

WHITE HOUSE LIBRARY/MUSEUM BOARD
April 26, 2016

The meeting was called to order at 7:00 p.m. by Ms. Evelyn Guill, Chairman. Prayer was led by Ms. Guill. The persons in attendance are as follows:

Evelyn Guill, Chairman
Terry Palmer, Vice Chairman

Foster Brooks-Palmer, Recording Secretary
Elizabeth Kozlowski, Library Director
Bryan Gilley, Visitor Center Attendant

Ms. Guill introduced Rebecca Brummit, visitor and pending "Volunteer" for the Museum.

Due to there not being a quorum, no business could be conducted. The meeting proceeded as an "informational" session only.

III. Approval of Minutes from October 27, 2015:

Due to there not being a quorum, the reading of the minutes and approval was held in abeyance until the next scheduled meeting.

IV. Reports:

- A. Library Director - Elizabeth went over the budget, advising that the museum was under budget at the present time. They are projecting completion of the buildout to be sometime the latter part of this year.

Elizabeth advised that the lawn service done at the museum property was paid for out of the museum budget; and that the museum would also be paying a HVAC company to do maintenance on the system.

Elizabeth showed those in attendance the floor covering that was going to be used in the visitor center and work room; in the museum itself and the Chamber meeting room upstairs; as well as the bathrooms. This had to be ordered now so it could be delivered when needed.

Elizabeth also said that from the initial budget and the actual bids on the museum project that the lowest bid was \$218,000 and the initial budget said \$150,000, so that is over some \$68,000. However, since the Chamber has space in there and that there are some industrial development money that normally comes to the Chamber, will now go into the museum budget and that may create an offset.

The Phase I buildout hopefully will be done by the end of the year with the Phase II portion (building of the displays, etc.) will not be done until later. Phase III will be the outside parking lot and more lighting.

V. Unfinished Business:

Nothing was actually discussed.

VI. Old Business:

- A. Donation Application: Elizabeth brought up the matter of the new Loan/Donation Form for the review of those in attendance. One recommendation was made that the last sentence be made into a separate paragraph with a spot for initials.
- B. Volunteer Application: Rebecca Brummit actually handed in her Volunteer Application at the meeting. Ms. Guill advised that Pam Steele as well as Beth Goodcourage had also expressed a desire to be a volunteer and would be turning in their applications as well.

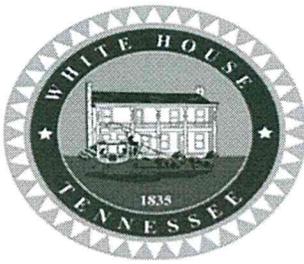
VII. New Business:

- A. Museum Hours: Some discussion was held regarding the hours of the museum. Elizabeth and Bryan advised that the museum could only be open during those times that Bryan was working. Volunteers could not open or close the Museum, however, they could be in attendance should Bryan have to go to lunch, attend a meeting, etc. Bryan advised that his work schedule was 40 hours. This would be discussed in great detail, when the other members of the group could get together.
- B. Brochures: Elizabeth brought some of the Museum brochures for review. It was suggested that some of the pictures be updated and maybe change some of the wording. This too could be worked on at a later date.
- C. Ribbon Cutting for Phase I: Some discussion was held regarding the ribbon cutting. Elizabeth advised that the Chamber would be doing a ribbon cutting for their office and the members of the Museum board were welcome to attend, even though the Museum would not be ready at that time.
- D. Guest Book - Ms. Guill brought a page from the guest book. Terry Palmer made a suggestion that it would be really nice if we could get a replica of what someone

would have signed in back in the 1800's. Possibly look to a company who provides movie props to see if one could be located.

Due to no further discussion, the meeting was adjourned at 8:05 p.m.

Evelyn Guill, Chairman



WHITE HOUSE INN MUSEUM LOAN/DONATION FORM

412 Hwy 76 / P.O. Box 1218
White House, TN 37188
(615) 672-0239 / Fax (615) 672-9733

NAME: First: _____
Last: _____

ADDRESS: Street: _____
City: _____ State: _____ Zip: _____

PHONE: Home: _____ Mobile: _____
Work: _____ Other: _____

E-MAIL: Home: _____ @ _____
Work: _____ @ _____

ITEM: Type: _____ Loan: _____ Donation: _____

Description: _____

Relevant History: _____

Duration of Loan: _____ (if applicable)

Estimated Value: _____ Method: _____

Donor Printed Name: _____ Signature: _____

Museum Use: Received By: _____
Date: _____

The White House Inn Museum cannot guarantee that donated items will be put on display, or will remain on display at all times. Additionally, donated or loaned items must be seen as relevant to the history of the City of White House, Tennessee and the surrounding area and / or the people who live or have lived here.

By signing above, the donor agrees that the item becomes the property of the White House Inn Museum and the City of White House, Tennessee.

The museum, city, Director, employees, volunteers and / or Board Members shall not be held liable for damage or theft to articles loaned to the museum. Rev. June 2016