

SUFFOLK COUNTY VANDERBILT MUSEUM

Board of Trustees

Minutes

A regular meeting of the Suffolk County Vanderbilt Museum Board of Trustees was held on March 19, 2003 in the Planetarium Lobby, Centerport, New York, 11721.

The following were in attendance:

Dr. Steven Gittelman - President  
Carl Luecke - 1st Vice President  
Michael Broxmeyer - 2nd Vice President  
Dr. Anthony Pecorale - Treasurer  
Marjorie Kossoy Fuhrmann - Secretary  
Bertram E. Seides - Trustee  
William Macchione - Trustee  
Dr. William Rogers - Trustee  
Donna deLuca Periconi - Trustee  
Edward J. Hahn - Trustee  
Susan LeBow - Trustee  
Deborah A. Gray - Trustee  
J. Lance Mallamo - Executive Director  
Betsy Harris Radecki - Staff  
Kathleen Frost - Staff  
Evan Radecki - Staff  
Russell Skadl - Staff  
Florence Ogg - Staff  
Bill Dieck - Staff  
Barbara Oster - Staff  
Gary Fischhoff - former Trustee  
Leslie Tannen - Todd Shapiro Associates  
Ann Marie Pastore - Stenographer

(Dr. Gittelman called the meeting to order at 8:05 p.m.)

DR. GITTELMAN:

Welcome to the Suffolk County Vanderbilt Museum Board of Trustees. This is a regular meeting. Thank you all for attending. Do we have a list of guests and attendees?

MS. PASTORE:  
Yes.

DR. GITTELMAN:  
I'm going to change the sequence of the meeting just a bit. I'm going to do the report on the mummy first, if I could.

MS. FUHRMANN:  
Before the minutes?

DR. GITTELMAN:  
Yes, before the minutes, just as a courtesy. We were told there is a conflict.

MS. HARRIS:  
I'm Betsy Harris, and I'm the Research Director here. Kathleen Frost is the Education Coordinator here, and my son, Evan Radecki, is the Technical Assistant.

We're here to tell you and show you some exciting new research that was done on the Vanderbilt mummy. We were very lucky to make a connection with some radiologists at SUNY Stony Brook who offered as part of their research to do new digital x-rays and 360-dimension CAT scans for us. I have a little presentation to show you how it went, what's up, and what we're going to do with this information.

(SLIDE PRESENTATION)

Since 1995 our mummy has been housed in the mansion guest wing. It's been sitting on a board under plexiglas cover. The case that the mummy was purchased with has been in fine art storage in a temperature and humidity controlled environment.

To start planning for the new exhibit we first got the case back and then Mike Kerr, our carpenter, refinished the original latrine, which Vanderbilt had purchased with the mummy in 1931. Working with our Curator, Stephanie Gress, who, alas, is vacationing in Florida so I guess we'll not feel sorry for her, constructed a foam template of the case interior, which was then covered with a fabric as per curatorial instructions. The foam is four inches thick. It cushions the mummy, and then it raises it up, so when you look at the case, you could see some of the inside of the case and the sides of the mummy.

Here is Stephanie in the existing arrangement preparing the mummy for the move. This is Dr. Mark DeSantas, a Radiologist at SUNY Stony Brook. We're moving the mummy on to the gurney. This is the stuff that college students put under their mattresses to make them softer or on top of their mattresses.

MS. FROST:  
That's so the straps wouldn't be tight around the mummy.

MS. HARRIS:  
And then we had a vehicle provided by the Suffolk County Medical Examiner. He was the one who had this loaded on to the gurney. He's very experienced with dealing with deceased persons, so he loaded her up right into the van, and we went to SUNY Stony Brook. It took us about an hour and fifteen minutes to get there because

Ernie avoided every pot hole, and there are a lot to avoid, and went very slowly so as not to jar the mummy more than necessary.

Here we are arriving at Stony Brook, and this is Ernie the driver. We begin unwrapping the outer cushioning layers so that she could go through the CAT scan. There she is going through the CAT scan. This is Jane Love on the right, the CT Technician, and the gentleman on the left is also from the Suffolk County Medical Examiner's Office. All of this work and this research was provided to us absolutely free of charge. It was wonderful. It was fabulously expensive, and we were so lucky to be able to get it at no cost. It was Florence, actually, who gave us the connection with Dr. DeSantas.

We're all standing in this room, since we can't be in the CAT scan room, and these are the images that come up on the screen. It was absolutely fantastic.

MS. FROST:

It took over 4,000 slices of the mummy in ten minutes.

MS. HARRIS:

The mummy was taken to x-ray. Most of the x-rays are digital x-rays, new technology, but in order to get a full back x-ray, a so-called SCOLI x-ray, you actually have to put the mummy on top of the x-ray cartridge, on top of the film. I don't want you to think we just dumped her on the floor. She has a mattress under her. She was never at any time not fully cushioned, but we had lots and lots of people positioning her very gently.

What's really kind of cool about the original x-rays we saw is that since the x-rays were taken in 1995, there has been some shift of bones. We think that probably occurred when conservators came, I think it was three or four years ago, and put the body stocking on her. They had to turn her to do that.

This is Dr. Mark Wax, the guy smiling at us, who is also a Radiologist at SUNY Stony Brook, and he has developed techniques you may have heard of on the virtual colonoscopy.

Again same route back. We then come back. This is Mike Kerr, Stephanie Gress, and myself. Then the trickiest part was returning the mummy to the case because at that point we actually had to take - the cloth you see is linen, plain, ordinary linen, unbleached, but we had to lift that linen up with actually nothing under her. We had four people on each side. We had distributed the weight as evenly as reasonably possible. This is the part I was really worried about, but she went back in the case beautifully.

