

October to November 2017

Exhibits report

- Basic spot-check cleaning of the space; dusting, sweeping, and checking for bugs
- Prep work for the upcoming LeBaDang exhibit
 - Creating labels for the artwork
 - Measuring spacing and hanging the art
 - Working on the interpretive signage
 - Research & writing
- Prep work for the upcoming Winter Blues 2 Foot by 2 Foot non-juried art show set to open in February 2018
- Prep work for the upcoming Baskets from Permanent Collections exhibit
 - Creating labels for the baskets
 - Taking down the Christmas exhibit
 - Working on the interpretive signage
 - Research & writing

Exhibits Layout Schedule for 2018

Year	Exhibit Title	Gallery	January	February	February	March	March	April	April	May	May	June	June	July	July	August	August	September	September	October	October	November	November	December	December
2018	Perm Coll Art	Wilson	Tear down SOL	Art from Permanent Collections Jan. 27- Sept. 22nd															Tear Down Set Up	Juried Art Oct.6th - Dec. 31st					
	Juried Art																								
	Traveling exhibit	Trelfa	Tear down SOL	Basketry from Permanent Collections Jan.27 - March 31			Tear Down Set Up	NEMAG April 14th-July 28th				Tear Down Set Up	Ron Cady: Alpena City Band Centennial 11 - Oct. 22nd		Set up SOL Oct. 22nd Nov.16	Season of Light 17-Dec.31st		Nov.							
	NEMAG																								
	Season of Light	Center	Tear down SOL	Winter Blues: Art exhibit February 13 to April 14				HSchool of Art	Ted Fines Photography May 5-Aug 4			Tear Down Set Up	Masks from the Museum's permanent collections Sept. 1 - Oct. 22nd		Set up SOL Oct. 22nd Nov.16	Season of Light Nov. 17-Dec.31st		Nov.							
	Season of Light																								

Upcoming Exhibits Related:

- LeBaDang art exhibit opening: January 27th, from 3-5pm
- Winter Blues submission drop-off between January 22nd & 29th, 2018
 - Work picked up between April 16 to April 21st, 2018
- Baskets from collections opening January 27th, from 3-5pm

Exhibit Space(s):

- **NAG:**
 - This space will be assessed & redesigned
 - The lighting needs updating, to LED or something less UV intense
 - There is still a need for interpretive signage
 - Objects need to be presented in a manner that is conducive to their preservation
 - There will be a datalogger installed in this area to help monitor temperature & RH
- **AOS:**
 - The store fronts or shops need cohesive interpretive signage
 - There will be a datalogger installed in this area to help monitor temperature & RH fluctuations
 - The lighting needs to be assessed, cleaned up
 - Cleaning & general maintenance plan (spot checking & fixing)
- **Besser Hall:**
 - Still needs more interpretive signage
 - The concrete block machines have little to no information associated with them
- **Animal Gallery:**
 - There is still a need for interpretive signage
 - For the gallery as a whole & for the bird tree

- For the whole lower area
 - The inset in the wall displays
- There will be a datalogger installed in this area to help monitor temperature & RH fluctuations

Collections report

- There was no Collections Committee meeting this month.
- Creating a data logger quote & request
 - Data loggers will help museum staff find and track any fluctuations within storage
 - This will facilitate identifying trouble areas and addressing them
- Creating a quote & request for Past Perfect 5
 - Working on a quote for the cost of converting our data to PP5 format
- Working on a cleaning procedure and plan for storage
 - How often do certain areas of storage need cleaned based on materials housed
 - Some areas may need weekly cleaning while others may need bi-annual cleaning
- Working on updating Pest management plan
 - A map illustrating where all of the pest traps are in storage and exhibit space
 - Creating a log to input the data collected from the pest traps
 - Creating a weekly and monthly inspection plan for pest traps
 - Facilities has done research on the costs of a pest spray for the exterior of the museum
- Researching possible grant funding for the Collections Department
 - For storage projects, for helpers, for workers, for digitization, for stewardship, etc.
- Preparing the LeBaDang artwork from permanent collections to be framed and displayed
 - Pulled the art work from storage and took the pieces to The Painted Lady gallery in Rogers City to be framed

To Do List:

- **Textile storage** needs to be addressed.
 - In 2015 we overhauled the underutilized oversize fine art storage space and designated it to be the textile storage area.
 - This space is one of the last storage rooms to be addressed in terms of being overhauled.
 - I am looking to purchase some storage containers for the garments.
 - I am researching what is best for our budget and the materials we will be storing.
 - We need to look at any material in this storage room that can be deaccessioned
 - This will help free up some space
- **The Resource** room (formerly the Phil Park Library) is still a work in progress.
 - We are aspiring to make this space a resource room for local historians, genealogists and even museum staff.
 - The space still needs clear organization.
 - The space still bears evidence of the rooms original use, which was the history of Besser Room. Some of the text from the previous exhibit is still visible on the walls and the carpet has an enormous hole in the middle of the room. For many years, this room was utilized as a catch-all storage area. We have come a long way in terms of our reclamation of the space.
 - We need to look at any material in this storage room that can be deaccessioned
 - This will help free up space
- **Furniture storage**
 - we need to place protective sheeting over the objects to help prevent the accumulation of dust
 - Primarily to protect the furniture objects in case the fire suppression system is triggered.
 - We need to look at any material in this storage room that can be deaccessioned
 - This will free up some space
- **Center Storage Entry**
 - The inventory in this space could be double checked
 - Things have moved since the last inventory check

- Materials have been added to this space and haven't been disseminated to their homes
 - Basic coverings need to be placed over objects
- We need to look at any material in this storage room that can be deaccessioned
 - This will free up some space
- **Center Storage**
 - Inventory hasn't been officially completed in this space
 - Each time inventory has been completed more material gets added or removed from this space
 - We need to look at any material in this storage room that can be deaccessioned
 - This will help free up some space
- **Storage Room D**
 - Inventory hasn't been officially completed in this space.
- An in-situ inventory has been completed but needs to be formatted digitally & double checked
- We need to look at any material in this storage room that can be deaccessioned
 - This will help free up some space