

CHAMPAIGN COUNTY COMMITTEE AGENDA

LINCOLN EXHIBITS COMMITTEE
Urbana Free Library, Conference Room
210 W. Green St., Urbana
Tuesday, October 6, 2009 – 4:30 p.m.

CHAIR: Barbara Wysocki

MEMBERS: Raymond Cunningham, Kay Grabow, John Hoffmann,
Kent Tucker, Anke Voss, Christopher White

<u>ITEM</u>	<u>PAGE NO.</u>
I. <u>Call to Order</u>	
II. <u>Roll Call</u>	
III. <u>Approval of Agenda/Addendum</u>	
IV. <u>Approval of Minutes</u> a. September 1, 2009	1-2
V. <u>Public Participation</u>	
VI. <u>Old Business</u> a. Feedback from Comment Cards b. Computer Program Structure c. iPod Development	
VII. <u>New Business</u> a. Meeting with County Schools Librarians b. Draft of Report to IMLS c. Membership/Leadership of Exhibit Committee - Discussion Only	3-7
VIII. <u>Next Meeting: November 3, 2009, 4:30 p.m. at Urbana Free Library Conference Room</u>	
IX. <u>Adjournment</u>	

LINCOLN EXHIBITS COMMITTEE
Urbana Free Library Conference Room
210 W. Green St., Urbana
Tuesday, September 1, 2009

Call to Order

The meeting of the Lincoln Exhibits Committee was convened at 4:40 p.m. by Barbara Wysocki, committee Chair.

Roll Call

Committee members present: Kent Tucker, Ray Cunningham, Anke Voss, Kay Grabow, and Barbara Wysocki. Also present: Cheryl Kennedy and Barb Garvey of the Early American Museum.

Approval of the Agenda/Addendum

Motion by Kent Tucker, second by Ray Cunningham. Motion carried.

Approval of the June 2, 2009 Minutes

Motion by Kent Tucker, second by Ray Cunningham. Motion carried.

Introduction of Christopher White as Forest Preserve Representative

In Chris White's absence, Barb Wysocki reported that he and Jerry Pagac had visited the exhibit and both were very impressed. She noted that Chris has had experience with the Ford Theater in Washington DC and thus is well familiar with the Lincoln story and would be an asset to the committee.

Public Participation

There was no public participation.

Old Business

Review of Developments and Events Since the Last Meeting

Barb Wysocki reported that the general reaction to the dedication was positive. The only negative comments she heard were that some people were disappointed they couldn't go up in the tower. Barb explained that accessibility was the major concern.

The media tour was successful with four different outlets represented which resulted in some pre-dedication publicity. In addition, a number of individuals have been provided the opportunity to see the exhibit and have provided constructive input related to opportunities and challenges. We also met with some teachers who had been a part of the pre-exhibit focus groups. They are very pleased with the end result and felt, with the curriculum developed through the American History Teachers' Collaborative and ideas shared with the District educators during our meeting, we have met their expectations.

Kent Tucker asked whether we had considered a locked box for donations. Cheryl noted that we need to get a counter installed to collect visitor numbers. Ray Cunningham asked about further promotion of

the exhibit itself. Barb Wysocki noted that one way to promote the exhibit may be through events like Law Day or Constitution Day. Ray asked about organized tours of the courthouse.

Update on EAM Lincoln Site

Barb Garvey encouraged the committee to come see the new construction – the Goose Pond Church, the photographer’s studio, B.F. Harris’ porch, and the tavern walls are all complete. The audio work is moving along nicely – Vern Zehr is B.F. Harris. The video is being done at Sand Creek Conservation Area in Decatur. The final issue to be resolved is the flooring. It must be something that can be easily removed in the future.

New Business

Election of Vice-Chair

The election of a vice chair was tabled until next month with full committee participation.

Discussion of Future Plans Regarding One or Both Sites

Barbara Wysocki shared an outline of proposed immediate, short-term and long-term goals. This outline included a computer kiosk, exhibit cases and panels to extend the visitor experience, and the events mentioned earlier. The outline was developed to demonstrate the potential beyond the object theater. Barbara also shared that the Bicentennial Commission has organized a committee to work on a podcast program focused on Lincoln in Urbana.

Cheryl Kennedy reported that the Looking for Lincoln Coalition needs a group to vet ideas that may be coming to them in the future. They believe the Lincoln Exhibits Committee would be the appropriate vehicle for them. As an example of this need, Barbara Wysocki reported on the presentation Dennis Roberts gave to the Bicentennial Commission on the elm tree in Urbana, said to be the site of a Lincoln speech. Ray Cunningham reported that Homer has another wayside they would like to develop as well.

Curriculum Development Discussion

Cheryl Kennedy reported that the American History Teachers’ Collaborative gave us money for secondary curriculum development. Chris Adrian was hired with these funds and the curriculum is on the museum website along with a link to the AHTC website featuring their Lincoln resource page and related elementary level curriculum. Many of these lesson plans were developed with the museum and the Champaign County Historical Archives.

Adjournment

Barbara Wysocki shared that she felt it was important for this committee to continue monthly meetings through 2009 and then consider every other month or quarterly meetings for 2010. The meeting was adjourned. Motion by Kent Tucker, second by Ray Cunningham. Motion carried. The regularly scheduled meeting is October 6, 2009.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT
AND THE
CHAMPAIGN COUNTY BOARD**

Regarding the Establishment and Operation of the Lincoln Exhibits

I. Introduction and Purpose

The **Champaign County Forest Preserve District Board** (hereinafter, Forest Preserve District), the **Champaign County Forest Preserve District Foundation Board** (hereinafter, Foundation) and the **Champaign County Board** (hereinafter, County Board), hereby enter into this Memorandum of Understanding (hereinafter, MOU) to delineate respective roles, responsibilities and financial obligations pertaining to the establishment and operation of the Lincoln Exhibits at the Champaign County Courthouse and the Early American Museum. Both parties understand and agree as follows:

WHEREAS, the County Board wishes to create a Lincoln Exhibit at the Champaign County Courthouse (hereinafter, the Courthouse Lincoln Exhibit) and the Forest Preserve wishes to renovate the Lincoln Exhibit at the Early American Museum (hereinafter, the Museum Lincoln Exhibit) (collectively hereinafter, the Lincoln Exhibits) to collect and curate materials which help establish or illustrate the history of Champaign County related to Abraham Lincoln, with the purpose of displaying printed material such as histories, genealogies, biographies, descriptions, gazetteers, directories, newspapers, pamphlets, catalogues, circulars, handbills, programs and posters; manuscripts such as letters, diaries, journals, memoranda, reminiscences, rosters, service records, account books, charts, surveys and field books; and other miscellaneous material such as pictures, photographs, paintings, portraits, scenes, and objects; and

WHEREAS, the County Board and the Forest Preserve wish to create and renovate the Lincoln Exhibits for the preservation of and to provide public access to such materials for examination and study, and to assist in ensuring the preservation of these historical materials; and

WHEREAS, the County Board has received the funds necessary toward establishing the Courthouse Lincoln Exhibit; and

WHEREAS, the Forest Preserve District, through the Early American Museum, has experience interpreting Lincoln history through the Museum Lincoln Exhibit and has been officially recognized as a Looking for Lincoln site by The Looking for Lincoln Heritage Coalition.

WHEREAS, the Forest Preserve District, through the Early American Museum and its associated committees, has the technical and historical expertise necessary to assist in the establishment and operation of the Courthouse Lincoln Exhibit; and

WHEREAS, the Forest Preserve District can also partner with and assist the County Board in identifying and pursuing grant opportunities and fundraising in support of the Lincoln Exhibits.

WHEREAS, the County Board wishes to partner with and engage the assistance of the Forest Preserve District in the establishment and creation of the Courthouse Lincoln Exhibit;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree to these provisions to outline their understanding:

1. The County Board and the Forest Preserve District shall create a committee to provide guidance as to the research and development of Lincoln history and interpretation for the Lincoln Exhibits, said committee to be referred to as the Champaign County Lincoln Exhibits Committee (hereinafter, the Committee). The Committee shall consist of seven members who shall be as follows: A county board member appointed by the County Board; a Forest Preserve District board member appointed by the Forest Preserve District board; three citizen members appointed by the County Board; and two citizen members appointed by the Forest Preserve District board.

2. Operation of the Lincoln Exhibit at the Courthouse

a. The County Board shall delegate to the Forest Preserve District the responsibility for receiving donations for the Lincoln Exhibits, creating programs for the Lincoln Exhibits, and promoting activities to benefit the Lincoln Exhibits.

b. The County Board shall delegate to the Forest Preserve District the responsibility for designing the Lincoln Exhibits.

c. The Forest Preserve District and the Committee, shall seek research support from the Looking for Lincoln Heritage Coalition, the University of Illinois History Department, and any available state and local library resources, including archives, to assist in the development of the Lincoln Exhibits.

d. The Forest Preserve District shall create educational panels presenting and interpreting information about Lincoln and Champaign County governmental history to complement the Lincoln Exhibits.

