



Collect. Preserve. Educate.

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

John Daly, President
Tami Bishop, Vice-President
Rita Cossitt Mueller, Secretary-Treasurer
William Monahan
Lalia Jagers

A. Call To Order And Introductions

I. Phone Conference Information

Regular monthly meeting of the Rockpile Museum Board of Directors scheduled for May 19, 2020 at 6:00 p.m. This meeting will be a phone or video conference. If you have any trouble connecting, please contact Rockpile Museum Director Robert Henning at 307-682-5723.

JOIN MICROSOFT TEAMS MEETING

+1 307-223-1073 United States, Laramie (Toll)

Conference ID: 686 898 982#

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B. Approval Of Agenda

C. Consent Agenda

Documents:

[CCRM CONSENT AGENDA 5-19-2020.PDF](#)
[CCRM BOARD MINUTES APR2020.PDF](#)

D. Collections/Exhibits Department Update

Documents:

[ROCKPILE MUSEUM MAY 2020 COLLECTIONS AND EXHIBITS UPDATE.PDF](#)

E. Museum Program Updates

I. April Online Engagement Report

II. Education Report

III. Exhibitions Update

IV. Schedule

F. Old Business

I. COVID-19 Re-Opening Plan And Progress Update

Documents:

[ROCKPILE MUSEUM COVID-19 REOPENING PLAN.PDF](#)

II. Museum Storage Update

III. FY2020-2021 Budget Reduction And Provisional Approval

IV. RMA Summer Internship

G. New Business

H. General Discussion

I. Adjournment

*Campbell County Rockpile Museum
900 W. 2nd Street Gillette, WY 82716 307-682-5723 rockpile@vcn.com*

**Rockpile Museum Board Meeting
CONSENT AGENDA – May 19, 2020**

Approval of Minutes

April 21, 2020 Regular Meeting Minutes

Expense Report

As of May 15th, there are 7 purchase orders from the regular budget to be approved and paid totaling \$2,124.09. There are several outstanding invoices from both regular accounts and 1% accounts including First National Bank Visa.

The May 2020 vouchers are as follows:

Black Hills Energy	\$412.43
City of Gillette	\$559.17
Campbell County Chamber of Commerce	\$775.00
Spectrum	\$54.99
AASLH	\$210.00
Rocky Mountain Business Equipment	\$14.50
Vista Leasing Company	\$98.00

For the month of April 2020, there were 16 vouchers from our regular accounts totaling \$6,216.16 and one voucher from 1% accounts totaling \$682.60.

Board President John Daly signed the following late month vouchers after the regular meeting:

Wyoming Cowgirl Soap Company LLC	\$121.00
Lestz Wholesale LLC	\$537.22
Home Depot	\$59.94
Kevin Clutter	\$91.60
First National Bank Visa 2962	\$1,015.37
First National Bank Visa 9833	\$110.95

Stephan Zacharias signed one refund voucher from March that was submitted in April from First National Bank Visa 9833 in the amount of -\$38.00.

REVENUE UPDATE: No update as gift shop has been closed.

BUDGET VARIANCE for FY19-20 as of May 15, 2020

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Minutes of the Regular Meeting of the CCRM Board of Directors
April 21, 2020
Teleconference, 6:00 p.m.

A. Call to Order and Introductions

The meeting was called to order at 6:08 p.m. by Board President John Daly, presiding officer.

Present via phone: President John Daly, Vice-President Tami Bishop, Secretary Rita Cossitt Mueller, Lalia Jagers, and Bill Monahan

Museum Staff: Director Robert Henning and Stephan Zacharias were both at the museum and present via phone and video. Angela Beenken called in from home.

Absent: None

Guests: Charlene Busk, Museum Volunteer

B. Approval of Agenda

Pres. John Daly asked if there were any changes or additions to the agenda. Hearing none, it was approved by unanimous vote.

C. Consent Agenda

Approval of Minutes

February 18, 2020 Regular Meeting Minutes
March 17, 2020 Special Meeting Minutes
April 2, 2020 Special Meeting Minutes

Expense Report

For the month of February 2020, there were 13 vouchers from our regular accounts totaling \$4,370.40 and six vouchers from 1% accounts totaling \$1,288.46.