What are we going to get out of this? We already have a new set of digital x-rays. They are really nifty, and you can get any number of extra copies you want. We have a full body CT scan. We're going to be able to get a four dimensional - let me tell you what four dimensional means in this case - it means it's a 360 degree picture but that it turns, so that if you're looking at the computer monitor, you can see all angles of the head and the whole body too. But we probably won't actually use that. We will probably just use the head.

We will also have a digital file so that now we can look to get a full head reconstruction, so we can actually see what she looked like, and we will actually be able to meet her. We are just fantastically excited about this.

What are we going to do in the exhibit? We're going to have another plexiglas platform made. Mike Kerr is going to make a plexiglas platform on which the top of the case will rest. As you look from the top, you will see the top of the case, then you will see the mummy in the case but separated by a layer so that you can see all the various components of the mummy and the case. This is where the top of the case now is. This is what it looks like. It's temporarily housed in the curator's cottage while Mike puts together the plexiglas case.

What are we going to do now for these exhibits? Well, we're really happy that we have capital projects, and we have good heating and quality air conditioning so we will be able to give her a much more stable temperature and humidity set-up than she has ever had here at the museum before. That will prolong her existence.

What are we going to do program-wise? This summer the education staff will be revising the Egyptian mummy's program based on the new information. We're going to use the new technology to help children to use deductive reasoning strategies to figure out what we know about her and what we can figure out about her based on the information at hand. We will also be putting together new information for guides and greeters so that the public will know what we have and how excited we all are. Thank you very much for listening. Questions?

MR. MALLAMO:

That's really quite magnificent. I had never seen the case before it was set up and had come back from the conservator. It had been in storage I think since I started here in 1997. It was thrilling to get it back. As you're probably aware, we had contracted to have the case constructed with a vendor, and that hadn't been pursued for a number of years pending the move to the curator's cottage. We have been paying a monthly fee to store the mummy case. We decided that with the completion of the capital projects in that area, the wiring, the HVAC, the introduction of window films, that it was now a proper curatorial environment to bring the case back. We thought we could temporarily use the case that Mr. Vanderbilt had housed the mummy in when it was at the Marine Museum. Now that it's installed, and we have just come up with this design for how to display the top without sealing the mummy inside, I think it's going to be quite spectacular. We may want to rethink whether we want to keep this as a permanent arrangement or not.

In the meantime, the mummy has been relocated from the room it was in to the room that's been used as the guide's room. It will be there for the next month while we renovate the room that the mummy has historically been housed in at the mansion. We're fixing the plaster walls, putting new lighting in, and repainting. Then she will be relocated back there when the mansion opens by April 2.

Thank you, Betsy. You guys did a fabulous job with that whole project.

DR. GITTELMAN:

Tony.

DR. PECORALE:

Betsy shared with the Education Committee that based on the new information that they have, that the mummy -- the young lady that is the mummy - is actually younger. Would you like to share how you found that out?

MS. HARRIS:

We had a forensic dentist examine one of the teeth that had fallen out when the mummy was first moved out of the case. His observation, based on the pulp, was that she was probably in her early twenties. We had previously been putting her in her late twenties.

DR. GITTELMAN:

Is there any evidence - do we know any more about the sarcophagus in terms of it being properly mated with our lady?

MS. HARRIS:

We don't know for sure. When you see her in the case, clearly the shoulders barely fit in the case. It's a tight fit for the case, although the mummy certainly has shrunk somewhat. The head would fit right had the spine not collapsed. That's right, but the case is still too short. You still have about almost a foot, I think, of extra space, which leads me to believe that we just can't be sure. It's the right time period.

One other thing I forgot to mention is that the CAT scans are so precise that they can actually count the number of layers of linen in which she was wrapped. So we have not gotten all the reports back from the radiologists, but I wanted you to know how thrilled we are to have come so far.

DR. GITTELMAN:

When are we expecting so see what her face looked like?

MS. HARRIS:

Well, that depends on when we can get a person willing to do this for no cost. We're working on it.

MR. MALLAMO:

We do have a sketch now, but -

MS. HARRIS:

We have a sketch now, but it's very preliminary and we wanted to let you know we really could get it done. This is what we need to do. We have a contact with the Nassau County Medical Examiner's Office, too. We had two artists who were willing to draw - now that we have this information - they will be willing to draw us a better sketch. To get the actual model of her head is going to take a little more work.

MS. FROST:

The first sketch we got was made by a Dr. Vincent Stephan, and he's a forensic anthropologist, but he also works for Suffolk County Medical Examiner's Office. He only had the use of a computer program called "Faces," so it was a very flat sketch. He only could use the measurements on the x-rays. He said it's not at all accurate because he can't control hair or eye color. So the width of the face is probably accurate, but the other components didn't make it look Egyptian.

MR. MALLAMO:

I'll be interested to hear the number of layers. It's my understanding that linen was virtually money. If your family wrapped you in lots of linen, they were wrapping you in their own money.

MS. HARRIS:

That was absolutely a sign of wealth.

DR. GITTELMAN:  
Thank you very much.

MR. MALLAMO:  
And thank you for staying late and putting that on. I know Betsy had another commitment tonight at the Harborfield School Board.

DR. PECORALE:  
Betsy, did they ever identify how many amulets there were? I understand they all fell to the bottom of the mummy.

MS. HARRIS:  
We did not find any evidence of any amulets in this mummy. Now that doesn't mean they were never there. It just means they're not there now. What we tell the kids is that there's a dent in her chest where the linen is actually torn. It's possible that this was torn just because the chest caved in once the skin rotted away. It's also possible that someone damaged the mummy looking for jewelry. We really don't know. We only met her in 1931, and she was around for nearly 3,000 years before that.

MR. MALLAMO:  
Thank you again.

DR. GITTELMAN:  
Approval of minutes.

MS. FUHRMANN:  
I move that the minutes for the meeting held January 9, 2003 be approved with one minor comment. On page six about half way down the page we're talking about the February vacation flyer. It's a school vacation program not vocation program. I believe that's probably just a matter of misspeaking.

