

AGENDA

CITY OF TAYLOR, TEXAS

MOODY MUSEUM ADVISORY BOARD MEETING

Dan Moody Museum, 114 W. 9th St. Taylor, Texas 76574

November 21, 2017 at 5:30 p.m.

CALL TO ORDER AND DECLARE A QUORUM

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Commission or Board may act on with one single vote. The Chairman or a Board member may pull any item from the Consent Agenda in order to discuss and act upon it individually as part of the Regular agenda.)

1. Approve the Minutes from September 19, 2017

REGULAR AGENDA – REVIEW/DISCUSS AND/OR RECOMMEND:

2. Follow up on Veteran's Day Event
3. Discuss Christmas program
4. Discuss Preservation Needs Assessment
5. Report from the Friends of the Moody Museum – Joe Burgess
6. Discuss donation of Chesiels John's work to museum's permanent collection
7. Update on Storage Building
8. Discuss donation offer from Nancy Pfluger Payne
9. Discuss Traveling Trunk
10. Discuss Taylor History Room Exhibits
11. Discuss Family History Exhibit
12. Discuss Moody Board Bylaws
13. Receive update on the Louis K. Ned Fund and the Nancy Moody bequest
14. Identify items for the next agenda

ADJOURN

Next scheduled meeting date: Tuesday, January 16, 2018

The Board or Commission may vote and/or act upon each of the items listed in this Agenda. The Board or Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 5:30 pm on **November 17, 2017** and remained posted for at least 72 continuous hours before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted By: Carrie Orts Date: 11-13-2017
Carrie Orts, Development Services
Administrative Assistant

The Moody Museum Advisory Board meets on the third Tuesday at 5:30 p.m. in January, March, May, July, September, and November. Special meetings are called as needed.

MINUTES

CITY OF TAYLOR, TEXAS
MOODY MUSEUM ADVISORY BOARD MEETING
Dan Moody Museum, 114 W. 9th Street, Taylor, Texas 76574
September 19, 2017 5:30 p.m.

MEMBERS PRESENT

Susan Komandosky
Samye Turner
Cissie Pierce
Paul Pennington
Gracie Yanez
Julia O'Bryan
Rebecca O'Bryan-Lieb

MEMBERS PRESENT

Leslie Hill
Joe Bartosh
Carol Preuss

MEMBERS ABSENT

Samye Turner
Gracie Yanez
Kelly Eddleman

OTHERS PRESENT

Ashley Lumpkin, Director Development Services
Carrie Orts, Administrative Assistant
Joe Burgess, Friends of the Moody Museum Chair

Call to order and declare a quorum

The meeting was called to order and quorum declared at 5:34 P.M.

Approve the minutes from July 18, 2017

Minutes from July 18, 2017 were approved as presented.

Discuss Veteran's Day Event

November 5, 2017 at 3:00 p.m. Board Members discuss the Veteran's Day Event.

Discuss Preservation Needs Assessment

Board discussed the Preservation Needs Assessment.

Report from the Friends of the Moody Museum

Mr. Burgess gave report on the Friends of the Moody and stated that they had a tour with a group of Home Schooled children. The Friends are working on grants. They have two so far and are working on a third. Mr. Burgess also stated that The Friends of the Moody had a booth at the Business Expo to hand out information on the Moody.

Discuss Travel Trunk

Mrs. O'Bryan-Lieb & Ms. Julia O'Bryan gave update on Traveling Trunk stating that they received funds from The Friends of the Moody to purchase the rest of the stuff for the traveling trunk. They would like to launch in January of 2018.

Update on Storage Building

Mrs. Lumpkin stated that she was working with Lisa Thompson to get storage building approved. The Board discussed the need for metal shelving in the storage building. Mrs. Pierce made motion not to exceed \$50,000 for storage building. Second by Mr. Bartosh. All voted aye.

Discuss Taylor History Room exhibits

N/A

Discuss Family History Exhibit

Mr. Bartosh gave update on Taylor Town Builder.

Discuss priorities for & receive update on the Louis K. Ned Fund & the Nancy Moody bequest

Update provided in packet.

Identify items for the next agenda

- Travel Trunk
- Discuss Moody Bylaws
- Follow up on Veteran's Day Event
- Storage Building
- Bring previous items forward

Adjourn

Meeting adjourned at 7:06 PM.

Carrie Orts
Development Services Administrative Assistant

Susan Komandosky
Chair, Moody Museum

Hello Susan:

I just wanted to update you on our progress on the preservation project. As you probably saw, my colleague, Sara Craig, emailed you our assessment last night. We are now ready to move onto the grant writing phase of the project. We would like to create a grant for a project you are strongly interested in and we have two primary options. I will list them below:

1. Window inserts with UV blocking capability and insulation. The total cost will be \$10,000-\$15,000.
2. Insulated, UV blocking curtains to cover all 32 windows styled in a Victorian fashion. The total cost will be \$5,000-\$6,000.

Both of these options will provide similar benefits to the house. The main difference will be that the curtains will need to be opened during operating hours. Please let us know which option you and your colleagues prefer and we will begin researching and writing grants.

Thank you,

Nicole Oglesby

Fall 2017

Preservation Needs Assessment

The Moody Museum



Sara Craig, Nicole Oglesby, Anne Sorenson

UT Austin School of Information

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1. Executive Summary

Three graduate students from the School of Information at the University of Texas at Austin performed a Preservation Needs Assessment at the Moody Museum on October 6th, 2017. The goal of the assessment was to learn more about the strengths and weaknesses of the museum related to the preservation of its collection. The scope of the project includes a general overview of the condition of the house and its various collections. The assessment was performed by collecting environmental data with the use of HOBO dataloggers, collecting data on lighting in the museum through the use of a light measurement iphone app, close inspection of the house and its physical collections, and conversations with museum board members and volunteer staff.