Board Member Lalia Jagers signed the following late month vouchers after the regular meeting:

Office Depot	\$160.25
First National Bank Visa 2962	\$317.05
First National Bank Visa 9833	\$365.12
First National Bank Visa 2962 - 1% Youth	\$849.19

First National Bank Visa 9833 - 1% Youth	\$245.80
Walmart - 1% Youth	\$113.77
Wyoming Craftsman, LLC - 1% Youth	\$37.30
Bears Dry Cleaning - 1% Youth	\$18.04

For March 2020, there are 17 purchase orders from the regular budget to be approved totaling \$7,943.87 and two vouchers from 1% accounts totaling \$123.24.

The March 2020 vouchers signed by Board President John Daly are as follows:

Campbell County Treasurer	\$140.48
National WASP WWII Museum	\$639.76
Rocky Mountain Business Equipment	\$262.78
Vista Leasing Company	\$98.00
True West Magazine	\$550.00
Henning Mileage Reimbursement	\$13.80
Gaylord Archival	\$467.97
Sir Speedy	\$208.13
InkOwl	\$367.00
City of Gillette	\$741.73
Certified Folder Display Service	\$2,103.98

The March 2020 vouchers signed by staff members Penny Schroder and Stephan Zacharias are as follows:

Office Depot	\$45.04
Walmart	\$29.88
Black Hills Energy	\$672.11
Arbuckle Lodge	\$79.00
Home Depot	\$68.54
First National Bank Visa 2962	\$1,455.67
Walmart - 1% Youth	\$81.38
Home Depot - 1% Youth	\$41.86

As of April 21, 2020, there are 10 purchase orders from the regular budget to be approved and paid totaling \$4,439.08 and one 1% request in the amount of \$682.60. There are several outstanding invoices from regular accounts including First National Bank Visa, Gaylord Archival, Home Depot, and Lestz Wholesale LLC.

The April 2020 vouchers are as follows:

Black Hills Energy	\$656.34
City of Gillette	\$704.41
Rocky Mountain Business Equipment	\$112.47
Vista Leasing Company	\$98.00
CC Chamber of Commerce	\$865.25
Henning Mileage Reimbursement	\$31.63
Omni-Digital-Productions LLC	\$1,725.00
Colorado-Wyoming Association of Museums	\$60.00
Spectrum	\$64.98
Wyoming Cowgirl Soap Company LLC	\$121.00
Sir Speedy - 1% Youth	\$682.60

REVENUE UPDATE: As of 4/17/2020 the Museum Gift Shop has gross receipts of \$9,503.86 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$9,570.53. We are now expecting to come in under our budgeted revenue expectation due to the COVID-19 closure.

BUDGET VARIANCE for FY19-20 as of April 17, 2020

Pres. John Daly asked if there were any changes or additions to the consent agenda. Hearing none, it was approved by unanimous vote.

D. Collections and Exhibits

I. Collections Department Update

DISCUSSION: Angela Beenken stated she was about finished with the procedure manual for staff and volunteers. Lalia Jagers requested a copy for board members, if they are interested. Tami Bishop also thought it would be helpful. Angela also stated that she had been busy with intern interviews.

E. Museum Program Updates

- I. Visitation Report – Visitation reports for February, March, and April were presented. As can be expected, visitation is way down this year. Robert Henning commented that all comparisons to previous years are out the window. It is unknown how many “visits” we have had on the social media outreach efforts, but staff will try to gather data. Tami Bishop expressed appreciation for Penny Schroder’s work at the Children’s Festival with the milk cow.

- II. Education Reports – No report from Penny Schroder. Stephan Zacharias reported on his efforts through social media—FB, Instagram Fridays were on Women in History for March. April is the Scotch in Campbell County. Thursdays are puzzles and Mondays are Rockpile Readers at 10:00 a.m. Also available are virtual exhibits at RockpileMuseum.com. Tami Bishop feels we should count hits as visitors. The board would also like a press release on all that is being offered via social media. Robert Henning reported that Penny Schroder has been working on an activity on local aviation and helping gather history for the CC Fair—100-year celebration. Charlene Busk said the historical society also is planning a booth at the fair.

- III. Exhibit Report - “She Served Too” is about done and ready. The WWII exhibit is extended as a video presentation. Stephen Zacharias has a pop-up exhibit ready on Medal of Honor recipients. The exhibit on Black Cowboys is still in Elko, NV and all viewers are being directed to the Rockpile Museum. The Women Coal Miners exhibit is up in the Economic Development building conference room. Robert Henning states that he plans to change out the display yearly. The building is located off Sinclair St. east of the college. Tami Bishop asked what exhibits were planned for 2021. A staff meeting is needed to get this off and running. John Daly stressed that we need to be collecting what is going on currently as the COVID19 experience is living history and needs preservation.