DR. GITTELMAN:  
Tony.

DR. PECORALE:  
I would like it to reflect that I was out of the United States, and that was the reason I missed the meeting.

DR. GITTELMAN:  
Which brings up a good point, which I'll inject now. I would ask that any Trustees who have absences that they believe are beyond their control to please inform me in advance of the meeting or soon thereafter so that we can establish excused absences. If you would be kind enough to give me the information on where you were, then I will record it as an excused absence for that period.

DR. PECORALE:  
I was in Hong Kong.

MS. LEBOW:

Question, you were talking about commencing 2003, right, or do you want to go back to 2002?

MS. FUHRMANN:

Steve, excuse me, I think we should finish the vote before we do this.

DR. GITTELMAN:

We have a motion on the floor to approve the minutes. All in favor? Opposed? Abstentions? The motion carries unanimously. (Vote: 12/0/0/0)

Sticking to this point, I would like for the year 2002 for you to give me any indication of absences that you believe should have been declared excused and then I would like to create a file of those absences so that at least we have a record. If you would all be so kind as to visit any absences that you might have had and let me know if you were in surgery, the passing of a family member, out of the country, I would ask that you please inform me.

If there are other categories, I will then gladly take up those categories with Counsel to find out whether or not those categories can be excused, and whether we can excuse retroactively. We will be revisiting this subject. I would ask you all to respond. Thank you for bringing that up, Tony.

Presentation of fish award. Let me give you a little background of the fish. You don't get paid much in this job, unless you enjoy it. That's it. We have established a policy, we the Board, have established a policy that a reproduction of one of Mr. Belanski's fish will be given to any Trustee who after serving four years leaves.

In this particular case, presenting Gary Fischhoff with a fish is totally and woefully inadequate. Gary, as far as I'm concerned, is a wonderful Trustee. He provided us with intelligence, energy, went through some miserable times, and stood with us all. Some of you may not have been here, but he was here for the best times and the worst times, goes the expression. I miss him. I think it was a terrible loss that he is no longer on the Board of Trustees. He served in many capacities, most of all, one of superior leadership. Whether or not it was a title, such as Vice President, Treasurer, or whatever it was on that given day, he provided us with solid, reliable thinking. He would be an asset to any organization. We sadly lost him. He should be swept up by a dozen other groups if this leaks out. They should all be seeking his participation, because he was just terrific when he was here. I'm glad he's here tonight. Gary, we have a fish for you.

MR. FISCHOFF:

Thank you for this and all the enjoyment and pleasure I have had over the eight or nine years in being a member of the board and making a lot of new friends, and meeting a lot of wonderful people, the Trustees, and the staff. I have to say that this is very nice, but the payment, as Steve said, we don't get paid much, but actually I think that I received a lot over the years in being part of the museum. I have seen it come a long way. I feel like it's kind of like a family. Sitting earlier inside one of the committee meetings, I almost felt like I never left. I really had to restrain myself from participating, although I may have slipped a few times because it was so natural. I definitely miss the museum, and I'm going to miss a lot of the friends and people I have met here, but it has been a wonderful experience, and now

I have my fish that I will hang on the wall in my office and get to see on a regular basis. I want to thank you all. It's been great.

MS. PERICONI:  
Could you read the words?

DR. GITTELMAN:  
Let me read it, please. First of all this is an ornate butterfly fish.

MR. FISCHOFF:  
The Latin name, please.

DR. GITTELMAN:  
Chaetodon ornatissimus, presented to Gary C. Fischhoff in appreciation for his many years of dedicated service to the Suffolk County Vanderbilt Museum serving on the Board of Trustees and as Treasurer, 2nd Vice President, and 1st Vice President. His initiative and tireless leadership in acquiring museum property known as Normandy Manor will be forever remembered and appreciated.

MR. FISCHOFF:  
Thank you, very nice.

DR. GITTELMAN:  
Now you get your fish. Gary, come to every meeting and make like you're still a Trustee.

MR. FISCHOFF:  
Well, maybe I'll come to the Irvin Berlin affair, but I don't know about the meetings.

MR. MALLAMO:  
Can we sell you a sponsorship?

MR. FISCHOFF:  
Are you trying to sell me one?

MR. MALLAMO:  
We do have a cake for Gary.

DR. GITTELMAN:  
We do?

MR. MALLAMO:  
Yes, right over here. Maybe we'll take a little break.

DR. GITTELMAN:  
We'll do a quick cake break and come right back.

(Recess: 8:30 - 8:40 p.m.)

DR. GITTELMAN:  
All right, let's move along with Public Relation's Report.

MS. TANNEN:

Good evening, everybody. With Lance's kind assistance I have two videos to present to you tonight. The first one is regarding the Space Shuttle Columbia.

(Video Presentation: 8:41 - 8:47 p.m.)

1/16/03	LI NEWS TONIGHT	SPACE SHUTTLE COLUMBIA
2/6/03	NEWS 12	1939 RADIO REVUE VALENTINE'S PARTY

MR. MALLAMO:

That was a great event. It was one of our new special event revenue enhancers that we've been trying to do monthly here at the planetarium. It was sold out.

MS. TANNEN:

Wendy actually turned people away she was telling me.

MR. MALLAMO:

We really did. Everyone loved it and had a wonderful time. We hope to make it an annual event.

MS. TANNEN:

I would just like to draw your attention to three articles in particular in the packet. The first is the Part II cover story in Newsday just before New Year's Eve highlighting holiday events at a lot of locations including the Vanderbilt. The second is a very recent article in the Long Island section of the New York Times that comes out on Sunday. Of course, you recognize the gentleman in the picture, Lance. This concerns the same production that you just saw, the 1939 Radio Revue. It also discussed the Living History Tours that take place. We also had a very nice piece in Newsday in their new series called "It Happened on Long Island." Rita was the one who actually was interviewed for this and gave out the information on the film "Crocodile Dundee" being filmed here a number of years back.

DR. GITTELMAN:

Thank you very much. Any questions? If not, then we'll move on to Education and Exhibits Committee, please.

MS. FUHRMANN:

Betsy reported that all of the fish have been numbered, and their taxonomy has been researched, more than 50 countries have been represented. In doing this research she and her staff have realized that Mr. Vanderbilt hired top of the line people to do his work for him when the taxidermy was done and whatnot. These people were world famous in their field, either after they did the work for him or while they were doing the work for him. He hired only the very best. Now she has started doing the same work for the shell collection.

I am passing around the winter break numbers. Unfortunately, they are not as good as we had hoped. Two days were lost over the winter break, which is usually our best week of the year, due to the weather, though the planetarium numbers were okay for the month of February. We already have four children fully paid for our summer program for the summer of 2003. Our spring flyer and summer flyer are

printed, and they are also being passed around. I don't exactly know where they are in the flow of Trustees around the room, but they are going around.

In keeping with our emphasis of trying to become fully accessible to all members of the Long Island Society, we have touch specimen carts now placed around the museum. There are a couple of them placed in the Marine Museum, they are in the invertebrate hall, and we have one ready to go in the dinosaur hall when that is ready to be opened. These are pieces that children and adults can pick up and handle and look at.

We also have some new things for families on the grounds and in the Marine Museum. We have treasure hunts looking for specific animals and invertebrates for children to look for, families to look for with information and questions to answer. Some of the sheets are in color, some of them are laminated for outdoor use. Again, these are all being passed around.

Florence would like everyone to know the next LIMA meeting is at the Huntington Historical Society, and the topic is promoting Long Island museums and how to increase our attendance.

In everyone's packet tonight, we have a memo regarding the accession of the Belanski prints. The memo is dated March 19. Please take it out. It starts off, "The attached list of fish prints is being submitted for accession." Does everybody have it? I'm going to make a motion based on this. Attached to that memo is a memo dated February 26. I move that the list of William E. Belanski fish prints color separation cells and copper engravings listed on the memo dated February 26, 2003 be accessioned to the collection of the Suffolk County Vanderbilt Museum as per Florence Ogg's memo dated March 19, 2003, as they are part of the original collection of the museum per the attached photograph dated 1934.

DR. PECORALE:  
Second.

DR. GITTELMAN:  
Discussion? Taking the column that says total, that's the number of pieces you have of each of the plates.

MS. FUHRMANN:  
Yes.

DR. GITTELMAN:  
You have 69 blue claw shrimp, for example, which is number 29.

MS. FUHRMANN:  
Yes.

DR. GITTELMAN:  
And if we go to the next page, you have individual plates of sharp nose flying fish, 389 individual plates.

MS. FUHRMANN:  
Yes, somebody manually counted these, and they've been counted more than once to verify the numbers.

DR. GITTELMAN:

Staff does not feel that 389 of the same item is not redundant?

MS. FUHRMANN:

No, and these are part of the original collection of Mr. Vanderbilt.

DR. GITTELMAN:

I'm not saying that they aren't.

MS. FUHRMANN:

And they should be accessioned as such.

DR. GITTELMAN:

No, something is not automatically accessed just because it's part of an original collection.

MS. FUHRMANN:

True enough, but staff does feel that this should be.

DR. GITTELMAN:

What is the value of having 389 of the same item accessioned? Is there any research value in having 389 copies?

MS. FUHRMANN:

The value is that it keeps the collection together, and it is not distributed in a manner and means in which we as a Board of Trustees in our last meeting determined we did not want it done.

DR. GITTELMAN:

Is there any difference between any one of the 389?

MR. MALLAMO:

I think the way I would be looking at this, for research purposes possibly not. For purposes of interpretation of the Vanderbilt Marine Museum, estate, and the presentation of the life and times of Mr. Vanderbilt, how the estate looked and had the items that he worked with at that time, I think it does. In their totality, they make a -

DR. GITTELMAN:

I think my point is different. If I have individual plates taking ones own ship around the world, loose plates have both illustrations printed together on one page and you have 835 copies of feather fish, lined fish, or red fire fish. I would say that once you accession these items, and I want us to take a breath and say, if we accession these items, that means that it's very difficult to un-accession them. It's very difficult to reverse the process.

MS. FUHRMANN:

I agree.

DR. GITTELMAN:

I think that it would be very hard for you to come to me with an argument saying that having 835 copies of the same print adds value to our collection. In other words, if we had 35 copies, would the 800 others add interpretive value to our collection? Might not we want to perhaps discuss this accessioning from the standpoint of actually a de-accessioning in the sense that these are potential saleable resources if we were to receive permission to do so, but once we accession it, they are no longer available for that.

MR. LUECKE:

The same thought occurred to me when I was looking at the numbers. The question in my mind was, are these exactly the same? In other words, we have 835 copies of exactly the same print?

MS. FUHRMANN:

Well, we used to sell them for a dollar a piece in the gift shop, you're correct. In previous discussions, this Board thought that was horrendous.

MR. LUECKE:

You're going from one extreme to another.

MS. FUHRMANN:

But wait a minute. Let me finish. The mission of this museum, as I understood it and understand it is that this is a museum of a museum. This is a museum of Mr. Vanderbilt's museum and this is what he chose to save.

DR. GITTELMAN:

No, this is not a question of what he chose to save. This is a question of what he chose to produce. He may have produced many more and was giving them away regularly. He may have passed away before he got to give away the rest. What I'm saying is that -

MS. FUHRMANN:

And we do not have access to the originals.