The dataloggers were placed in the house almost two weeks before the visit in various places in the house to record temperature data every thirty minutes. After the visit, the dataloggers were collected and their data was recorded in the HOBO computer application. Other types of data collected include light data from each room which was recorded with an iphone application called Lux and recorded onsite. In addition, an interview was conducted with Susan Komandosky about the practices, policies, and concerns of the institution in regards to preservation. This interview was based on the Preservation Needs Assessment survey created by the NDECC. While visiting the institution, extensive notes were recorded on observations of the physical collections and compiled into a collaborative, digital document. After the visit, recommendations for the institution were formulated through group discussions and recorded.

Susan Komandosky and her fellow board members have some knowledge of basic preservation principles. For instance, some of the photographs on display in the collection are copies. In addition, light blocking blinds have been installed in the room with some of the oldest and most vulnerable items. However, time and funding restraints prevent the staff from implementing a comprehensive preservation program in the museum. Therefore, this report will outline pragmatic tactics to address current issues. The following section outlines preservation goals to be accomplished in the next few years:

Short Term Goals: Within One Year

- Educate staff on handling fragile items.
- Install light protection in windows.

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- Find important newspaper articles and digitize.
 - Put photos and deteriorating books in boxes.
 - Store digital materials in alternative places.

Mid Term Goals: Within Three Years

- Finish collection inventory.
- Create preservation policy.
- Create emergency plan.
- Establish material rotation plan.
- Improve museum security.
- Finish photocopying display materials.
- Create partnership with UT preservation student.
- Reassess preservation management after storage unit is installed.
- Re-house fragile books and include in rotation plan.

Long Term Goals: Within Five Years

- Address humidity issues.
- Replace cedar shake roof with another material that mimics the look of cedar shakes.

2. History

The Moody Museum is located in Taylor, Texas in the victorian-era childhood home of Dan Moody, governor of Texas from 1927-1931. Its mission is to share “the story of Governor Dan Moody’s passion for justice, his family and the Taylor community that helped shape his legacy as Texas’ youngest governor.” The Moody house became a museum in the late 1970s, when Dan Moody’s sister, Mary Moody, donated the house to the City of Taylor to use as a museum for at least seventy-five years. From the late 1970s-1980s, a number of renovations were performed on the two story house with a grant received from the Meadows Foundation. Current museum activities and maintenance are funded through a \$225,000 endowment and the City of Taylor.

The museum has an advisory board of eleven members appointed by the City Council. Susan Komandosky, the chairwoman of the advisory board, oversees many of the museum’s activities

such as its tours and volunteer docent program and collaborates with the city on preservation and maintenance issues. Mrs. Komandosky and other volunteers also preserve and showcase a variety of different types of objects in the museum including historical furniture and tools, clothing and textiles, books, ephemera, and other archival materials such as photographs and newspapers.

3. Preservation Management

A preservation management program at the Moody Museum should include large, practical institution plans such as an official preservation policy and smaller tasks taken to preserve individual collections. The following sections outline the largest portions of a prospective preservation management plan: the creation of a written policy and emergency preparedness plan and a discussion of the need to attention to specific collections:

3.1 Policy

While good preservation practices already occur at the Moody Museum, creating a written preservation policy will enhance current preservation practices by clearly stating institutional goals and priorities. A written preservation policy should be guided by the mission of the museum, ensuring that common values relating to the collections become a part of everyday tasks to long-term decision making. In addition, it should be general enough that specific plans and procedures may follow the preservation policy and build upon its basic principles.

Therefore, the staff and board of the Moody Museum should perform the following tasks:

- Create a written preservation policy that includes the institution's mission, specific preservation goals that support that mission, and a guide for strategic planning.
- Share policy with museum staff and city council members to educate important stakeholders on standards that have been established.

3.2 Emergency Planning

Creating an emergency plan is an important part of stewardship and preservation. Because the Moody Museum does not currently have an emergency plan, they face the risk of being unprepared to respond to a number of disasters such as a flooding, fires, etc. Because the

Moody Museum is owned by the City of Taylor, conversations about emergency planning should start collaboratively with the museum board and the city council.

Creating an emergency plan should include the following items:

- An outline of various disasters that could occur at the museum and pragmatic steps to take in response.
- Written steps to attend to emergencies that occur with the building and in regards to specific collections.
- Important contacts for the event of an emergency stored at the museum and at the City Hall.
- Consultation sources such as the NEDCC's Emergency Management pamphlets (<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.3-disaster-planning>) which includes numerous other sources. Another option is following the dPlan (<http://www.dplan.org/>), an online tool for creating a disaster plan. A minimum approach is to create something similar to the Pocket Response Plan created by the Council of State Archivists (<https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plan-tm-prep-tm-english-template/>)

3.3 Collection Preservation and Conservation

Attention to specific collections should be an important part of the Moody Museum's preservation management program. While steps have been taken to digitize photos in order to display copies, these efforts should be continued so that all vulnerable photographs can be put in storage and only accessed occasionally. In addition, steps should be taken to ensure the ongoing care of the book and textile collections at the Moody as well as the collections relating to Taylor Texas history. The following list details collections priorities that should be a part of the written management plan:

- Attend to building issues such as gap between wall and floor
- Make photocopies of all photos and fragile papers in order to store originals
- Put fragile books in boxes
- Create inventory and rotation schedule
- Send damaged textile items to a conservator

4. The Environment

4.1 Building

Understanding the building that houses a museum's collection is an essential part of disaster preparedness. Due to the age of the house, maintenance is going to be imperative in preventing any issues that may arise due to the inherent problems in older buildings. Temperature and humidity control is often a problem in older homes, as are structural issues which can affect the environment inside the house. By making note of maintenance concerns such as missing roof tiles, plants growing too close to the house, cracks in the walls and around windows in the house, and areas of water collection around the foundation of the house, you can prevent possible dangers such as pests, water damage or mold becoming a problem for your collection.

