

Read out temperature and relative humidity data loggers. A report was generated using the readings.

Agam prints (exhibit opening in the Wilson Gallery May 4, 2019):

- Continued the process of cataloging
- Located five additional prints that had not been shown previously.
  - Use of previously purchased frames is being investigated, so that we can begin implementing the “interchangeable frame” concept previously conceived.
- Consulted with Vicki Wright (former Kalamazoo Institute of Art administrator and curator of art) regarding a framing issue involving the prints being pressed to the glass. She suggested the installation of spacers to prevent this and sent links to various sources. Backing board for the frames is also being priced.

The Collections Committee did not meet in February due to weather complications that resulted in the museum being closed.

Completed requested visit to Model Printing, while Director was out of town, to discuss scale and white border for the Ritzler images to fit more in line with the Director’s desired visual outcome; new digital proofs were generated and emailed to Director.

Discussed with the Director and Facilities Manager the possibility of installing jacks under the Alpena Flyer to reduce potential damage to the wheels. Facilities Manager (Matt) is looking into the purchase of jacks and how best to alter the mirror beneath the vehicle to optimize visuals while the jacks effectively provide vehicle support.

Created loan paperwork for the indefinite loan of the Alpena Flyer to the Besser Museum. Was sent digitally by Director on 2/28/2019.

Created loan draft of outgoing loan paperwork for the taxidermic specimens to be loaned to Jon Benson and displayed at JJ’s Restaurant. Physically numbered all specimens with the assistance of Lisa, a collection’s volunteer.

Received notice that the lender of long-term incoming loan of three taxidermic specimens (baby bison, badger on rock, and opossum on branch) wished to terminate the loan. Due to the information coming second-hand through a niece, an intent to terminate loan document was generated, sent to, and subsequently signed by the lender authorizing release of the animals to a third-party. The mounts were packed by the Facilities Manager and me on 2/18/2019 and are awaiting transportation arrangements.

In anticipation of Lisa (collections volunteer) finalizing basic record entry from 1966 and moving on to 1967, the main accession screen for each new donation was generated in PastPerfect. As a result, two accessions: 1967.9 and 1967.17 were discovered to have been returned to the donor at some time in the past. No deaccession paperwork was in the file, future steps include performing a formal deaccession.

Procedures for conservation work were created and reviewed in anticipation of the need to repair the taxidermic specimens. These procedures can be used with all items that might need conservation.

Begun the process of creating a list of items needed to begin rehousing the collections as well as turning the Animals of the World exhibit space into a collections processing space (48’ x 27’ x 8’ high).

- Inventoried available shelving and tables that can be moved into the new processing space.
- Generated a count needed for archival boxes (records/banker’s box size) to replace the acidic boxes currently used for artifact storage. Received quote from Paige Company and also obtained pricing from several other sources.

- Calculated the linear feet of ethafoam sheeting needed to cover the metal and wooden shelving, which will prevent off gassing byproducts to travel up to the items resting on the shelves, while also providing a cushion - reducing cumulative damage from vibrations (quarry blasts, walking, and movement of mobile storage)

Immediate Future:

Meet with Vicki Wright, who will begin some cataloging of the art collection.

Meet with taxidermist to review necessary repairs to the specimens, with the knowledge that they are education pieces and that stabilization and/or repairs might exceed the cost of replacement.

Meet with Tim Kuehnlein's US History classes (2 classes approximately 25 students/class) to briefly (10-15 minutes) discuss handling artifacts. This is related to a class project on economic development in Alpena.

Produce proposal and purchase, if approved, spacers and backing (acid-free foam core or museum grade mounting board) for the Agam prints that will be on display beginning on May 4, 2019 in Wilson Gallery.

Produce proposal and purchase, if approved, a scanner that will be able to scan at a resolution higher than the 600 dpi available with the printer/scanner/copier on the main floor and gain the ability to process slides, glass plates, and film negatives that is unavailable with the combination printer/scanner/copier in the lower level and unavailable with the printer/scanner/copier on the main floor.

Meet with the Collections Committee regarding normal business and continue going through the collections section of the AASLH StEPs workbook.

Work on the Apollo 11 exhibition for the opening date of April 22, 2019.

March/April:

Removal of taxidermic specimens selected to be loaned to Jon Benson (JJ's Restaurant). Estimated that they will leave the building late March or early April.