



Collect. Preserve. Educate.

The Campbell County Rockpile Museum tells the story of the Powder River Basin.

**Minutes of the Regular Monthly Meeting
of the CCRM Board of Directors
February 16, 2021
Rockpile Museum, 6:00 p.m.**

A. Call to Order and Introductions

President Mueller called the meeting to order at 6:10 pm. The following people attended the meeting:

Secretary/Treasurer Bill Monahan

President Rita Cossitt Mueller

John Daly, Member-at-large

Tami Bishop, Member-at-large

Vice President Lucas Fralick

Museum Director Robert Henning

Museum Educator Stephan Zacharias

B. Approval of Agenda

Lucas Fralick presented a motion to approve the agenda. Tami Bishop seconded the motion. The motion approved unanimously.

C. Consent Agenda

Tami Bishop made a motion to approve the consent agenda as published. Motion seconded by Lucas Fralick. The motion passed unanimously.

D. Collections and Exhibits

I. Collections/Exhibits Department Update

Robert stated Angela was running late for the meeting but would try to call in later. President Mueller requested we postpone this section until Angela became available for the meeting.

II. Collections Report

The board went over the items listed in the collections report submitted by Angela.

Lucas Fralick moved to delay the Collections Report until Angela appeared in person, or by phone. Tami seconded the motion. Motion passed unanimously.

III. Seed Cleaner Donation Offer from Powder River Construction

Robert stated Powder River Construction wanted to donate a large seed cleaner to the museum from the co-op elevator that is being demolished. After discussion Lucas Fralick made a motion not to accept this seed cleaner. Bill Monahan seconded the motion. The motion passed 3-1 with John Daly voting against the motion.

E. Museum Program Updates

I. Visitation Report

Robert stated there were no substantive changes to this month's visitation report. He did state he was hopeful the worst was over, and the numbers would hopefully improve.

II. Education Reports

Penny's Youth Education Report stated she gave out 153 bags in January. Thank you letters and posters were sent to the museum by students.

WWII days continues to be planned by Penny. The event is about one month away (From February 16th). It will be a virtual event. It will be a live event for the presenters.

Discussion was centered around having a few students physically attending so the presenters could get a classroom feel. Stephan addressed the negative aspects of that scenario. Presenters may not focus on the camera for the virtual students, but the students physically attending.

Penny advised she has several people lined up to be Pioneer School Teachers.

Robert stated Penny plans on this being a virtual event. Robert expressed hope for future, physically attended Pioneer School events. He stated the experience would be more beneficial as an in-person event. Board expressed that they prefer we offer in-person, in-schoolhouse option.

Stephan stated the re-vamped Facebook, and newly appointed Instagram accounts have been doing very well with engaging the specific audience interested in the information we make available. The Museum has 103 screens watching the most recent live event, there were 186 views of the live and recorded events (including the Black Music on the Great Plains program).

Stephan stated they have received interest on this Friday's program with Professor Ostler from U of Oregon. The program highlights the Lakota people; Pre-Settler, Post Settler, and Modern Day.

Stephan stated he is preparing to host the National Interpretation Certified Guide workshop. Ten participants have signed up. Ten out of fifteen possible slots were filled.

Stephan stated the future goal is to Bi-Annually hosts sessions, hopefully for such agencies as BLM, Yellowstone personnel, and other Forest Service agencies.

III. Schedule

OSHA Inspection is scheduled for March 4th.

Quarterly meeting is March 16, 2021.

Rita wondered about possibly starting to meet in the afternoons rather than evening. The idea was requested to be placed on the March agenda for further conversation.

F. Old Business

I. Budget for FY21-22

Robert went over the current budget estimate. It remains incomplete due to the fact that we have not yet received a salary spreadsheet from the Clerk's Office. The current estimated 2021-2022 budgets cuts are at 17.91%.

Board then discussed briefly what might happen if we have to cut further. Director Henning stated that the only other place to cut would be in personnel costs and that we would have to discuss that at another time. Stephan offered that if we switch to a four-day work week, he will not be able to afford rent. "Staying in this role is something I would not be able to do at that point."

Rita stated she hoped the commissioners will not take a “cookie-cutter” approach to this upcoming budget.

Some discussion was held on workload and staff roles and the discussion came back to social media. It was pointed out that some of the staff are using the new Rockpile social media while others continue to use the Campbell County Government Facebook page. Tami stated there was a problem of this in-house split.

Robert stated there was no reason it couldn’t be on both the county and the museum web pages. He stated that employees signed a social media use agreement with the county. Robert stated he told them the museum board has approved specific museum social media and web use, however they are concerned about violating county policy.