Current Status

The Moody Museum is located in a historic house, circa 1887, that belonged to the Moody family. In 1978, the City of Taylor restored the house to its original condition. As the house is part of the collection belonging to the museum, it's maintenance is not only important to the keeping of the artifacts stored within, the preservation of the house itself is a great priority. The house functions as a house museum with space for traditional exhibits about both the Moody family and history of the City of Taylor and its residents on the top floor. The downstairs is set up as a house with a parlor, dining room, kitchen and bedroom. The upstairs contains the exhibit spaces with three rooms dedicated to exhibits and one room that is a combination storage room and office.



Image 1

Separation of wall from floor in front of house.

The main issues with the building are primarily due to the age of the building. In the front room on the first floor, the windows and wall along the front of the house are pulling away from the foundation and floor, leaving a large gap between the wall and floor (Image 1). Structural issues

in the house have been a problem in the past and have been addressed, such as the addition on the back containing the kitchen needing to be lifted due to a sinking foundation. Although this problem has been addressed, there are cracks still in the walls of the kitchen that could become a problem in the future and should be addressed (Image 2), or at least observed so that any changes, such as a worsening of the cracks, will be noticed.



Image 2

Cracks in kitchen wall

The house did not originally have an HVAC system, however during the 1978 renovation one was added. There is a unit downstairs in the bedroom closet that services the downstairs and one located in the attic that services the upstairs. As seen by water damage on the floors in the downstairs bedroom and water stains in the ceiling of the storage space/office upstairs, the HVAC units have leaked in the past. Although the units have been replaced since the leaks occurred, approximately 6 years ago, regular maintenance on the units will prevent this issue from arising again in the future with the newer units.

Another issue that has arisen in the past and could become a problem in the future is due to the roofing material used on the house. Because the house has been restored to its original condition, the roofing material is the same as was originally used, cedar shakes. However, wood shingles tend to rot, grow molds and mildews, and dry out and become distorted, all of which can lead to water entering the building. There have been roof leaks in the past because of the material used and although at this time there is no indication of recent water ingress, there are loose and missing shakes on the roof that need to be replaced. Wood shakes are also much more flammable than other roofing materials and can pose a fire hazard when the weather is very dry. Roofing that mimics the look of cedar shake but fabricated from more durable materials and needing less regular maintenance may be a better alternative if it is allowed for a historic house.

One other issue noticed on the exterior of the building is the proximity of trees limbs to the roof, especially over the addition on the back containing the kitchen and bathroom. These limbs could

pose a problem as they can crack and fall onto the roof causing damage, but they also increase the chance that the wood shingles on the roof will rot due to increased moisture in the areas covered by the tree limbs. Plant life that is growing too close to the foundation is also an issue noted on the exterior of the house. In particular, there are some areas of climbing ivy which can be very damaging to the exterior walls, and possible poison ivy which is detrimental to the health of individuals working in the yard.

At this time, the yard receives only regularly scheduled mowing and is in a bit of disrepair. The maintenance done on the house, with the exception of cleaning, pest control and the changing of air filters for the HVAC, is done on an as needed basis. There is no maintenance schedule for smoke detectors, roof and gutters, or the structure of the house. Primarily repairs are generally done when needed, however regularly scheduled maintenance, such as cleaning the gutters and checking the smoke detectors and fire extinguishers, could prevent many issues from ever arising.

Recommendations

- Create and maintain a schedule of maintenance for the house.
- Repair the structural damage in the front downstairs room.
- Trim trees so that limbs do not overhang roof.
- Trim or remove plants near foundation.
- Possibly replace cedar shakes with composite or recycled rubber shingles that mimic the look but require less maintenance, if allowed.

4.2 Temperature and Relative Humidity

Temperature and relative humidity are difficult to maintain in a historic house. However for collection preservation, maintaining an environment in which the temperature and relative humidity fall within a limited range and are kept relatively stable is of great importance. Not only does the temperature and relative humidity, if too high, directly affect collection materials, causing swelling, warping, softening and deformation, they also increase the risk of damage due to pests and molds. When the relative humidity is too low, which often occurs in heated buildings with no added humidity control, items can become dry and brittle. If possible it is best to keep the temperature below 70 degrees F. and the humidity levels between 30% and 50%.

Temperature and relative humidity should be monitored to ensure that temperatures and relative humidity levels do not fluctuate rapidly or become too high or too low.

Current Status

Currently the temperatures are set at 75 degrees F. in the summer and 68 degrees F. in the winter. There is no way to adjust the humidity levels in the house other than raising or lowering the temperature using the HVAC system. Temperature and relative humidity levels are currently not being monitored.

Because the building housing the collection is older, maintaining a stable temperature and relative humidity will be difficult. Some work has been done in the past to insulate the walls to help stabilize the internal environment, however there are a few other things that can be done. Making sure the attic is properly insulated can ensure that temperatures do not fluctuate as much and can lessen the need to use the HVAC system. Interior window inserts can also help maintain a more stable temperature and relative humidity by cutting down on the ingress of heat/cold and humidity from the outside. There are companies that specialize in measuring, creating and installing interior inserts for historic or museum purposes, such as Climate Seal and Indow. Adding humidifiers in the winter and dehumidifiers in the summer can also help to maintain steady humidity levels.

Data Collection

Data was collected using HOBO dataloggers over a two week period. The dataloggers read and collected the temperature and humidity levels in an area every 30 minutes, giving us an overview of the changes in temperature and humidity throughout the day for the two weeks that they were in the museum. If possible, data should be collected over a period of at least a year to give an accurate idea of how the temperature and humidity levels change with both the changing seasons and weather patterns. Three dataloggers were installed in the house, one in the downstairs bedroom, one in the storage area/office upstairs and one in the large front room upstairs. The data collected from each datalogger is shown below:

Dan Moody's Room

Temperature:

Min. – 71 degrees F.

Max. – 82 degrees F.

Avg. – 76 degrees F.

Relative Humidity:

Min. – 41%

Max. – 69%

Avg. – 53%

Upstairs Storage Room and Office

Temperature:

Min. – 71 degrees F.