DR. GITTELMAN:

No, I know we don't. And, believe me, if anybody thinks I'm saying, let's go out and have a tag sale, you're wrong. I'm just saying, let's not accession these now without considering that they may be something that we might want to argue as a saleable resource because we may be in a revenue pinch we can't help, and that we may have to get Legislative approval to do so, but that it may be one of the tricks we want to keep in our pocket, as opposed to locking ourselves out by accessioning them.

MS. FUHRMANN:

Can I ask Florence a question?

DR. GITTELMAN:

Sure.

MS. FUHRMANN:

Florence, have we ever valued these prints?

MS. OGG:

I have seen them on sale. Apparently, someone that I know did a tag sale, and in that person's collection there were some Belanski prints. Her father worked on the estate. She is selling them. She has an antique shop. They were about \$85 for all four, so the value of them is not that impressive.

DR. GITTELMAN:

But \$85 for all four - in other words, take the books, forget the prints for a minute. How many copies of those books do we have?

MS. OGG:

Lots.

DR. GITTELMAN:

Hundreds? Thousands?

MS. OGG:

Not thousands. It depends on what kind. Some we have six of. Some we have a hundred of.

DR. GITTELMAN:

Believe me, once it gets below even 15, I wouldn't touch them. I'm not looking to get down to any critical number, but if we have 500 copies of a book, and we were shocked or surprised to see that the book sold for what at auction?

MS. OGG:

\$400.

DR. GITTELMAN:

So if there were 500 books, we might want to consider what their market value is. Museums do de-accession things that they have. They de-accession things that they have in great redundancy. I recommend against accessioning things that we have in great redundancy for the time being.

DR. PECORALE:

I'd like to withdraw my second and ask that the person who made the motion withhold the motion until this matter can be reconsidered by staff and the Trustees because I happen to agree with you. I earlier learned that we're no longer giving to retired Trustees one of the prints. We are now giving out a copy of a print, not one of the prints. Is that not correct?

DR. GITTELMAN:

That's correct.

DR. PECORALE:

So I think that they bring up a very valid and important point. I'm going to withdraw my second and ask Marjorie to withdraw her motion so that this can be studied.

MR. LUECKE:

Second.

DR. PECORALE:

Or would you rather I table it?

MS. FUHRMANN:

I'd rather table it until the next meeting.

DR. GITTELMAN:

Let's table it. I have a motion to table.

MR. LUECKE:

Just one other question, if you have 760 of something, I hope they're not all in the same building because if you have a chance of splitting them up where you have them in two different places -

MS. FURHMANN:

Florence could better answer that question.

MS. OGG:

I'm sorry. I didn't hear the question.

DR. GITTELMAN:

If we have 763 copies of something, are they all in the same building?

MS. OGG:

Yes, they are all stored together in locked closets.

MR. LUECKE:

That's not a good idea.

MS. OGG:

I just wanted to add something about the books. I said years ago the board was asked to get permission to sell three of the books. What we did was we brought one to Swan Gallery and one was sold in a closed telephone bid, and then the other two were taken out of the market because the board at that time decided not to sell any more of the books. I don't know if that's something that you have to go back and revisit. If it's the prints and the books, why would the books not be allowed to be on the market and -

DR. GITTELMAN:

What I'm suggesting is that we're not making any decision to put anything on the market as of this moment, but before we accession something, which makes it far more difficult for us to consider that, I would prefer to discuss the possibilities.

DR. PECORALE:

I now want to get into a procedural question. I withdrew my second, so you can't table it. The motion fails strictly on the basis of it not having a second.

MS. FUHRMANN:

You're right.

DR. PECORALE:

The motion is null and void.

DR. GITTELMAN:

I thank you. Do you have more on your report?

MS. FUHRMANN:  
Yes, plenty more.

DR. PECORALE:  
The reason I bring this up is because we had tabled it. It has to come up at the next meeting, and I think staff should take the time to review this matter and decide what they want to do.

DR. GITTELMAN:  
So for the record, the motion fails for the lack of a second.

MS. FUHRMANN:  
Of course, we never asked if there was a second.

DR. GITTELMAN:  
Would anyone else like to second it so we can table it? Okay, there is no second to the motion, so the motion fails for the lack of a second.

MS. FUHRMANN:  
Also in your packages you will see a memo from AAM regarding the reaccreditation, which references the fact that they recommend that we do a disaster plan. You will also see a March 12 memo in your package, which is marked draft, disaster planning for collections. It's a two-page memo. I'll give everybody a few minutes to read it if you haven't had a chance. The appendixes, which are telephone numbers and whatnot, the numbers and names will be constantly changing but the format will not.

MR. LUECKE:  
Why do you want us to read it now?

MS. FUHRMANN:  
Because it needs to be adopted for reaccreditation. We need to have a disaster plan.

MR. MALLAMO:  
Let me just specify. Actually, this is not a required document. It is a suggested - it's the best practice of the museum. We have a very extensive emergency plan for the museum. In the correspondence we received back they indicated that we didn't include anything on our disaster plan specifically for collections. We have always had a plan, but it has not been written down. We decided that that would, since it was identified as a best practice, that the visiting committee when they came would like to address with us, we thought it behooved us to get on this issue in advance. So we have studied other museum disaster plans and we have implemented creating an emergency chart for collection. Suppose we had a fire or a flood, and actually an issue did come up last year where we had a minor flood and a rug was damaged on a weekend. Florence was not at work that weekend. I think she had gone away that weekend. Everything was handled very well by the staff because they knew what to do, but we found we really didn't have a written guideline.

We thought it would behoove us this time to develop a written guideline. Florence has done this looking at the Smithsonian and other museums. We have also purchased this emergency response wheel that any staff member can use if we had an incident that occurred when we didn't have a curator on immediate notice. This is like what to do within the first 48 hours, and you literally dial your emergency with

the artifact. This was produced by the National Endowment for the Humanities. We purchased this for all the galleries; we have identified on blueprints where all of the fire extinguishers are and what the major collection pieces in each room will be. The first two pages here are just more or less establishing a policy, which we have not had before a disaster collection written policy. The appendixes that back it up will be continually changing as the information changes over time, but we did suggest that you consider just the basic policy. It is not a requirement that we have this.

