



**MEMORANDUM**

**TO:** Beverly R. Cameron, City Manager  
**FROM:** Deidre Jett, Budget Manager  
**DATE:** May 2, 2016  
**SUBJECT:** Appropriating FY 2016 Fund Balance for the Relocation and Storage of the Fredericksburg Museum's Collection

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**ISSUE**

Shall the City Council approve on first and second reading a resolution appropriating Fund Balance from the General Fund \$150,000 to relocate and store the Fredericksburg Area Museum and Cultural Center (Museum) collection?

**RECOMMENDATION**

Staff recommends approval of an amount up to \$150,000 for the reimbursement of costs associated with the relocation, storage, and display of the Museum collection. The first and second reading are required at this time to accommodate the Museum's timeframe for completely vacating the 1001 Princess Anne Street property. The closing on the sale of the building was April 29<sup>th</sup>. Although the Museum has the option to temporarily rent the space for several months, the plan is to completely vacate the property as soon as possible and avoid paying short term rent.

**BACKGROUND**

With the sale of former museum building at 1001 Princess Anne Street closing, the Museum must relocate the collection, display cases, and storage cases. The City has received a request from the Museum to help fund the move from 1001 Princess Anne Street building to the historic Town Hall Market House. Attachment 1 shows some of the items that need to be moved. The Museum continues to work diligently to raise funds and find donated time and materials related to the move, storage, display of the collection. Although the initial request was for \$203,000, Staff is recommending funding for up to \$150,000 for the following:

- Proper relocation of the collection, display cases, and storage cases. Packing materials and techniques must be done according to best practices of the American Association of Museums in order to maintain accreditation and due to insurance requirements.
- The proper storage of the over 8,000 individual objects including books, furniture, silver, documents, maps, photographs, textiles, glass, stoneware, objects of historical use in industry and agriculture, weapons, and Native American artifacts.

Proper storage accounts for the varying lighting, temperature, and humidity needs of the collection as well as pest exclusion and safety.

- The creation of permanent and changing exhibition space.

The Museum provided additional information regarding this request in Attachment 2.

**FISCAL IMPACT**

The appropriation would reduce the general fund balance by \$150,000. This appropriation would be in addition to the \$95,975 appropriated in FY 2016 and \$95,975 included the FY 2017 Recommended Budget.

Attachments: 1. Resolution Appropriating Fund Balance for Museum Relocation  
2. Pictures of Display and Storage Cases and Items in the Collection  
2. FAMCC Transition to Town Hall Summary

cc: Mark Whitley, Assistant City Manager  
Bill Freehling, Assistant Director for Economic Development



May 10, 2016  
Regular Meeting  
Resolution No. 16-\_\_

**MOTION:**

**SECOND:**

**RE: AMENDING THE FISCAL YEAR 2016 BUDGET BY APPROPRIATING \$150,000 OF FUND BALANCE FOR THE FREDERICKSBURG AREA MUSEUM AND CULTURAL CENTER**

**ACTION: APPROVED: Ayes: 0; Nays 0**

**FIRST READ: \_\_\_\_\_ SECOND READ: \_\_\_\_\_**

**WHEREAS**, the Fredericksburg Area Museum and Cultural Center (Museum) has requested funds from the City of Fredericksburg related to the relocation, storage, and display of its collection; and

**WHEREAS**, the Museum must vacate the property at 1001 Princess Anne Street and relocate to the historic Town Hall Market House; and

**WHEREAS**, the City of Fredericksburg recognizes the need to provide financial assistance to properly maintain the historically and culturally significant collection of the Museum; and

**WHEREAS**, the City Council wishes to provide resources to assist in moving the Museum’s collection on a reimbursable basis;

**NOW, THEREFORE, BE IT RESOLVED** that the following amendments to the FY 2016 budget be made and appropriations be recorded in the General Fund.