Max. – 85 degrees F.

Avg. – 74 degrees F.

Relative Humidity:

Min. – 40%

Max. – 69%

Avg. – 58%

Downstairs Bedroom

Temperature:

Min. – 70 degrees F.

Max. – 87 degrees F.

Avg. – 74 degrees F.

Relative Humidity:

Min. – 40%

Max. – 76%

Avg. – 64%

Recommendations

- Lower the temperature on the HVAC system during the summer months.
- Make sure the HVAC is running 24 hours a day, 7 days a week to maintain a more consistent temperature.
- Install interior window inserts or insulated curtains.
- Monitor the temperatures and relative humidity throughout the house using dataloggers.
- Purchase dehumidifiers and humidifiers to maintain a stable relative humidity.

4.3 Light

Light can be one of the most damaging things that collections are exposed to on a regular basis. For paper, light causes yellowing and embrittlement. Light can bleach or yellow fabrics and, much like paper, cause fabrics to become brittle. It can bleach and dry out wood and damage furniture that is both upholstered and not upholstered. Damage caused by light is also cumulative and cannot be reversed. Once items are damaged by light, they may become unsuitable for use or display. For storage it is recommended that light levels do not exceed 50 lux and for display light levels should not exceed 100 lux.

Current Status

The lights throughout the house are LED bulbs. Although there has been little research on LED lights, they do not give off either Ultraviolet or Infrared radiation and they produce little to no heat, so at this point they are considered to be a good choice for lighting. In the downstairs bedroom, light blocking shades have been installed as that room contains the two oldest items in the collection, a quilt from the early 1800's and Mrs. Moody's (Dan Moody's mother) wedding dress from 1890. The rest of the downstairs rooms have shades that do not block the light, but these rooms are protected from any direct light by the deep porch that wraps around the front of the house.

Upstairs the two rooms towards the rear of the house receive little direct sunlight. However the two front rooms, which are south facing, receive dangerous amounts of light, well over the recommended 100 lux. The window inserts recommended to help regulate temperature and humidity do include up to 98% UV filtration, but we recommend that UV blocking shades be installed in the two front rooms as the items on display in those rooms are in the most danger of being damaged by light.

	Current Readings	Ideal Light Conditions
Mary Moody's Room	1200-2000 lux	50-100 lux
Dan Moody's Room	1200-2000 lux	50-100 lux

Recommendations

- Store all items not on display in archival boxes to prevent any light from reaching them while in storage.
- Install interior window inserts with UV filtration or install insulated light-blocking curtains.
- Install light blocking shades in Mary Moody's Room and Dan Moody's room at a minimum.
- Install light blocking shades in all upstairs rooms if possible.

4.4 Housekeeping

Regular housekeeping can be critical to the preservation of collections. Dust can damage the collections and attract pests which can harm collections. Regular cleaning can also help with monitoring the collection to insure that any outbreaks of mold or pest infestations are caught before they become an issue and permanently damage items in the collection.

Current Status

Housekeeping is done weekly by a janitorial service contracted by the City of Taylor.

Unfortunately, the museum has little to no control over the janitorial service. It is recommended however, that volunteers and docents spend a little time each week checking collections that are on display for dust and gently cleaning areas that might have been missed by the janitorial service. While at the museum, we did notice an accumulation of dust on the books on display on the bookshelf in the first floor hallway. It is possible that due to the delicate nature of the books, the janitorial service is wary of dusting them, however regular cleaning is important in the preservation of these items and other items in the collection.

Recommendations

- If the janitorial service is not keeping the collections properly cleaned, volunteers and docents will need to clean and check the collections regularly to prevent damage.
- Create a housekeeping schedule and have volunteers and docents clean while there are no visitors in the house.
- See http://ccaha.org/uploads/media_items/collections-housekeeping-guide.original.pdf for a guide to daily, weekly, monthly, quarterly and yearly housekeeping tasks.

4.5 Pest Control

Pests can be very damaging to collections. Insects like to eat the starches used in adhesives as well as paper, fabric and wood. They can also leave damaging secretions on collection items. Rodents will chew up paper and other materials and make nests using collection materials and their feces can also be damaging to collections. Pests such as silverfish, cockroaches, and booklice can be a particular problem as the environments they like, warm, humid and dark with plenty of food sources like books and other papers, are common in archival and museum

collections in Texas. Integrated Pest Management, which is focused on preventing problems before they start is the favored approach for museums and archives. Regular cleaning of collection items and display and storage areas, prohibiting food and drink in the museum, not allowing trash to collect in trash cans, and making sure entrances to the house are properly sealed are the best ways to prevent pest infestations. It is preferred that pesticides or chemical treatments are not used in the museum as they can both damage the collection and are harmful to staff and patrons.

Current Status

Pest control for the Moody Museum is contracted out by the City of Taylor. It is unknown whether they spray for pests inside the house or rely solely on the ultrasonic pest devices which are located throughout the house. It was noticed that there were sticky traps located in some areas of the house, although it is unknown whether they were being monitored. It should be noted that during the preservation assessment, at least one silverfish was seen in the storage/office area.

Recommendations

- Clean and check collection items regularly to prevent pest infestations.
- Monitor sticky traps so that any increase in pest activity is noticed.
- Lower the temperature of the museum to at least 65 degrees during the summer if possible, as most pests prefer a warmer environment.
- Only allow pest control sprays outside of the house and use other methods of control, such as cleaning and lowering temperatures, inside the house.

4.6 Mold

Mold can be as damaging to collections as pests. Much like pests, mold prefers a warm and humid environment. As is the case for pests, one of the best ways to limit damage by mold is by cleaning and monitoring collection items. Mold damages primarily paper collection items by breaking down chemical bonds between paper fibers, and leaving stains that can obscure written and illustrated information, however it can also affect textiles in a similar manner. If mold is found on any items, isolation of the infected items will help to stop the mold from spreading. Keeping the temperature below 70 degrees F and relative humidity below 50% will limit the

growth of molds. Mold grows when the relative humidity of an environment is above 65% for 72 hours or more.

