

Anna Bemis Palmer Museum Advisory Board

Agenda

October 19th 2021

1. Open Meeting Act
2. Approve Minutes
3. Discuss Transition Plan
4. Discuss Deaccession Proposals

**Anna Bemis Palmer Museum
Transition Planning**

Anna Bemis Palmer Archives and Classroom

- Lease Cornerstone building for \$1,000 a month. Begin with one year lease.
- Classroom space will have new carpet and painting
- New lights on both levels

- Move artifacts to lower level.
- Set up office and workspace in the lower level
- Identify early deaccession items
- Develop plan for computerizing records and sorting artifacts
- Prepare classroom for deaccession sale – if appropriate
- Prepare first classroom plan RFP

- Continue conversations and grant searches with possible partners

- Have public input sessions on ideas or desires for a new museum?

- By April: - Budget plan for next fiscal year

**Anna Bemis Palmer Museum
Deaccession Policy
Approved September 28, 2021**

DEFINITION

Deaccessioning is the process of permanently removing accessioned objects from the museum's collections. The deaccession process should be cautious, deliberate, and ethical.

DEACCESSION CRITERIA

Objects considered for deaccessioning must meet at least one of the following criteria:

1. The object is outside of the scope of or is irrelevant to the mission of the museum and its acquisition policy.
2. The object is a duplicate, in that the collections contain other examples of the same type of object which are sufficient or better suited to the needs of the museum.
3. The museum is unable to preserve the object properly.
4. The object is deteriorated to the degree that it cannot be used for exhibit or research.
5. The object has doubtful potential utilization in the foreseeable future.
6. The object better fits a collection of another museum in the region.
7. The object lacks physical integrity. For example, the object is incomplete or broken.
8. The object has failed to retain its documentation or authenticity or has been lost or stolen and remains lost for longer than two years.
9. The object is fabricated
10. The object is a non-historical item such as a display case or shelving unit.

DISPOSITION

Objects approved for deaccession will be removed by one of the following methods; which will be determined by a vote of the museum advisory board.

For Criteria 1-5:

- Returned to donor or a member of their immediate family, if known. Immediate family is described as being one generation away from the donor. If the donor or immediate family member has not responded to the museum's offer to return the item within 2 weeks, the museum may move to another form of disposition.

For Criteria 6:

- Request permission from donor or a member of their immediate family, if known. Immediate family is described as being one generation away from the donor. If the donor or immediate family member has not responded to the museum's request for permission within 2 weeks, the museum may move forward with the transfer.

Criteria 1-6 – If item is not returned to donor:

1. Exchanged with individuals, organizations, institutions or other sources for objects or supportive infrastructure needed in the museum collections.
2. Transferred to another historical organization, museum or public educational institution with order of preference to institutions in: a) York county, b) a community neighboring York; c) The Nebraska State Historical Society or d) another institution in Nebraska.
3. Sold at public auction, silent auction, or via competitive bidding process of another sort (such as internet auction or bidding). All proceeds resulting from the sale of deaccessioned objects related to Criteria 1-6 shall be deposited in a museum account for future museum use.

Criteria 7-10

- Object may be destroyed or sold in any manner deemed appropriate by city staff.

PROCEDURE

1. Museum members will receive a list of potential items for deaccession at least one week before the advisory board meeting at which the items will be considered for a deaccession vote.
2. At the museum advisory board meeting, the first vote will be whether to deaccession the item, the second vote will be to approve the appropriate deaccessioning process. If the first choice is to return the item to the donor, the board shall vote for a second process in the event that the donor does not respond.
3. A majority of present board members determines the decision.
4. At least 4 members must be present for a vote to take place.
5. Virtual presence counts as presence.

PUBLIC DISCLOSURE

1. The Open Meeting Act publication of the museum advisory board meeting will indicate when deaccession decisions are being considered and indicate how a resident can obtain a list of potential deaccession items.
2. Documentation of votes will be maintained in the minutes of the advisory board and will be made available on the City of York website.
3. Documentation of disposition of items that meeting Criteria 1-6 will be maintained for 5 years.

**Anna Bemis Palmer Museum Collection
Deaccession Requests for October 19th Meeting**

Requestor: Sue Crawford

Item 1: Souvenir Mug Collection

Criteria: 1 (outside of scope of York history focus)

Disposition: Return to owner

Discussion: Frequently mentioned in previous meetings as a prime candidate for deaccession

Item 2-19: 17 large display cases

Criteria: 10

Disposition: Staff discretion

Discussion: Expect Museum displays to move to a more nimble and modernized approach. Cases take a large amount of storage space.

Items to discuss at the next meeting:

Horse-drawn potato harvester

Duplicates: sewing machines

Other nominations: