



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. Meeting Location

Please note that this meeting has been moved to the Commissioners' Chambers at the County Courthouse located at 500 S. Gillette Avenue.

B. Quarterly Meeting Of The Campbell County Commissioners And Rockpile Museum Board

I. Needed Upgrades To Fire Detection And Notification Systems

II. Social Media For The Museum

III. New Collections Storage Room

IV. Other / General Discussion

V. Adjourn Commissioners Meeting

C. Regular Monthly Meeting Of The Rockpile Museum Board Of Directors

I. Approval Of Agenda

II. Collections And Exhibits

a. Collections/Exhibits Department Update

Documents:

[JUNE 2020 EXHIBITIONS_COLLECTIONS UPDATE.PDF](#)

b. Collections Manual, Assessment, And Plan

c. Collections Moratorium

d. New Collections Storage

- i. Further Comments
 - ii. Phase II Storage Racks And IMLS Grant
 - iii. Boxcar Storage Idea
- III. Museum Program Updates
- a. Visitation And Online Engagement Reports

Documents:

[MAY 2020 ONLINE ENGAGEMENT.PDF](#)
[MAY 2020 VISITATION REPORT.PDF](#)

- b. Education Report
 - c. Exhibitions Update
 - d. Schedule
- IV. Old Business
- a. COVID-19 Re-Opening Update
 - i. Phase II
 - ii. Experience Works
 - iii. Independence Day
 - b. Lighted Crosswalk TAP Grant
 - c. FY2020-2021 Budget Approval
 - d. New Logo
- V. New Business
- a. Quarterly Meeting Follow-Up
 - b. School House Heating And Cooling
 - c. Upcoming Projects
- VI. General Discussion
- VII. Adjournment

COLLECTIONS UPDATE

6/16/2020

Cataloging

Before the COVID-19 pandemic, Cara had the cataloging assistance of two volunteers, so there were three people working on the backlog. In March 2020, Cara, Greg, and Graye were all working on the June 2018 backlog, with Greg finishing over 300 items from one of the June 2018 donations. Greg moved on to the last donation from the March 2019 backlog, while Graye continued working on June 2018. Cara was working on both the June 2018 and May 2019 backlog simultaneously. Before the museum closure, the entire backlog was on target to be completed by June 1, 2020.

Cara will be the only one cataloging until volunteers are able to return. Cara plans to resume cataloging on 6-17 once access to her office is available and the space has been cleaned, though cataloging will be balanced with desk and cleaning duties. Cara has **approximately 754 total items** to catalog, which is significantly lower than the original backlog but still a large project.

Break-down of backlog cataloging:

June 2018:

2018.026 – 72 records have been added to PP; **2** of these need to be completed.

Additionally, there are **at least 150 items** that need cataloged.

2018.029 – 342 records have been added; **150** of these need completed.

March 2019:

2019.011 – 81 records have been added to PP of approximately 333 total items.

Approximately 252 items remain to be cataloged.

May 2019:

2019.025 – 91 records have been added. **Approximately 200 items** remain to be cataloged.

Procedure Manual

➡ Draft submitted for review.

Please note that there will be changes made after receiving the DPLA guidelines.

Digital Public Library of America (DPLA)

Robert connected Angela with Leigh Jeremias Digital Collections Coordinator from the Colorado State Library to begin the process of training and working with the DPLA. Angela communicated with Leigh about what is needed to begin training and received instruction on gathering the metadata from Past Perfect. Cara had a virtual meeting via Teams with PastPerfect Support on June 11th to gather metadata and screenshots that will be used to start preparing our data to send to the DPLA.

Archaeology Fair

Cara updated the committee about the status of the Fair, supplies, and station research in May. Cara and Penny have been collaborating to find educational resources to share on social media throughout the month of September. Cara also created three puzzle activities and applied the museum logo to each activity. She began collaborating with a recent MS graduate on an ethnobotany station. An account has been set up with the tent company to purchase the tents in July. The caterer has been contacted to find out when order must be placed/cancelled. Cara will be contacting the committee again next week to update. Committee will continue to reach out to acquire volunteers -- 3 of the main station leaders have been acquired. Volunteer Greg Bennick has been contacted to work on a project at home to prepare supplies for the Archaeology Fair; he has agreed but has not started project yet.