Current Status

No mold was seen on items in the collection.

Recommendations

- Monitor collection items for possible mold outbreaks.
- Keep temperature below 70 degrees F and humidity levels between 30-50% to prevent mold.

4.7 Care and Handling

Improper care and handling of collection items can be damaging to every item in the collection, especially items that are already delicate or deteriorating. The best way to prevent damage caused by improper care and handling is by training volunteers and docents in the proper way to handle items in the collection, especially those that are fragile. It is also in the best interest of the museum to protect collection items by not letting patrons touch the items. Cleaning staff should be made aware of the proper way to care and clean items on display in the collection. Proper storage, so that items are not stacked upon each other or crammed onto shelves, is also part of care and handling. Items should be stored so that it does not take an undue amount of force or of moving other items in order to access them. It should be noted that the use of gloves is no longer recommended for handling paper and bound materials as they can actually cause more damage than they mitigate. It is now recommended that prior to handling materials, individuals wash and dry their hands thoroughly.

Current Status

While visiting it was noted that some items were on display in areas where visitors might be able to access them, most notably in Mary Moody's room, and a few fragile items, such as glassware, were on display in the living and dining rooms. Although most of these items are not especially delicate, they are capable of being damaged if improperly handled. Also, it is unknown whether the cleaning staff, contracted by the City of Taylor, has had any training in the proper care and handling of the collection.

Recommendations

- Educate volunteers and docents on proper handling and care of collection items.
- Especially fragile items should not be on display.
- Fragile items that are on display should be in glass front cabinets to prevent handling by visitors.

4.8 Security

Security is of great importance in the protection of the collection. Improper security can lead to thefts and vandalism of items in the collection. Storage areas should be kept locked until it is necessary to access items and in areas of display, visitors should not be allowed alone with any items that are not secured in locked cases. It is also recommended that an inventory of items contained in the collection be done so that any thefts will be discovered.

Current Status

Although there is a security system in place in at the Moody Museum, it is not connected to doors or windows in the house, it only monitors motion within the house. Also it is unknown how many keys to the house are currently circulating. Many board members and some volunteers and docents have keys, also any board member can access a key. Although it is unlikely that board members, volunteers or docents would knowingly damage items in the collection, having an unknown number of unsecured keys can be dangerous. In addition, during visiting hours, docents do not necessarily observe visitors to the house, which can lead to the theft of small items or vandalism to the house and items in the collection. One of the items that the museum is especially worried about in terms of vandalism, the KKK robe, is secured behind a plexiglass door and is safe, but the cabinet doors in the rooms upstairs are not locked and visitors can readily access any of the items on display.

Recommendations

- Place sensors on downstairs windows and doors so that an alarm goes off if the house is broken into.
- Make sure alarm connects directly to the monitoring service or the police department.
- Complete inventory so that it is known what is in the collection so that if items go missing it will be noted.

-
- Determine how many keys are circulating and who has access to them.
 - Ask individuals who do not need a key to return them to the city.
 - Place delicate or valuable items in locked cases for display.

4.9 General Storage/Shelving

Materials found in archives, libraries and museums all have differing storage conditions that are considered ideal, however there are a few standards that are acceptable for the majority of the materials. With the exception of film, materials should be stored within a temperature range of 50 to 70 degrees F and with humidity levels between 30-50%. Preferably, the temperature and humidity levels should be kept on the lower side, closer to 50 degrees F and 30% humidity, with little fluctuation in temperature and humidity.

Collection items should always be stored on metal shelving, as wood shelving can be detrimental to the health of a collection, and always kept at least 4 inches off the floor in case of flooding. Paper items and textiles should be stored in acid-free boxes, with papers contained in acid-free folders and textiles wrapped in acid-free tissue. Books should be stored upright on shelving with bookends used to keep the books from leaning over. Fragile books should be stored in acid-free book enclosures or four-flap boxes. Photos should be removed from frames and stored in acid-free folders within acid-free boxes, much like documents. Frames can then be stored on shelves or used to display copies of the original photos. Textiles on display should be on forms that mimic the part of the human body they would normally adorn.

Current Status

At this point, storage of most of the collection not on display is kept in a storage/office room on the second floor of the house. Items, primarily furniture, are also stored in an empty house in the area and archival papers are currently kept at the City of Taylor library archive. The Moody House Museum however has begun the process to build a temperature controlled storage building at the rear of the house. The archival materials at the library archive are most likely being properly stored. The furniture being stored in the empty house are mostly likely safe, but regular inspection of the storage area and furniture is recommended. Documents currently being stored in the museum are in acid-free folders and boxes, which is the best way to store them at this point.

Once the storage area at the rear of the house is completed, it is recommended that powder coated metal shelving be used to store objects and documents. If all collection items are stored in boxes, then chrome-plated steel shelving can be used instead, as it is less expensive, lightweight and allows for air circulation. However since the chrome-plated shelving has wire shelves it can leave indentations on unboxed items and should only be used if items are in boxes. Proper storage also means that temperature should be kept below 70 degrees F and above 35 degrees F with little fluctuation, and that humidity should be kept between 30% and 50% with little fluctuation. Lights in the storage area should also be kept off unless the area is being accessed. In order to keep pests such as insects and rodents from damaging the collection items stored in the storage building, make sure that the entry ways to the building are properly sealed. Paper and fabric items especially should be stored in acid-free boxes, with fabric items laid out as flat as possible and wrapped in acid-free tissue. For other item-specific storage, please see Section 5, The Collection.