Tami requested Robert order staff to utilize the museum approved social media. Tami further questioned, based on numbers currently available a museum volunteer, was getting more completed in Collections than the full-time staff.

Rita stated it was her belief the employees are “covered” when they contribute to the museum web site and pages. Since it was a board decision, any potential repercussions will go against the board, not the employees.

Tami stated she was not happy about the situation, and it needs to be on the next agenda. Robert agreed to go to his employees and express the board’s explicit desire for all museum employees to use the museum web page and social media.

Robert continued with the budget conversation. He included the museum’s hope that the cross-walk construction go forward as requested. We are still requesting a vehicle.

Bill Monahan made the motion to approve the Capital, IT, and Vehicle Budget requests. Lucas Fralick seconded the motion. Motion approved unanimously.

II. POS System

P.O.S. System update: “Korona” appears to be the best program Robert researched. He submitted the system request to the county IT Department and is waiting to hear back. Rita requested it be on the March agenda.

III. Tyler Software Update

Robert stated Carol Seeger wants a second person involved in the Accounts Payable Process in order to fix a deficiency pointed out by the Auditors. Robert stated that his belief is that it would take too much staff time in terms of training and invoice processing and delay the museum work at hand.

John Daly advised Robert answers to the requests of the museum board, not Carol Seeger or the commissioners. The museum board has not asked Robert to train an additional employee in Tyler Software Accounts Payable.

Robert added that Carol stated the auditors thought having only one staff person responsible for Accounts Payable is a Material Deficiency. Robert added he didn't understand that because he processes the bills which are all reviewed and signed by the Museum Board.

Tami requested the issue also be placed on the March agenda.

Robert also stated the county is requiring all grants be tracked through Project Ledger, which he initially had not planned to use for museum budget tracking. He will continue training on Project Ledger to document grants through that system.

G. New Business

I. Museum Storage Buildings

Robert stated he noticed the county's raw property listed in the newspaper, the museum storage buildings were included in the raw land. Those buildings are essential. Rita requested this be placed on the March agenda to remind the commissioners.

II. Asset Inventory and Capital Asset Acquisitions

Robert has completed the annual asset inventory with assistance from Mel in HR. He is also working on acquiring the three final capital outlay items for the current fiscal year.

III. Website Changes

The county is undergoing an website design change. This will mostly be a change to aesthetics. Robert and Cara Reeves are working on that project.

IV. State Highway Maps

The upcoming State Highway Maps will include the Rockpile Museum starting in 2022.

V. Fire Alarm panel Inspection

Collins Communication inspected the fire alarm system. There is at least one smoke detector that needs replaced. The new panel is working great, but the old devices aren't necessarily speaking very well with the new system. They will need to be replaced at some point soon.

H. General Discussion

John requested we work on a date for a workshop for the new board members to download information and ask questions of the current and departing board members. A meeting date will be selected for late June or early July.

I. Collections and Exhibits

I. Collections/Exhibits Department Update

Since Angela did not appear, the Board returned to the collections/exhibits department update report. Tami Bishop made a motion to approve the written reports as submitted. Bill Monahan seconded her motion.

Rita stated we need to encourage Angela to complete the Assessment and Collections plan. Robert stated a collections plan should be about 20 to 25 pages. He wanted advice as to how we wrap this up. It was supposed to be completed by the end of December 2020 but was delayed due to some staff absences.

Rita stated she wanted to see a rough draft in Robert's hands by March 1. Lucas amended the Collections Report motion to request Angela submit an approved rough draft to Robert by March 1. Tami seconded the motion. The motion with the amendment passed.

II. Collections Report

Tami Bishop moved to accept the recommendations in the Collections Report as published. Lucas Fralick seconded the motion. The motion passed unanimously.

J. Adjourn

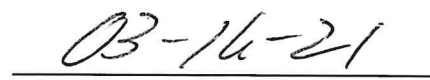
The meeting was adjourned at 7:50 pm.

The next regular board meeting and quarterly meeting with the Commissioners will be on March 16, 2021 at 6:00 p.m. at the Rockpile Museum.

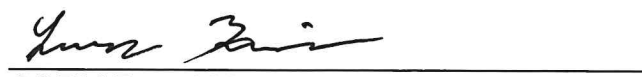
February 16, 2021 Board Meeting Minutes submitted by Board Secretary Bill Monahan.



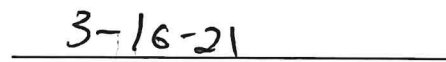
CCRM Board Member



Date



CCRM Board Member



Date