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Current Projects:

Computer Upgrade/Office 365

Started working with Paul Diamond on the installation of Office 365 in all museum computers.

Paul and I have erased the memory on 5 out of 6 computers and installed windows 10 with office 365. All four computers seem to be running better than they previously were. With the receptionist desk, we have not done an upgrade because I have not been successful with loading past perfect onto another computer to make sure the scatter gathers disk works.

All the staff have direct numbers to their offices thanks to Skype for Business. This means we are only paying Frontier for two phone lines that is for the elevator and 911. With this process our credit card machine had to be taken of a phone line and put on an Ethernet cable. Our credit card machine was too old to handle the upgrade so we had to purchase a new one at the cost of \$266.00 it will take three days for it to arrive

Frontier had been called to label the lines in the phone box the cost was about \$75.00 This is completed.

Solucient security came in on 3-7-17 to move their line to new line that frontier put in. the cost is \$150.00 completed

Took time to go over all our security codes and numbers with solution security to update to our records. These are in my office inside of the Stanley alarm binder.

I registered the Apc battery backup unit for the skype phone and fiber. The file is in my filing cabinet with the registration info.

Office Printer

Applied Imaging delivered our new copier on 3-16-17 in the afternoon. The staff will be trained on the new system. The copier will be programmed to track usage by department.

Cash register

The current cash register was starting to malfunction causing mistakes on the register tape. We order the same Sharp model with a scanner. The scanner should help with store item transactions. There are still many mistakes being made by people ringing in transactions. The new cash register cost \$400. We also had to order a new credit card machine.

Current Projects Cont.:

Donor Wall

Before Omega Electric could install the donor wall mural, the metal tree sculpture had to be removed and the wall prepared. The mural is up now. I traced the metal tree sculpture on paper to mark the wall where the tree will be remounted. Omega Electric will help with reinstalling the very heavy metal sculpture.

Storage Areas

In preparation for the AAM reaccreditation I have been assisting staff with a total rearranging of storage spaces.

- Shelving from K-Mart was installed in the exhibit prep area; this area is almost complete. More work is needed in the large display case area
- Richard Clute's office was moved. Shelving units were moved into this room and is now being used for artifact storage.
- Richard's office was relocated into the large workroom located off the classroom.
- The classroom was cleaned up, removing unused furniture and bringing in large shelving units; the woodcarvers area was reorganized and a shelving unit added, along with a shelf added for the Board's notebooks.
- The multi-purpose classroom was cleaned of extra furniture, a volunteer started a mural in the "kid's corner" that needs to be completed. Alpena Furniture donated a 10x10 piece of carpet for that area.
- I also rearranged the office spaces, including Collections', Executive's, and conference area. I received a bid from a local carpet cleaner for the carpet area starting in the receptionist area of \$340.00. Waiting for approval.

Upcoming projects:

- Our CSD-1 test is due for the boiler system and the we had a gasket spring a leak so they will repair that also. I called lake shore plumbing and heating to schedule the appointment. They came in on 3-16-17 the cost was \$441.00 they charge \$70.00 an hour times that by 6 hours.
- Elevator inspection is coming up
- Audit/ inventory of computers and equipment.
- Reaccreditation I still need to get you prices on flashlights and supplies for first aid boxes.
- Fire extinguisher check done by Alpena Fire and equipment 6-17
- State elevator in due 9-17
- Annual fire sprinkler test 12-17
- John Grochowski is going to build a platform under the stairs to display doll house and some toys.

Capital Projects:

HVAC filter system:

They air-filters in the HVAC system need to be replaced. They have not been replaced in years. We have two estimates for filter replacement:

R.A.Townsend \$1,913.19

Alpena Supply Co. \$1,839.16

Back Patio Repairs

Meridian Restoration has the Besser Museum on their work schedule for this spring.

They will honor last year's bid

Back loading dock, front walk way and handicap ramp:

Zann Bros. construction was the only that turned in a bid for \$23,963.00 If we are going to make this happen we need to approve it and schedule it with them before he is booked for the season. I have called five other contractors and none of them showed up to give an estimate.

Parking Lot Lights

Ryan Fairchild from Omega Electric applied on behalf of the Museum for a grant through Energy Efficient to replace the parking lot lights with LEDS. We used this grant to replace all the interior lights. We are waiting to hear if we qualify and for Board approval to move forward with this project.

Historic Buildings

Maltz Bank

Bliss Painting wrapped the building for the winter. They still need to finish the front of the building. They are scheduled to return when the weather allows.

Spratt Church

The wallpaper on the Spratt Church is peeling off. When Bliss Painting restored the paint in 2011-12, Doug mentioned fixing the wallpaper. Now, 2017 the paper is in desperate need to be fixed. We do have extra boxes of the wallpaper that was used when the church first arrived and was restored. We may want to talk to Doug Bliss, seek bids from other contractors, and possibly seek funding from the Spratt Church congregation.

MacKay Log Cabin

The interior of the log cabin is need of painting. The exterior has some issues with animal holes and places where the chinking needs repair. Doug Bliss evaluated the log cabin last year and expressed an interest on bidding this project.

Janitorial:

It has been over two years since the Facility Department has been reduce to one person. It is a challenge to keep the building as clean as I would like and complete all the other facility tasks. I still have Rodger through NEMROCK with his job-coaching cleaning two days a week. I still make time to double check everything or do some cleaning that he cannot do.

Per the Executive Director's request, I had asked Bridge to call some cleaning companies to get some prices for bathrooms and floors. She called ServePro, service Master and TLC house cleaning all three said they would call back but never did. I will make a follow up call in the next week or two. We may want to consider other options to help with cleaning the museum.

When I have some time, I would like to look at some floor cleaning machines to find prices and how they work. A gentleman that retired from aps said that sometime the schools or collages sells them at a cheap price because they upgrade to new ones.

The windows are a challenge. Cleaning both the inside and outside of the windows.

Gift store:

Over the past few months the store area was remodeled using shelving purchased from K-Mart. We are continually looking for new products for the store. We are currently looking for a Besser Museum Christmas ornament, along with other Alpena, Michigan items. I also keep up on reordering current stock when needed.

- I inventory store and ensure everything is recorded in the museum digital file
- Will need a volunteer in June to do inventory count in the store
- We are currently working on setting up a new filing system for our consignment vendors that will keep better track of their sales and payments. We pay or consignment vendors on a quarterly basis.

Membership:

I assist the front desk person on museum memberships. The membership is currently being managed by our Past Perfect software. We have been researching for new software that may do a better job.

- New memberships 6 and 29 renewals see attached files.
- Membership renewal reminders are sent out monthly
- A new membership brochure was recently developed
- We are talking about a membership drive.
- Front desk employees are encouraged to promote memberships to all visitors.

Volunteer:

Currently working with regular museum volunteers who help with facility needs, ground needs, exhibit design, etc.

Grounds care:

This winter we contract with the Boathouse for our snow removal for the parking lot. I keep the sidewalks shoveled and salted

In the next few months we will be looking at lawn care, getting the sprinkler system working, the water fountain running, and clean up. We may need to look at new lawn equipment, or outsourcing our lawn care needs.