MS. FUHRMANN:

But it is highly recommended, and they will be looking for it when they come for their site visit. So we thought we would get ahead of the game and ask that the board adopt it as policy tonight by motion.

MR. MACCHIONE:

Based on that, then I would make a motion.

DR. GITTELMAN:

Do I have a second?

DR. PECORALE:

Second.

DR. GITTELMAN:

Any discussion? Carl.

MR. LUECKE:

I think it's a great idea to have a disaster plan, but I don't know if I can read quickly or even qualify to say that this is the right plan. For example, what I said before, if you have 800 copies of something all in the same room, somehow at least one copy ought to be some other place. If you lose that room, you're losing everything. I don't know, but I would vote for the museum having a disaster plan. I'm not qualified to say that this is the right one, and we do have insurance. Shouldn't the insurance company - is it okay with the insurance company here - for the fine arts insurance company?

MR. MALLAMO:

I would say that this follows the procedures that any reputable museum or insurance company for that matter would require. Maybe, Florence, you can address that a little quicker.

MS. OGG:

This is going to go on with the emergency action plan, which deals with evacuating people, visitors, and what to do in those emergencies. This is what to do for the first 48 hours. There is a list of phone numbers included, which includes the insurance company, the fire company, and the Police Department. This is just what to do, setting priorities. If there was an emergency, what would you take out first, where would you put it, and how would you handle it?

MR. LUECKE:

And this outlines what items you would take out first?

MS. OGG:

That's going to be on the floor plan. See, we're having floor plans that will list priorities. We haven't included that yet. What we're voting on, I think, is just the first two pages, but it does include reference to the appendix that will deal with who is in charge of doing what, what should be removed, and where it's going to be removed to.

MR. LUECKE:

And that's something only a board would approve, the plan itself.

MS. OGG:

The first two pages, yes.

DR. GITTELMAN:

Excuse me, Lance and Florence, maybe we could put this off until the next meeting.

MS. FUHRMANN:

Fine, let's do that.

DR. GITTELMAN:

I'm going to request that -

MS. FUHRMANN:

Wait a minute.

DR. GITTELMAN:

Excuse me, I'm going to request the staff, if they have something that they want us to approve that's in writing, to circulate it before the meeting, so that we can read it.

MR. MACCHIONE:

I withdraw my motion.

DR. PECORALE:

I withdraw my second.

DR. GITTELMAN:

Susan.

MS. LEBOW:

Do we have the kind of insurance carrier who wants to look at this plan and have it run by the insurance carrier? Would that be something that you should do before we actually vote on it?

MR. MALLAMO:

We certainly could do that, and we could do that before the next meeting.

MS. LEBOW:

I think it might make the Trustees feel even more confident in the plan that you run it by insurance carrier.

MR. MALLAMO:

Sure.

MS. FUHRMANN:

Florence is going to address the Business and Professional Women of New York State on Alva during "Women in History Month."

Ferrari is having a black tie event, and their decorations are going to be prints that we are loaning them, so our name will be prominently displayed.

The sconces in the mansion are being restored during the capital project. There are 60 sconces in total.

The new spring show will have its first viewing on Friday night. It's called "Wonders of the Spring Sky." The new "Eclipse Show," the script is done and they are busy doing the storyboard for the video and special effects.

The Long Island Lobster Show, which is being done in coordination with Cornell, is now in production. The video production teams have met, and they are beginning to work together. Our piece is in place.

The junior astronaut show, which was done with the Town of Huntington, was sold out and was very well received. Adult education has been sold out and it worked out very well.

At our next committee meeting, we're going to be looking at the pricing structure for planetarium shows with the idea of perhaps trying to enhance our revenues for planetarium shows by adjusting our pricing structure.

Cornell has made us a video, which runs approximately one hour in length, which will be run on a loop for access for people who cannot physically walk through the mansion, so they can take a virtual tour of the mansion while seated in one room, which Lance has in front of him on a video tape. It's very well done.

MR. LUECKE:

You said you were loaning Ferrari prints?

MS. FUHRMANN:

The pictures of the parkway and things to decorate the -

MR. LUECKE:

Nothing of value? It's just something that we're going to -

MS. FUHRMANN:

No, nothing of value. Just things to decorate their black tie event having to do with cars.

DR. GITTELMAN:

Anything else?

MS. FURHMANN:

No.

DR. GITTELMAN:

Any other questions or comments? Development Committee, Carl or Michael.

MR. BROXMEYER:

In everyone's folder, you have a program that was put together by Lance and staff for "Stepping Out, Irvin Berlin at the Vanderbilt Museum." It includes various different sponsorship opportunities. It was mailed out to approximately 500 potential sponsors.

In everyone's folder there is a list of contacts that you provided to us in the past. If you can contact those people and see if we can get sponsorships, that would be wonderful. If you have any changes or additions to your list, please let Lance know because that would be very helpful.

As far as planning for the event, we're in pretty good shape. The catering is set up; the music is set up. The day, in case you don't know, is August 1, rain or shine. We have some contingencies in place already in case we have monsoon type weather. We will hope for good weather.

As far as the revenue sources for the event, we will have the sponsorships and tickets, which will be sold for the event in the next few months, and we're also going to try to do a raffle and sell tickets for raffled prizes. Marjorie has volunteered to head that part up, so I just thought maybe she could give a brief update on how we're doing so far.

MS. FUHRMANN:

In a nutshell, I have not had a very good response from the board on items to be raffled. I was wondering if anyone had anything this evening that they have managed to secure as a raffle item. Some of you are looking at me rather blankly.