IV. Schedule - There was general discussion of dates and activities. Most are planned to be virtual or teleconferencing.

April 22 – RMA Investment Meeting, 2:00 p.m.

May 7 – Leadercast 2020, 7:00 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m.

May 11-17 – Museum Week (worldwide social media festival)

May 18 – AAM Annual Meeting (Day 1) and International Museums Day

May 19 – CCRM Board Meeting

May 21 – RMA Board Meeting, 2:30 p.m.

May 26 – CC Historical Society meeting and guest speaker, 6:00 p.m.???

June 1-4 – AAM Annual Meeting (Virtual)

June 16 – CCRM Board Meeting and Quarterly Meeting with Commissioners

June 18 – RMA Board Meeting, 2:30 p.m.

July 16 – RMA Annual Membership Meeting, 5:30 p.m.

July 21 – CCRM Board Meeting

F. Old Business

I. COVID-19 Closure

DISCUSSION: Director Henning updated the board on the status of the museum and staff during the closure. The commissioners have left re-opening of public buildings up to the Governor.

II. Museum Name Discussion – tabled in February

Pres. John Daly asked for a motion to open discussion on the museum name change, tabled from last month. The item died for lack of a motion.

III. Facilities Improvement Update

- a. Museum Storage Update
- b. Lighted Crosswalk Update
- c. Museum Sign Move Update
- d. Parking Lot Sealcoat and Striping
- e. Potential for Parking to our West

DISCUSSION: Director Henning reported that blueprints have been received via e-mail. After some negotiating, we will have 637 sq. ft. of additional space with humidity control, heat and AC. Robert Henning said the commissioners have approved applying for a WYDOT grant for the crosswalk. Total cost of the project is approx. \$185,000.00. It will be a slow process. Robert Henning also reported that we have a go ahead from the city for re-locating the museum signs. One will be on a different lot. The engineering has been done and now we wait for approval of funds through the budget process. Robert Henning stated that he is hoping the parking lot is to have seal coat and striping anytime now through July 1. He is having difficulty contacting Vic Toscana about possible use of the lot west of the museum for parking/special programs.

- IV. FY2020-2021 Budget - Robert Henning reported that the budget has been submitted. He is not optimistic about any increases. Lalia Jagers asked about unused funds being carried over—that is not the case.
- V. New County Software (Tyler Technologies) - Robert Henning states that he and Angela Beenken are being trained in the new county software and that has been time consuming. All things financial, including gift shop inventory, will go through the program.
- VI. Experience Works Update - Robert Henning reported that both women are being paid during this shut down. He also reported that Debbie's cancer is back and she's undergoing treatment. Tami Bishop would like a card and gift sent from the board.
- VII. Mary Kelley Book Request - Ms. Kelley is writing another book, this time contrasting old and current photos. She requests a waiver of the fees to use museum photos. Proceeds from the book are to go to the Rockpile Museum Association.

Tami Bishop moved to honor Mary Kelley's request and waive fees for photo use. Lalia Jagers seconded. Motion carried.
- VIII. Sue Knesel and Joyce Jefferson Thank You Correspondence - Correspondence has been received from Sue Knesel and Joyce Jefferson and shared with the board.

G. New Business

- I. Strategic Plan Update - Robert Henning has found time to work on the action plans/time lines/work flow. These will add teeth to the strategic plan. Rough draft at this point.
- II. IMLS CARES Act Committee - Robert Henning is now serving on this board after expressing his displeasure in all the funds going to libraries instead of museums. Thank you, Robert.
- III. Report on AAM Advocacy Day - Robert Henning reported meeting with Sen. Enzi and Sen. Barrasso in D.C. He felt it was a worthwhile experience.
- IV. County Fair Research - Staff is working with Liz from the fair office to document 100 years of county fairs.
- V. Rockpile Museum Association Updates
 - a. Dance Through the Decades - Dance is canceled due to the virus restrictions.
 - b. Summer Internship - Angela Beenken and Cara Reeves have interviewed eight excellent applicants. Katheryn Disbrow, a grad student from UNR,

and Alex Gregory, an undergrad from Miami Univ. in Ohio have been selected. Discussion followed about what kind of internship—in person or virtual—this would be. It remains to be seen.

H. General Discussion

John Daly asked for a listing of all the historic sites in the PR Basin for reference. Robert Henning said that information is generally protected by the state historical preservation office in Cheyenne.