**GENERAL FUND**

**Source**

Fund Balance

3-100-061010-0010	Fund Balance (Unassigned)	\$ 150,000
Department Total:		\$ 150,000

**Total Source: \$ 150,000**

**Use**

Museums

4-100-072200-5649	Fredericksburg Area Museum	\$ 150,000
Department Total:		\$ 150,000

**Total Use: \$ 150,000**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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***Clerk's Certificate***

*I, the undersigned, certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 16-\_\_ duly adopted at a meeting of the City Council meeting held May 10, 2016 at which a quorum was present and voted.*

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***Tonya B. Lacey, CMC***  
***Clerk of Council***

## **The Fredericksburg Area Museum and Cultural Center Transition to Town Hall Summary**

In light of recent events, the Fredericksburg Area Museum and Cultural Center (FAMCC/Museum) is relocating operations to historic Town Hall/Market House. Built in 1816, Town Hall/Market House celebrates its bicentennial this year. The Museum is asking the City of Fredericksburg to help support the move of the collection and exhibitions into Town Hall as part of this relocation.

The purpose of the FAMCC is to collect, interpret, and present the history and culture of this region of Virginia to all the people of the Fredericksburg area and to the many visitors attracted to the City. The museum, located in the heart of the City in the old Town Hall/Market House, is dedicated to promoting pride in the heritage of the men and women, from all stations of life who lived, worked, and died to make the Fredericksburg area the special place it is.

### **Our Vision**

The FAMCC is a resource for the region, a place where, through exhibitions, programs, and outreach activities, all people can stretch their thinking about what history can teach. The Museum contributes to the region's sense of pride in itself, and protects that which gives Fredericksburg a distinctive sense of place. In other words:

- The Museum is a place where people can experience what life was like in different historic times.
- The Museum is a place that strives to make Fredericksburg history relevant to today's audiences whether or not they were descended from people who originally lived in Fredericksburg. The museum stretches our thinking and shows how history can provide insights and lessons for living in today's world.
- The Museum is a place that gives everyone living in our region a sense of place, an understanding of what makes this area special.
- The Museum is a place that preserves our cultural history.

### **Transition to Town Hall**

The largest component of relocating into Town Hall is moving the collection and creating a collection storage space that meets the needs of the objects. The Museum received its first donation to the collection in 1986. Since that time, the collection has grown to include over 8,000 individual objects and artifacts drawn from all aspects of the Fredericksburg region's history. Objects in the collection include books, furniture, silver, documents, maps, photographs, textiles, glass, stoneware, objects of historical use in industry and agriculture, weapons, and Native American artifacts. The largest single gift to the Museum, and the donation that formed the core of the collection, was made in 1990 by the Historic Fredericksburg Foundation. Currently, the Museum is in the process of receiving a donation of three-dimensional objects from PNC Bank's *Legacy Collection*. Until recently, this collection was housed in the historic National Bank of Fredericksburg. The Museum will receive these objects with a deed of gift from PNC Bank in the summer of 2016.

### **Scope of the Museum's Collection**

The collection of the FAMCC consists of objects significant to Fredericksburg and the surrounding area. It reflects the culture, history, and lifestyles of the region's past and present inhabitants. Objects reflect the finest workmanship and design; are the best examples of their representative type; contribute to a better understanding of the region's history; or contribute in some important way to the visual story of the development of the region's arts and culture.

### **Collection Storage Space**

The process of creating a collection storage space, as well as physically moving the collection, is both a slow and expensive process. All museum staff and volunteers adhere to best museum practices as set forth by the American Association of Museums, the guidelines set forth by the National Park Service, insurance regulations, and the Museum's collection policy.

The FAMCC is housed in a historic structure, which also lends its own challenges. It is critical to be aware of, and balance the needs of, the objects and the historic structure in which they are housed in order to avoid damage to one or both.

"When museum collections are housed in a historic structure, the needs of both the collection and the structure will be identified and evaluated, weighing relative rarity and significance, before environmental control measures are introduced" (NPS Museum Handbook, Part I (2012) 7:31 Museum Collection Storage).

