and executive of the Santa Fe Railroad. This relative sent the commission documents to put in the museum.

Moved by Guardi, seconded by Petrzilka.

Motion passed by unanimous voice vote.

B. Photo of train in front of Riverside Train Station

Comm. Smith-Ray was gifted a framed image of a train in front of the Riverside train

station.

Moved by Guardi, seconded by Ceragioli.

Motion carried by voice vote, unanimously.

IX. Public Comment

No public comment.

X. New Business

A. 2023 Commission Meeting Schedule

The Commission decided that they will keep the 10 meeting schedule.

B. Sexual Harassment Prevention Training

Mgmt. Analyst Splitt will send out the sexual harassment prevention training to the commissioners. He will also bring forms to the next meeting.

XI. Adjournment

Commissioner Guardi made a motion to adjourn. Commissioner Schroeder seconded.

Motion passed by unanimous voice vote. Meeting adjourned at 8:20 pm.

Respectfully submitted:

Management Analyst Splitt

Date Approved