DR. GITTELMAN:

What kind of items are you looking for?

MS. FUHRMANN:

So far I have a day of beauty, I have four tickets to a Yankee's game, and four tickets to an Islander's game. I was looking for a piece of jewelry. So far I have not had much success at that. That sort of thing. I'm not looking for a lot of items, but I have to say that as a board I have not heard from very many people. In fact, I have heard from two people.

MS. LEBOW:

Could you give us some idea of the value of the item that you're looking for, a minimum value so then we have some idea.

MR. BROXMEYER:

There really shouldn't be a minimum value. Just something that would be desirable to sell at the event. We can group them together. It doesn't have to be one prize off on its own. We can make packages.

MS. FUHRMANN:

Figure, if somebody got a limo, I could package the limo with the tickets and you could get a limo ride to -

MS. LEBOW:  
What about a piece of jewelry?

MS. FUHRMANN:  
Well, that could be a stand-alone item. It depends on what it is.

MS. LEBOW:  
I'm just looking for some guidance.

MR. BROXMEYER:  
Really, I would say anything you can have donated at all would be helpful that has value, something someone would want.

MS. FUHRMANN:  
At this point, there is so little that I can't even begin to give you a -

MS. LEBOW:  
Okay.

MS. GRAY:  
Does it have to be an established value? I mean, do you have to have something that says, this is the value for purposes of a fundraiser?

MR. BROXMEYER:  
No.

MS. FUHRMANN:  
No.

MR. BROXMEYER:  
The last thing I'll say is, as we all know, we don't have a Development Director anymore, so the only way we're going to be able to raise money for this event is by contribution of time from all of the board members. I ask that you do whatever you can, make some calls. If you don't have contacts, we can give you museum related contacts to call and see if we can raise some money. Otherwise the event will not be an event, unless everyone contributes some time to making some calls. I ask for all of you to give some time.

DR. GITTELMAN:  
It would probably also be good if those of us who were planning to make purchases of tickets and things like that do it now because we're in a cash flow crunch.

MR. BROXMEYER:  
Along those lines, here's our first sponsorship. If you need extra brochures, Lance do you have extra ones with you?

MR. MALLAMO:  
I can mail extra ones within the next few days. I think we're going to need some more.

MR. BROXMEYER:  
Ed doesn't have one in his folder.

MR. MALLAMO:  
You don't?

MR. HAHN:  
No.

MR. MALLAMO:  
That I could do.

DR. GITTELMAN:  
Anything else?

MR. BROXMEYER:  
Do you want to add anything, Carl?

MR. LUECKE:  
The thought that keeps occurring is that there is very little time left. I think there's only one board meeting left between now and the event.

MS. FUHRMANN:  
There's only one.

MR. LUECKE:  
In that the July one will be right on top of it, so we're going to sit down and stand up, and before you know it, it's going to be August 1. So we really have to start calling and working now. Any help any board member can give us would be appreciated. And in terms of Marge's raffle, I think that one of the packages could be meals at a restaurant.

MS. PERICONI:  
I thought that was discussed.

MR. LUECKE:  
I don't know if we discussed it at the board meeting.

MS. FUHRMANN:  
A donation of a series of restaurant meals would be a nice raffle prize. If every Board Member donated a dinner for two, that would be great.

MR. LUECKE:  
If we had a dinner, a dinner package, a sporting package, and a third package, whatever it happens to be, that would be great.

DR. GITTELMAN:  
Okay, if there are no other comments, Finance Committee.

DR. PECORALE:  
Members of the board have a copy of the Treasurer's Report for the year ending 2002 and for January 2003. The Treasurer's Report for the year ending 2002, we

are awaiting the audit, which will probably be here sometime in the month of April or early in May.

As may be noted, the Vanderbilt Museum has a cash flow problem. It's extremely tight. Steps have been taken to increase revenues and reduce expenses. Lance has indicated that they are very actively pursuing both of those areas.

An important note with respect to the 2002 Treasurer's Report is that we have not factored in the in-kind donations, which also have to be put into this report and it will be part of our audit report.

The museum staff has already been working diligently to reduce expenses and to increase revenues by beginning to put in place a number of very special events. They are looking into some of the events that they have had in the past and a series of new ones.

At this point, I would prefer to answer any questions that any Trustees may have with respect to the Treasurer's Report and would hope that everyone would do their very best to assist in the Development Committee on the upcoming Irvin Berlin project because that's an extremely important fund raiser for the museum.

DR. GITTELMAN:  
Any questions?

DR. PECORALE:  
I would just like the board to acknowledge receipt of the 2002 Treasurer's Report.

DR. GITTELMAN:  
I have a motion to acknowledge.

DR. PECORALE:  
I don't think you need a motion; it's just that I wanted to put this on the record that it was received.

DR. GITTELMAN:  
All right, thank you. If there are no other questions, Personnel Committee.

MS. GRAY:  
The Personnel Committee met twice since the last board meeting. We received copies of the Personnel Manual. We reviewed the staff list of both full time staff and part time staff. We listened to a number of issues identified by the full time staff for our consideration over the next few meetings and some things we might consider.

We are presently working with staff to revise the performance evaluations and both the forms used for the new employees and the forms that will be used for job promotions and/or salary increases.

We also began reviewing some issues in the Personnel Manual that we made and determined various practices need some adjustment to be more in tuned with the marketplace. We will be considering that over the next few months.

If anyone from the Board has any ideas on how we might do a better job in terms of issues that they have either heard from the staff or have on their own, I would be happy to hear those.

As appropriate we will be bringing back recommendations to this board in the future based on our considerations, which are not complete.

DR. GITTELMAN:

Comments or questions? Thank you, Debra. Normandy Manor Committee, Bert.