Storing collection objects in historic structures poses a number of challenges. These include:

- Stabilizing and controlling temperature and relative humidity
- Blocking ultraviolet radiation
- Blocking and/or minimizing exposure to visible light
- Pest exclusion
- Logistic and structural issues (moving and housing objects and/or storage equipment)
- Safety (security and fire protection)

### **Collection Storage Supplies**

Proper storage receptacles and containers are imperative to the safety of the objects. Placing objects within layered and enclosed containers minimizes the impact of temperature and relative humidity fluctuations. Multi-layered protection of an object is an approach, combined with sustainable, modest efforts to control extremes in temperature and relative humidity, can greatly improve the long-term preservation of collections stored in historic structures.

The use of appropriate specialized, museum quality storage equipment and containers promotes preservation, access to, and effective management of a museum's collection. These storage containers are constructed of chemically stable, neutral materials. They protect objects by providing physical and environmental protection (buffering). Unfortunately, these materials are extremely expensive. For example, buffered tissue paper (used for wrapping objects) costs \$77.35 for a pack of 100 sheets; a textile collection storage box (30" x 18" x 6") is \$40.35; a non-specific collection storage box (12" x 7 ¾" x 5 ½") is \$9.05 per box.

### **Physically, and Funding, the Move**

The Museum's collection policy states, "As a general rule, only the Curator, Curatorial Assistant, and Executive Director may handle objects in the Museum's collection. At times, trained volunteers may be called upon to assist with projects that necessitate handling of the Museum's collection. These volunteers will be allowed to handle objects under the strict supervision and guidance of the Curator. At no times will untrained members of the staff, student interns, or the general public be allowed to handle objects in the Museum's collection." This policy was established to adhere to the American Association of Museum's (AAM) best practice guidelines. The Museum is accredited through the AAM which is a very difficult and lengthy process to obtain. Our accreditation is currently 'on-hold' while we reorganize in Town Hall. It is extremely important at all times, especially now, to uphold the best practices as set by the AAM. Museum staff is working diligently and thoughtfully to regain our full accreditation.

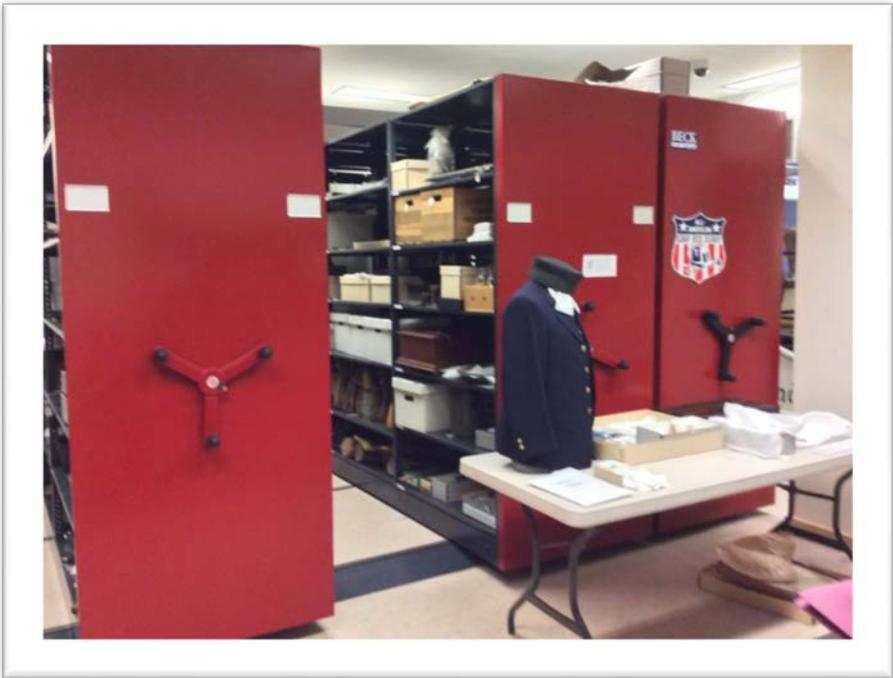
Beginning May 1, 2016 Museum staff will start the process of packing and moving the collection. The process to relocate the large exhibition cases to house portions of the collection is currently underway. These cases will be set-up in Town Hall to serve as 'rotating storage space'. Working with the exhibition fabrication firm Kearney and Associates (located in Culpeper County, VA), museum staff has disassembled and moved these large cases. The current collection storage shelving will also be relocated to Town Hall using trained professionals. The reuse of these items will greatly reduce the costs of relocating.