Recommendations

- Make sure all items are on shelving at least 4 inches from the ground.
- Items stored in areas other than the house should be inspected on a regular basis.
- The storage building should be built so that it can maintain steady temperatures and humidity levels .
- Entries into the storage unit should be sealed so that pests such as insects and rodents cannot enter.
- Metal shelving, either powder-coated or chrome-plated steel, only should be used in the storage building.
- Paper, photographs and textiles, when not on display, should be stored in acid-free folders and acid-free boxes.

5. The Collection

Although most of the collection is in an acceptable condition and the Moody staff are doing their best with the resources and expertise they have, there are some items that will need to undergo conservation or preservation-related work in the near future. In addition to this, there are improvements that could be made to the handling and exhibition of materials as well some time-sensitive preservation tasks that should be addressed as soon as possible. In this section, we

will first address overall collection concerns and then go into specific recommendations for the various types of items housed in the Moody.

5.1 Exhibition of Items

Generally, items are at most risk when they are on exhibition. Exposed to environmental conditions and occasionally open to visitor and staff handling, damage can happen quickly and irrevocably. Although there are differing ideal exhibition practices for various types of materials, there are some general standards that can be addressed. Many items, while they may seem to have passed the test of time and appear sturdy, can in fact still be vulnerable to further handling that may occur during exhibition. Objects should generally be displayed in cases that are not a danger to them through creation of an acidic environment, abrasion, or off-gassing of other chemicals. While on display, objects should be safely secured in locked cases or out of reach of visitors. Since damage from factors such as light accumulate over time and are irreversible, it is recommended that no objects stay on display permanently, but are rotated on a schedule to lengthen their usable life.

Current Status

The Moody Museum seeks to educate its visitors and in doing so, sometimes volunteers or docents may handle the collection objects in a demonstrative manner. Although this can be beneficial for visitors, objects should be handled as little as possible and only by those trained to do so. Another exhibition consideration is that many of the display cases at the Moody are wooden cabinets, these can sometimes release chemicals or create an acidic environment that may harm materials. In addition to this, it was noted that most cabinets are not locked and a visitor could feasibly open them while unobserved by a docent.

Recommendations

- Create a rotation schedule for items that do not need to be on display at all times.
- Make sure all cabinets with doors are locked.
- Place polyester felt on wooden shelves to create a buffer between the shelves and collection materials.
- Educate staff on handling of collection items and reduce unnecessary handling.
- Clean cotton gloves should only be used when handling photographs or negatives.
- For all other materials, wash hands thoroughly before handling.

5.2 Collection Management

One of the most important roles of any institution is to be aware of what is in their collection, where it is, and any information about it. Factors to be considered here are inventory, knowledge of provenance, and understanding of the collection

Current Status

Although the staff of the Moody is very knowledgeable, there are gaps in the general collection knowledge that we would like to see filled. Inventory is especially important if some emergency such as theft, fire, flood, etc. occur. Without it, things can disappear without the knowledge of the staff because there is no inventory to check it against. As one of a museum's main functions is to educate its visitors, understanding the historical significance and provenance of the collection items is vital. At the Moody Museum these tasks are all completed in part, but not to the extent that is ideal. Of particular note are the boxes of acquired newspapers that are already browning and brittle in which important news articles have not been identified.

Recommendations

- Complete inventory of the collection, perhaps using the open source software CollectionSpace, www.collectionspace.org.
- Establish further research into collection items' provenances, where possible.
- Sort through newspapers in storage to understand their importance.

5.3 Furniture

In a historical house museum that is in part still organized as a functional house, furniture is one of the most important visual components. What furniture is there and how it is arranged can tell a story about the family or individual that lived there that modern-day visitors can relate to. It is therefore key to ensure that furniture remains in good condition and is organized in a way that preserves the nature of the life that was lived in the house. Although furniture may appear sturdy, it should be remembered that old pieces may have acquired structural weaknesses that are not immediately obvious. They should therefore be handled with care and not used by patrons or staff. All furniture collection pieces should be roped off to bar access to them.

Current Status

The first floor of the Moody Museum is currently set up as a house with furniture open to visitors with the exception of chairs in the sitting room that have ribbons tied across them to discourage sitting. The piano in the sitting room is used once a year during a museum event. The table and chairs in the dining room are occasionally used by staff, the wicker portion of these chairs have recently been re-woven, but their structural integrity is not certain beyond that. Currently, visitors have open access to the first floor with the exception of the bedroom which is roped off and requires a docent escort to view. Upstairs, only Miss Mary's room contains much furniture, the rest of the rooms are arranged like a classic museum with display cases and no original furniture.

Recommendations

- Rearrange the sitting room so that historic furniture is in a casual setup in one corner which can then be entirely roped off. The metal chairs for visitors can then be arranged in the other area of the room or replaced with chairs more congruent with the style of the house with metal chairs used for overflow.
- Discourage use of chairs and table in the dining room for casual use to reduce wear.
- Rope off the table and chair in Miss Mary's room so that guests do not have access to them or the items sitting on the desk.
- Consider extending the rope in the bedroom so that visitors can step into the room without an escort, but not walk directly up to the sensitive items housed there.

5.4 Books

All books resting on shelves should be standing absolutely upright, with the help of bookends if necessary. The books themselves should not overextend the width of the shelf as this can cause damage in the long run. Fragile books of significance should ideally be stored in individual boxes and only put on exhibit occasionally. When on display, they should not be handled regularly by patrons or staff and should be displayed on book cradles, if open, or lying flat, if closed. Books of significance should be on a rotation schedule and preferably only displayed in locked cabinets. All books should be dusted regularly to decrease the likelihood of pests or mold growth.

Current Status

The Moody Museum owns quite a few books because they were in the original collection at the time that the house was donated to the city. However, a number of these books are in poor condition, most notably the shelved books in the downstairs front hallway (Image 3). There are a number of aesthetically and/or historically interesting books in the collection that should be displayed intermittently, but housed in proper storage when not on display. Additionally, there is no complete inventory of the books, so there may be significant books that have not been identified yet. We understand that not all books are significant enough to warrant extra care, but the books should be inspected and inventoried to determine which are worth special treatment.