e. The County Board shall delegate to the Forest Preserve District the responsibility to select artifacts for the Lincoln Exhibits, inventory, store and manage said artifacts. The Champaign County Board shall lend for potential use in the Courthouse Lincoln Exhibit, but retain ownership of the Cunningham stone and other Lincoln

historical papers owned by or loaned to the Champaign County Board, consistent with the existing archival relationship between the Champaign County Board and the Urbana Free Library. All artifacts selected for the Lincoln Exhibits shall be subject to the approved policies and procedures of the Early American Museum and managed by the Forest Preserve District.

f. The County Board shall delegate to the Forest Preserve District the responsibility for the care, repair and cleanliness of the Courthouse Lincoln Exhibit, and conservation of the artifacts. The County Board shall be responsible for general custodial care of the Lincoln Exhibits materials and exhibit areas.

g. The County Board shall retain the authority and responsibility to institute whatever security measures it deems necessary for the protection of the Courthouse Lincoln Exhibit including all materials and interpretive panels incorporated therein, and to control public access to the Courthouse Lincoln Exhibit. Any plans developed for the use and access of the Courthouse Lincoln Exhibit shall be approved by the County Board and the Court Administrator prior to their implementation. The Forest Preserve District shall retain the authority and responsibility to institute whatever security measures it deems necessary for the protection of the Museum Lincoln Exhibit including all materials and interpretive panels incorporated therein, and to control public access to the Museum Lincoln Exhibit.

h. The Champaign County Lincoln Exhibits Committee shall make recommendations to the Forest Preserve Foundation Board concerning authorization of the expenditure of Lincoln Exhibit funds to acquire, maintain and conserve all papers, exhibit components, and three dimensional artifacts.

3. Funding of the Lincoln Exhibits

a. The Forest Preserve Board and the Foundation shall create a dedicated fund within the Foundation to receive and accept funds for the operation of the Lincoln Exhibits. The County Board shall transfer funds currently in its possession for the Courthouse Lincoln Exhibit to the Foundation within thirty days of the execution of this MOU.

b. Any grant applications for the benefit of the Courthouse Lincoln Exhibit shall be submitted to the County Board for approval prior to their submission to the grant provider.

c. The Forest Preserve District shall be responsible for insuring as it deems appropriate any and all materials provided by the Forest Preserve District for incorporation into the Lincoln Exhibits as it deems appropriate. The County Board shall be responsible for insuring as it deems appropriate any and all materials provided by the County for incorporation into the Lincoln Exhibits.

d. The Committee shall oversee the procurement and management of all revenue and expenditures on behalf of the Lincoln Exhibits. The Committee shall prepare a budget on an annual basis, which shall include anticipated revenue and expenditures, and shall submit the annual budget to the County Board, the Forest Preserve Board, and the Foundation for their information. Additionally, the Committee shall also prepare an annual report of the activities of the Committee and status of the Lincoln Exhibits, and present the annual report to the County Board and the Forest Preserve District and the Foundation for their information.

e. The County Board and the Forest Preserve District recognize and agree that no general revenue shall be sought by the Committee from either the Forest Preserve District or the County Board

3. Public Support

a. The County Board shall delegate to the Forest Preserve District the responsibility for developing educational programs, and recruiting volunteer educators and guides, to encourage the public, and in particular, local schools, to visit the Courthouse Lincoln Exhibit.

b. The County Board shall delegate to the Forest Preserve District the creation of activities designed to stimulate public interest and awareness of the Courthouse Lincoln Exhibit, including activities such as history fairs, and opportunities for the public to donate volunteer services to the Courthouse Lincoln Exhibit.

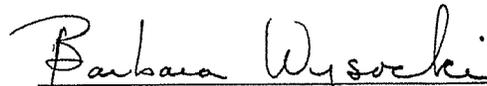
c. The County Board and the Forest Preserve District shall share the responsibility of stimulating public interest and awareness in Champaign County history, specifically Lincoln history through these identified projects and programs.

4. Duration

a. The County Board and the Forest Preserve District do not intend for their cooperation and activities concerning the Lincoln Exhibits to continue for any specific period of time, or term, but instead intend to continue such cooperation and activities as long as each deems it beneficial to do so.

b. Upon notice by either party that it wishes to terminate its participation in the Lincoln Exhibit activities, the parties will cooperate in promptly redistributing materials incorporated into the Lincoln Exhibits to the parties that provided them.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their authorized representatives on this 19th day of October, 2006.


Barbara Wysocki
Chair, Champaign County Board


Robert Toalson
President, Champaign County Forest
Preserve District Board


Eric Robeson
President, Champaign County Forest
Preserve District Foundation