As mentioned, this process is arduous and costly. In order to help financially support this process, the Museum has asked donors that have outstanding pledges from the Museum's capital campaign *Building the Legacy* to redirect their pledges to a 'collection moving fund'. This money will be used to offset the costs associated with the move. In addition, the Museum is seeking donations and in-kind support from other organizations. For example, the Museum received a donation of curatorial boxes from the Center for Military History, located in Washington, D.C. These boxes, if purchased outright, would have cost the Museum \$5,400.

Museum staff will also rely on trained museum volunteers to help aid in the process of the move. Utilizing the support of the Virginia Association of Museums and the Fredericksburg Museum Council, along with previous museum staff, the move will take approximately 4 months. The collection will be packed, carried over to Town Hall, and stored in current exhibit space while new storage space is created. A component of this will be to establish two permanent galleries which will house several pieces from our decorative arts collection, as well as objects from the Rappahannock River history collection. This space is necessary due to the shortage of collection storage space on first floor (many objects in the Museum's collection are quite large). The Museum has identified an exhibit writer who will work with FAMCC's staff to write these exhibits. He will graciously volunteer his time, saving the Museum several thousands of dollars (an approximate \$30,000 savings). We will reuse exhibition cases, panels, etc. from the Catherine W. Jones McKann Center that fit these themes. This, too, will drastically cut the costs associated with the exhibition design.

It is the Museum's desire and intent to reopen our galleries to the public in the fall of 2016. In the mean time beginning June 3<sup>rd</sup> we will hold our very popular *Sounds of Summer* concert series. In addition, we are working with a Hugh Mercer Elementary School's kindergarten art class and local community artists to create an art show entitled *Monster Mash-up*. This art show will be on display June 4<sup>th</sup> in the Council Chambers, located on third floor of historic Town Hall/Market House.

*Storage Shelves*



*Gun Cabinet*

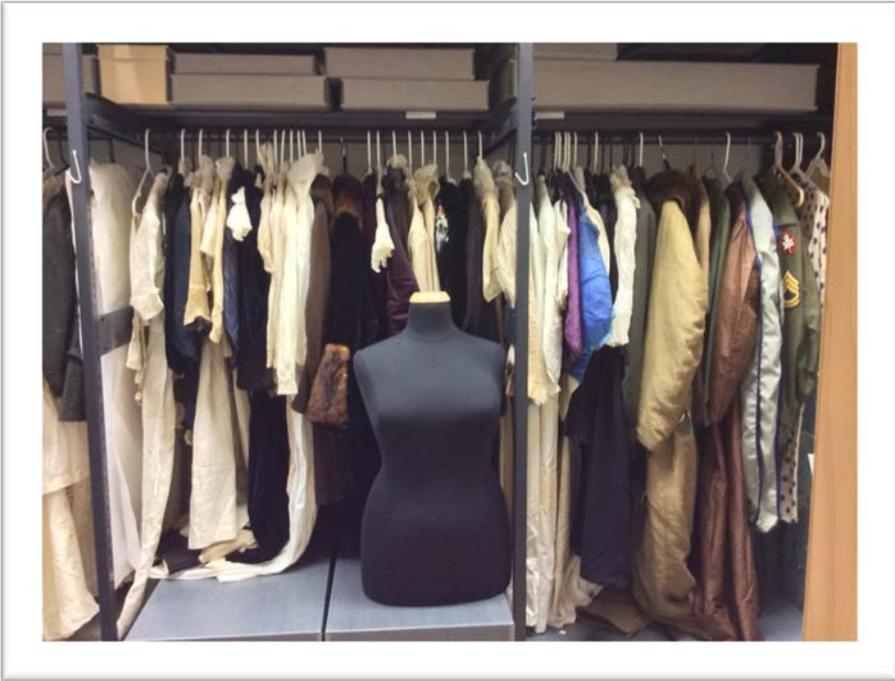




*Glass Display and Storage*









*Art Rack*