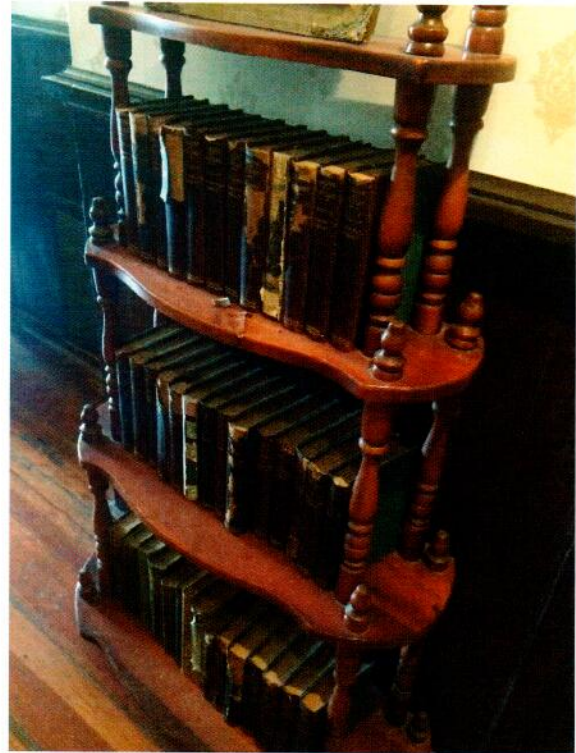


Image 3

Deteriorating books in downstairs hall

Recommendations

- Rehouse fragile books from hallway to individual boxes or to one of the glass fronted cabinets to reduce risk of further harm from abrasion.
- Implement a rotation schedule for display of significant books.
- Ensure that the cleaning staff is dusting the books during their regular visits or that docents or volunteers are doing so, if cleaning staff is not/cannot.
- Consider sending significant books to a conservator to be mended so that they can be safely handled and exhibited.
- Acquire book cradles (from <http://www.gaylord.com/> or similar) for open display of books.
- Complete inventory.

5.5 Photographs

All photographs on exhibition should be copies unless they have specific artifactual value in themselves and not just value for the image they show. In storage, photographs should be put in individual paper folders or plastic sleeves. If using plastic sleeves, note that some plastics (such as polyvinyl chloride, or PVC) can be harmful to photographs, so any plastic sleeves should preferably be either polyethylene, polypropylene or polyester. Archival storage materials made of paper can sometimes be misleadingly labelled, so the best thing to look for is materials that have passed the Photographic Activity Test (PAT). Folders/sleeves should then be stored vertically in a box unless they are large format, in which case they should be stored flat. To decrease the chemical deterioration of photographs, they should be stored at a cool temperature and low relative humidity (no higher than 68°F and between 30% and 50% relative humidity).

Current Status

The Moody Museum has already started making photocopies of their photographs to put on display, but has not been able to do so with large format photos. Those original photographs not on display are safely housed in folders and boxes in a storage area on the upper floor, or are still in their original frames. Photos in frames should be removed from the frames and stored in folders. The frames can then be stored or reused to display copies of photos.

Recommendations

- Make photocopies of any original photographs left, including the large format. Checking with local stores like FedEx/Kinkos may be helpful for larger items.
- Partner with the Portal to Texas History to digitize photos which will then be stored, as a digital copy, on their website www.texashistory.unt.edu.
- When the new storage area is complete, consider cooler temperatures and lower humidity for photographs.
- Remove photos from original frames and store photos in folders. Frames can be kept stored on a shelf and used for displaying copies of photos in the house.

5.6 Paper

Paper is very susceptible to chemical degradation and fading due to light damage. It should be stored in acid-free folders in document boxes and when on display should be kept separate from sources of acidity and extreme light. Digital copies are recommended to preserve information within the documents.

Newsprint specifically is extremely ephemeral. Not made to last long, it is acidic and deteriorates quickly. When exposed to light, it turns brown and brittle, easily falling apart. It is therefore very important to make copies of any newsprint that is on display, and to digitize or put on microfilm any containing information that the institution wishes to keep.

Current Status

There are multiple paper documents on display at the Moody Museums, some are in good quality and some are deteriorated. Since the Moody Museum's central focus, Governor Dan Moody was a public, political figure, they house many materials related to his life on newsprint. Some of these items are on display, such as the large-format framed ones in the front hallway (Image 4). One of these is already extremely browned and backed by what appears to be brown, acidic cardboard. The Moody Museum is also in possession of many copies of *The Taylor Daily*



Image 4

Deteriorating newspaper on display in downstairs hall



Image 5

Deteriorating newspapers in storage

Press, currently in storage (Image 5), that have yet to be inspected for relevant information, but that are already brown and brittle.

Recommendations

- Make copies of all newsprint and degraded paper on display, including large format items, and remove originals to storage.
- Inquire at the local library to see if they have microfilm or digital copies of *The Taylor Daily Press* and/or inquire at the newspaper itself to see if they have microfilm/digital copies of historic issues. The Dolph Briscoe Center at the University of Texas may also have copies of *The Taylor Daily Press*.
- Determine which stored newspapers have relevant information to the museum and make copies.

5.7 Textiles

As complex objects often made from organic materials, textiles can be vulnerable to a number of dangers. They easily accumulate dust and other pollutants, expand and contract varying amounts in reaction to temperature and humidity fluctuations, can fade and become brittle through light exposure, and are vulnerable to physical damage due to their commonly composite nature. Items of clothing on display should ideally be shown on mannequins that have been made specifically for that piece, especially since modern mannequins usually don't fit historic items of clothing. Other items, such as shoes and hats, should also have adequate and appropriate support. Display cases are also ideal for exhibition to keep out dust particles and other pollutants as well as being a barrier for pests. Light can be extremely damaging to textiles, causing yellowing and dyes to fade, and should therefore be as controlled as possible when on exhibition, and preferably eliminated when in storage. Textiles should not be heavily folded or layered into boxes, ideally they should be laid flat in boxes, rolled, or hung on padded hangers (if appropriate for items of clothing).