John Daly posed the question for us all to consider: How is the virus going to change what we do as a museum going forward? He asked that we each formulate at least five different ways things will/could change. For example: more people traveling self-contained so will need to accommodate lg. travel trailers. Also, more virtual work across the board for the museum.

Charlene Busk reported that the history trek for 2020 has been postponed until 2021. The BMW motorcycle rally has also been rescheduled for 2021.

I. Adjourn

John Daly asked for any further items. Finding none, Bill Monahan moved to adjourn. Rita Cossitt Mueller seconded. Meeting adjourned at 7:15 p.m.

The next regular board meeting will be on May 19th at 6:00 p.m. Location TBD: Rockpile Museum OR Teleconference.

April 21, 2020 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller

CCRM Board Member

Date

CCRM Board Member

Date

Collections Update

5/15/2020

Cataloging: Cara has been working remotely, but returned to the museum on 5-11-2020. Cataloging projects have remained on hold to deal with several other high-priority projects. While working remotely, Cara was researching the Photograph collection and working with Angela to post on Facebook every week in the Cabinet of Curiosities. Cara has also been working on the Procedure Manual with Angela. She also worked on Archaeology Fair planning (see below). After returning to the museum, Cara has been storing artifacts that were on exhibit, doing exhibit maintenance, attending meetings via Zoom, reviewing and printing exhibit panels, making and printing signs for the museum's re-opening, and contacting recent lenders and donors.

Online engagement: Cara and Angela are continuing to post in Cabinet of Curiosities weekly on Facebook, which is part of the Collections Department's long-term goal to engage the public and teach them about the significance of the collection. Overall, since the second post these posts have had a total of 6,834 people reached (some repeat viewers). There have been 750 engagements, including likes, loves, wows, and post clicks, as well as 25 shares overall.

Collections Procedure Manual: Angela and Cara have continued working on the Procedure Manual for the Collections Department. Currently, the segments that have been completed are the Mission, Overview, Acquisitions, Accessions, Deaccessions, Disposal, Cataloging, Found in Collection versus Unknown Donor, Collection Categories – this also has a sub-heading for non-artifact collections. In addition, Cataloging Methods and Labeling methods are nearly complete. We will be adding sections on Inventory, Loans, Collections Care and Handling, Record Keeping, Collections Access & Security, Personal Collecting, Exhibits, Image Use, and a Glossary.

The entire manual is designed around methods specifically used at the Rockpile Museum.

Continuing Education:

Cara will be attending the virtual AAM conference on May 18 and June 1-4.

Angela has been attending training on the Tyler software.

Robert is contacting a resource to teach Cara and Angela about the DPLA so that the methods can be added to the procedure manual and incorporated into current cataloging efforts. Will plan to write for the SHRAB grant next year to update past catalog records to make them available online.

Archaeology Fair: Cara has continued to plan the Archaeology Fair. She sent a Save the Date notice to be printed in the RMA newsletter. SHPO/OWSA have been helping one of the Archaeology Fair Committee members develop a map and information for one of the stations. Cara has sent updates to the committee via email since they could not gather for the March and April meetings. Cara will be updating the committee again next week. Cara has reached out to several contacts regarding volunteers and supplies. The State has converted to a virtual event; Cara will work with the Rockpile committee to develop a virtual back-up plan and an in-person plan to stagger visitors so we will be prepared. Cara has been using materials from the Research Area of the museum to learn more about specific sites in Wyoming and Native American history. She has also been coordinating with Penny to order supplies. Cara will reach out to regular

museum volunteers about preparing some of the supplies for the Fair, as this task will take time and would be a good volunteer project.

Photo Requests: Angela has continued fulfilling photo requests. This has been possible as access to Past Perfect has been available and the photos can be shared through the cloud. Angela and Cara aided the News Record with several requests while working remotely.

Internship: The internship was cancelled this year by the RMA Board of Directors. The board decided to send a scholarship gift to the interns in appreciation of their efforts. Angela contacted the chosen interns and confirmed their mailing addresses, wrote the letters for the scholarship gifts and sent them to Lucas Fralick, and contacted Gillette College to cancel the room reservations.

Exhibits: The WWII women's exhibit is complete and ready for public viewing. Cara and Angela will be designing small displays for the cases currently distributed throughout the museum.



