

## Malvern Historic Commission

Meeting July 27, 2009

### Minutes

**Members Present:** Lynne Hockenbury, Tina England, Deb Collins

**Members Absent:** Kristen Thomas, Barb Leighton, Joan Stackhouse, Barb Rutz

**Guests Present:** none

**The Meeting was called to order at 7:38pm.**

**Approval of Minutes: Minutes from the June 22, 2009 will be approved via email.**

#### **New Business:**

- A. A local author wrote a child's book on Malvern. There were photos from historic blocks and no credit was given. After talking to the Borough solicitor, the Malvern Historical Commission will write to this author indicating the concerns over copyright and proper credit for photos used in this printed material. The commission will also consider the cost for using prints, blocks and other items. The commission is pleased that she wrote a book and is available to help with any plans one may have to save Malvern's historic resources.
- B. The Borough's Comprehensive Plan - Chapter 8 refers to Historic Resources. Items that the Malvern Historical Commission like to see included in this plan are:
  1. An intern to help digitize and catalog all items and photos
  2. Historic Ordinances

Members are to email Lynne with any other items they would like to see in this plan. Further discussion will be included in the next meeting so Lynne can present to the borough on August 27. Lynne will also get some direction from Jeanine Speirs on what she would recommend should be in the plan for support of the Historical Commission.

- C. Budget for 2010 - It was discussed that the commission would be asking for a comparable amount of money as 2009's budget. Line items included Membership costs for local historical societies, Reference books and publication costs, photography expenses for updating building files, storage cabinet for items, archival storage supplies, upgraded quality frames for items displayed on the walls in the borough hall, external hard drive and web based backup for historical data and estimated costs for incidentals.

#### **Updates:**

Brochure – The brochure is complete! 730 copies were made at a cost of \$493. Discussed where to put the copies for the general public. Brochures will be available in the Borough Office, The Bank of Malvern, Malvern Federal Bank, the Library, Kohlerman's, Gingy's, Anthony's, Alba's, the local Churches, the Flying Pig, and Sheffield's.

Mugs - The commission agreed that burgundy would be a nice color of mug to sell with the train station printed on it. Need to determine quantity and cost by next meeting. The Commission will sell these mugs at the Fall Festival and at the Open House.

### **Old Business:**

- A. Open House - Members are to be thinking of how to advertise and what will need to be purchased. Bring ideas to August's meeting. Open house is scheduled for October 26 from 7pm – 9pm. Reminder that Commission members will get together on Saturday, October 24 to set up displays.
- B. 125th Anniversary - Members who were present determined that if it is possible to raise enough funds then we should pursue the creation of a video on the history of Malvern.
- C. Historic Ordinances - Lynne is prepping a presentation for the Planning Commission and the Borough Council.
- D. Historic Property Inventory Files –The files have all been checked. The next step is to get the information onto the computer and into a spreadsheet. Tina indicated that such a spreadsheet for the inventory files could be created and done by the end of August. Pictures and deed research still needs to be done.
- E. Historic Resources Map – Descriptions typed into the computer are done. Lynne is reviewing for details and hopes to have completed this by the end of 2009. Lynne's daughter has volunteered to assist with this project.
- F. Creation of Displays – the Commission will set a date at the August meeting to work on this in the fall (September time frame). Need to catalog books and files.
- G. Reviewed other items on the Action log. Updates were made on items completed and adjustments to target due dates. Items added were to computerize the historic properties inventory files, take photos of properties in the fall, work on the historic ordinances map, digitizing items, and finding a way to back up computer data.

**Meeting adjourned at 9:20pm.**

**The next meeting will be held on Monday, August 24 at 7:30pm.**

Respectfully submitted by:

Deb Collins

Secretary Malvern Historic Commission