MR. SEIDES:

The Normandy Manor Committee has met a couple of times in conjunction with our Director, Lance. First we discussed issues regarding parking along Little Neck Road, which was an issue that was discussed so that there would not be parking on the Normandy Manor site. The town has told us no parking can be allowed on Little Neck Road, as it is illegal to park on the curve in the road along the property owned by the County here at the museum.

The Normandy Manor fence was also examined for old entrances and exits. It has been determined that the north end of the Normandy Manor site had an entrance gate. This was discussed with the town, and the town has agreed to the possible use of the north entrance and the south to be the exit. So there would be one entrance into the site and one exit out.

Further review revealed a pedestrian gate on the museum side, the east side of Little Neck Road, which is in direct relationship to a pedestrian gate on the west side, which would allow for the development for a new sidewalk to allow guests to cross Little Neck Road. The crosswalk definition would be allowed by the town to increase safety of crossing. The path would be brick to relate to the new brick walkways that now exists here at the museum.

We examined Normandy Manor for use. We are making headway with that. The town hasn't given us a CO, but we have made plans to rehabilitate the first floor with their permission for seminar workshop space and small gallery shows. The north end of the house, which is currently a bedroom, would eventually be developed into two handicapped accessible bathrooms in complying with ADA. A ramp would be introduced to the east elevation of the north side of the Normandy Manor. The second story would be used for offices for our Director and his support staff.

I will pass around the floor plan of the first floor. This is the north end of the first floor indicating the proposed handicapped bathroom locations. We do have some plans, but I don't think it's necessary at this point, unless any of the members of the board would like to review them. What I'm passing around is adequate to clarify the handicapped bathrooms.

If there are any questions from the board, I would be happy to answer them. Lance might want to expand on the offer of someone to introduce a greenhouse to the site in the future for future use. Thank you.

DR. GITTELMAN:

Questions or comments?

MR. MALLAMO:

Could I just make a slight correction? The CO would not be coming from the town. It's coming from the Suffolk County Department of Public Works County Architect.

MR. SEIDES:  
I stand corrected.

MR. MALLAMO:  
We have approval to use the building right now for offices and museum meetings, provided that certain improvements in the way of alarms and security wiring be put in. That will be put in through a project that we have ongoing. In fact, they're coming here Friday to make those adjustments. Then as the other improvements are put in the future with regard to handicap accessibility issues we can petition for an upgraded public assembly use at that time. We have included funds for that in future projects.

DR. GITTELMAN:  
Comments or questions? If not, thank you Bert. We'll move on to Ed and the Dinosaur Committee.

MR. HAHN:  
Lance has provided extensive documents to NYIT relating to the dinosaur exhibit at NYIT. We have also provided them with a great deal of other information. At this point, we're waiting to hear from the attorney from NYIT after his review of what we sent him and possible ways to resolve this.

DR. GITTELMAN:  
Tony.

DR. PECORALE:  
Would there be any benefit for us to have a short executive session at the conclusion of this meeting to get additional details?

DR. GITTELMAN:  
Yes. I have a motion for an executive session.

MS. FUHRMANN:  
I'll second that motion.

DR. GITTELMAN:  
We will go into a short executive session to discuss the matter of NYIT.

DR. PECORALE:  
The litigation.

DR. GITTELMAN:  
Yes, because it represents litigation. The Director's Report is next.

MR. MALLAMO:  
Well, it's been a bit of a difficult winter for us here at the museum with the snow that we have had and the major blizzard that we had during the President's Week vacation, which is usually our biggest week of the year, but we're looking forward to increased attendance in the spring months. This past weekend was very good with the warmer weather. Hopefully, we'll see an increase there.

Our capital projects are moving along very, very well and at a rapid pace. Right now the mansion has had to be temporarily closed for several weeks to allow for large-scale wall opening to occur, and that's being sealed up. We hope to be reopened there by April 2.

The staff is really thrilled with the improvements in the heating and the wiring. I think it's going to make our operations much, much easier and clearly provide a better environment for the collections within the museum.

We will be meeting with County Budget Review and the County Executive's Budget staff the first week in April on the capital program for the next three years. They will be touring the museum on that day to see the status of the projects and how they are going currently. We look forward to spring and great improvements here.

DR. GITTELMAN:

Any questions or comments? If not, President's Report. Lance and I attended a meeting of the Legislature's Committee, I guess it's Parks. The subject of that meeting was the endowment. The issue at hand was, at what level would the endowment be capable of supporting the \$1.2 million? They requested investment counsel to attend.

Unfortunately, there was snow, and investment counsel was brought up to speak and began speaking, and they adjourned the meeting. We have a meeting now scheduled for next Thursday. We will attend that meeting again to find out where we're going with this.

Essentially at a time when our revenues are being severely pinched by a combination of weather, economy, cuts and bus traffic, we hope that the Legislature will understand that this is not a time to reduce the \$1.2 million that we're receiving from the endowment, and that in particular, the museum's operations to some extent should not be constricted at a time when people need to go to places to get their minds off of what's going on in the world.

That would be my message. Any comments or questions? I appreciate all the committees that have proceeded and all the chairpersons that have continued to step up their functions. I have spoken to a few Trustees who have adjusted and fine-tuned their roles a little bit. I'm not sure that everyone has settled into a role that they are comfortable with completely. If you need any help in doing that, please contact me, and we can spend as much time as necessary to discuss it. I'm available by phone. We can meet, but I just want to make sure you're all comfortable with the roles that you're playing.

Do we have unfinished business? None. New business? None. We have established the need for one executive session to discuss the possible litigation with New York Institute of Technology. Therefore, we will not adjourn. We will go into executive session and return shortly.

(Executive Session: 9:35 - 10:00 p.m.)

DR. GITTELMAN:

We stand adjourned. Thank you.

(After completion of executive session, Dr. Gittelman adjourned the meeting at 10:00 p.m.)

SG/ap  
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