Exhibits

Since the last board meeting four additional case exhibits have been completed. While working remotely, Angela chose artifacts, created the object lists in Past Perfect, created labels, and created exhibit files in Past Perfect. Cara then pulled the artifacts for exhibit, filled the exhibit cases, and mounted labels written by Angela. Cara also added photographs to the exhibit files.

Inventory

Inventory has continued with the assistance of part time staff. Currently, a full inventory of the Rohan building is near completion. Cara went to the Rohan building with Dusty DeBoer (part-time staff) to answer questions about Rohan inventory and train him to clean artifacts and cover with plastic. Angela ordered a new shop vac and additional rolls of plastic to be used for this project. Cara also had Dusty clean and line shelves on the Annex Mezzanine so that artifacts can be stored there. He will eventually help move large artifacts on the Mezzanine so that those shelves can be lined as well.

Social Media

Since the last Board Meeting, there have been four posts in the Cabinet of Curiosities on Facebook. Altogether on both the main Campbell County Government page and the Cabinet of Curiosities event page, posts have had 14,950 people reached (likely some overlap in viewers). There has been a total of 2,808 engagements, including 142 shares.

Professional Development

Cara attended the virtual AAM conference on May 18 and June 1-4, which focused on issues related to racial injustice, inclusion in museums, and how COVID-19 has re-shaped the museum world and will continue to do so. Digital engagement and fundraising/budget management were popular topics within the COVID-19 discussions.

Angela has attended 4 additional Tyler training sessions and a webinar on media preservation.

Online Engagement May 2020					
Museum Educator Stephan Zacharias					
	<u>Views/Reach</u>	<u>Likes</u>	<u>Loves</u>	<u>Wow</u>	<u>Shares</u>
Virtual Exhibits:					
Dear Folks	49				
Black Cowboys	28				
YouTube:					
Rockpile Readers! Ep. 01	18				
Rockpile Readers! Ep. 02	14				
Rockpile Readers! Ep. 03	31				
Rockpile Readers! Ep. 04	21				
Rockpile Readers! Ep. 05	15				
Rockpile Readers! Ep. 06	10				
Rockpile Readers! Ep. 07	5				
Rockpile Museum Virtual Ed. Tour	6				
Bunk Haynes	37				
Dear Folks Documentary	131				
Dear Folks Closing	5				
Rencountres	2				
Tom Lucas	197				
Facebook:					
Bob Harris		3			5
Museum Week Art at Home Challenge		1	2		3
Rockpile Readers! Ep. 03		6			5
National Nurses Day		23	6		9
Fire on the Hill		2			1
Lamb Puzzle		8			6
National Coca-Cola Day		9			3
V-E Day: Virtual Exhibit Letters Home		4			1
Museum Week Heroes		1			
Rockpile Readers! Ep. 04		6	1		3
Museum Week Culutre in Quarantine		1			1
Museum Week Together		8			1
Museum Week Museum Moments		9	5		3
Museum Moments Puzzle		4			2
Museum Week Climate		4			1
C-130 Fly Over		66	28		38
Museum Week Technology		2	1		
Museum Week Dreams		6	2		
Rockpile Readers! Ep. 05		2			3
International Museum Day		5			2
Great American Cattle Drive Puzzle		2			1

D.A. Kelly Swenson		6			2
Memorial Day Promo Post		15	1		4
Memorial Day NPS Gettysburg Address		6	1		3
Rockpile Readers! Ep. 06		9			1
VVMF Virtual Memorial Day Ceremony		8	1		
NASA Space X Demo 1 Launch		13			1
NASA Mercury 7 Puzzle		1			1
1920 to 2020 Graduation Post		36	8	2	40
NASA Space X Demo 2 Launch		6			1
Rockpile Readers! Ep. 07		1			
Instagram:					
17 total posts		253			
TOTALS:	569	526	56	2	141

May 2020 Visitation Report						
Visitation Comparison						
Date	Visitors	School tours	tours	programs	Outreach	Total
May 1 -31, 2019	746	434	91	39	53	1363
Date	Visitors	School tours	tours	programs	Outreach	Total
May 20-31, 2020	95	40*	0	21	0	156
COVID-19 CLOSURE MAY 1-19						
Difference May 2019-2020	Visitors	School tours	tours	programs	Outreach	total
	-651	-394	-91	-18	-53	-1207

*Virtual School Tour