The Campbell County Rockpile Museum recognizes its responsibility for enhanced public safety during this time. We have established new and rigorous cleaning protocols and are installing new safety equipment and providing access to sanitary materials for the public. A summary of those changes and protocols follows.

Rockpile Museum Re-Opening Plan

PHASE 1

PHASE 2

PHASE 3

PHASE 4

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
SOCIAL DISTANCING	Strict	Limited	Modest	New Normal
VULNERABLE POPULATION	Stay home	Stay home	Cautious Distancing	Discretionary
MAX CROWD SIZE	10 per main exhibit area (Main, CCR, Annex)	25 per main exhibit area	No Size Limit Use Discretion	No size limit
MASKS FOR STAFF	YES	YES	Use Discretion	NO

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Museum Programs	Online Only	Online Only	Limited Schedule + Online	Regular Schedule
Senior Outreach	Canceled	Canceled	Canceled	Regular Schedule with precautions
Hands-on Exhibits	None	None	Some hands-on – offer wipes for guests	Regular hands-on exhibits
Volunteers and Exp. Works	None	Non-vulnerable Volunteers	Volunteer's Discretion	Full Schedule
Gift Shop	Closed	Open	Open	Open

Guidelines for Opening the Museum

General Guidelines

- Stay home if you think you might be sick.
- Know the risk factors. Those with preexisting conditions and those over 65 years of age are at a higher risk of experiencing severe symptoms if they contract the virus.
- If possible, maintain six feet of separation when you are with other people.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Follow all recommendations provided by the CDC here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- If you have questions, don't hesitate to ask.

Preparing the Museum

- Continue regular rotation of cleaning and disinfecting including bathrooms, doorknobs, light switches, keyboards and mice, desks, other surfaces, etc. We should be cleaning anything that people touch.
- Use chemicals and disinfectants as directed, and we allow for proper dry times.
- Wipe down surfaces after every interaction with guests.
- Masks for all staff, experience works, and volunteers during Phase 1 and Phase 2.
- No events or activities during Phase 1 and Phase 2.
- Remove all hands-on exhibits during Phase 1 and Phase 2.
- Number of people in the buildings will be limited to 10 in each main room. That means 10 in the Main Room, 10 in the Campbell County Room, and 10 in the Museum Annex. This number will increase in Phase 2. Should demand exceed these numbers, a scheduling system or timed ticketing system may be put into action.
- Visitors will be asked to travel one way through the buildings. Entrance to Main Room to Campbell County Room and out the side door. They will enter the front door of the Annex and depart the back door.
- We will remove some seating from coal mine videos to encourage social distancing. We may possibly tape off chair locations should visitors move chairs.
- Wipes and trash can at the mine video buttons for guest use.
- Limit seating for guests to individual chairs throughout the rest of the building. Use hard surface chairs only for cleaning purposes.
- Close water fountain until Phase 4 or when it is replaced by the new bottle filling station if approved in the budget at which time fountain portion only would be closed.
- Ask guests to limit number of people in the restrooms to one at a time. Add sliding bolt lock to ladies' room to allow guests to lock and prevent multiple occupants.

- A hand sanitizer station will be setup at the main entrance, and we will require all visitors to utilize this station. A second station will be inside the Annex entrance. A third station may be offered at the Campbell County Room if available.
- Plexiglass air barriers will be installed at the museum's front desk to protect staff, Experience Works, and volunteers.
- Stanchions and ropes will be used to limit access to front desk, offices, and non-public areas.
- Gift shop will be closed in Phase 1 and re-open in Phase 2 with a strict "don't touch the merchandise" policy.
- Use only disposable pens and any other items guests may touch and use.
- Signage throughout the museum advising guests of rules, traffic patterns, and other necessary guidance.

Staff Training

- All staff, volunteers, and Experience Works will receive training on COVID-19, the risks associated with the virus, how to communicate with the public regarding COVID precautions, proper cleaning techniques, and new museum procedures.
- Have all staff take the NIEHS course "Protecting Yourself from COVID-19 in the Workplace"
- Every staff member will be given and will read the CDC's document "Cleaning and Disinfecting Your Facility"
- PPE will be provided to employees

New Visitor Signage and Locations

- Visitor guidelines posted at main entrance and Annex entrance.
- Exit signage near emergency door in CC Room and at the back of the annex.
- Sign at restrooms recommending one person per men's/ladies' rooms.
- Signage posted in small exhibition areas to remind people of social distancing.
- Signage at coal mine video buttons asking visitors to wipe down buttons before and after use.