Current Status

The Moody Museum is home to several significant textiles, most of which are contained in the bedroom on the first floor. The room has blackout curtains and the larger textiles, a quilt, a suit, and a dress remain covered when not being viewed. The quilt is from 1810 and has recently been cleaned and despite a few spots of discoloration, the stitching and colors are in good

condition. The dress is from 1890 and is displayed on a mannequin made specifically for it, but has started to come loose at the waist. Two hats in the room are in need of repair and two pairs of shoes and sitting unsupported on the floor (Image 6). There are also military uniforms folded into a plastic tub in a storage space that are displayed once a year. Another significant textile is a campaign banner for Dan Moody that is hanging from multiple clips in the room upstairs dedicated to him.

Recommendations

- Fill the shoes with adequate stuffing, such as acid-free tissue, so that they are fully supported and consider displaying them on a small platform for better viewing.
- Consult a conservator regarding the mending or re-situation of the dress on the mannequin.
- We recommend considering taking textiles off display on a rotation, but understand that some of them are an integral part of the museum.
- Send both hats to a conservator to be mended and consult on supportive display heads.
- Remove the military suits from the plastic tub and hang on padded hangers for storage within a fabric hanging bag.
- Put a wooden dowel through the slot in the campaign banner and use that to hang it fully supported.



Image 6

Shoes in downstairs bedroom

6. Conclusion

The Moody Museum is a unique institution with a fascinating history and a passionate staff. Its facilities and collections are important to telling the story of governor Dan Moody and contributing to larger cultural heritage preservation of Texas history and culture. In order to continue its mission for decades to come, certain preservation tasks must be carried out by the museum board and the city of Taylor.

A written preservation plan and supporting documentation such as a collections inventory and emergency preparedness plan will help the stewards of the museum understand potential risks and set priorities for the museum. In addition, attention should be given to tasks related to the building itself and individual collections within the museum such as textiles and books.

We have outlined below our recommendations for short, mid, and long-term goals.

Short Term Goals: Within One Year

- Educate staff on handling fragile items
- Install light protection in windows
- Find important newspaper articles and digitize
- Put photos and deteriorating books in boxes
- Store digital materials in alternative places

Mid Term Goals: Within Three Years

- Finish collection inventory
- Create preservation policy
- Create emergency plan
- Establish material rotation plan
- Improve museum security
- Finish photocopying display materials
- Create partnership with UT preservation student
- Reassess preservation management after storage unit is installed
- Re-house fragile books and include in rotation plan

Long Term Goals: Within Five Years

-
- Address humidity issues
 - Replace cedar shake roof with another material that mimics the look of cedar shakes.

The members of the Moody Museum staff and board are already aware of basic preservation practices that have kept their collections in good condition. In addition, they are open to learning better practices and improving their work at the museum. This commitment and enthusiasm is promising for the future of their collections and their space.

7. Resources

AIC. *Storage Techniques for Art, Science and History*. Retrieved from <http://stashc.com/>

Canadian Conservation Institute. *Ten agents of deterioration*. Retrieved from <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/index-eng.aspx>

Conservation Center for Art and Historic Artifacts. *Resources*. Retrieved from <http://www.ccaha.org/publications>

Council of State Archivists. *Pocket Response Plan PREP Templates*. Retrieved from <https://www.statearchivists.org/programs/emergency-preparedness/emergency-preparedness-resources/pocket-response-plan-prep-tm-english-template/>

National Archives and Records Administration. *Preservation*. Retrieved from <https://www.archives.gov/preservation>

National Heritage Responders (202) 661-8068 - Provides assistance to cultural heritage institutions in the event of an emergency, include this number in your disaster plan

Northeast Document Conservation Center. *dPlan*. Retrieved from <http://www.dplan.org/>

Northeast Document Conservation Center. *Preservation Leaflets*. Retrieved from <https://www.nedcc.org/free-resources/preservation-leaflets/overview>

The Integrated Pest Management Working Group. *Museumpests.net*. Retrieved from <http://museumpests.net/about-us/>

Texas A&M Agrilife Extension. *Texas insects most commonly submitted for identification*. Retrieved from <http://texashighplainsinsects.net/>

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Canadian Conservation Institute. *Ten agents of deterioration*. Retrieved from <http://www.cci-icc.gc.ca/resources-ressources/agentsofdeterioration-agentsdedeterioration/index-eng.aspx>

Conservation Center for Art and Historic Artifacts. *Collections Housekeeping Guide*. Retrieved from http://ccaha.org/uploads/media_items/collections-housekeeping-guide.original.pdf

Harvey, R., & Mahard, M. R. (2014). *The preservation management handbook : a 21st-century guide for libraries, archives, and museums*. Retrieved from <https://ebookcentral-proquest-com.ezproxy.lib.utexas.edu>

Northeast Document Conservation Center. *Preservation Leaflets*. Retrieved from <https://www.nedcc.org/free-resources/preservation-leaflets/overview>

MOODY MUSEUM ADVISORY BOARD

CONSTITUTION

ORGANIZATION AND LOCATION

Section 1.0. The Moody Museum is an agency or part of the City of Taylor with its principal offices in the City Hall in the City of Taylor, Williamson County, Texas.

Section 2.0. The museum is located at 114 West 9th Street, Taylor, Texas.

PURPOSE

Section 3.0. The purpose of this organization is to operate a museum primarily as a memorial to Governor Dan Moody who was born and reared in the home situated on the hereinafter described property and to provide educational opportunities for residents and other visitors alike to learn more about Taylor area history, and further to promote a program which will bring about a better understanding and appreciation by the community of its history, heritage, art and sciences. The primary purpose is best stated in the deed of conveyance dated December 23, 1975 from Mary Moody to the City of Taylor, which said deed was prepared by the Honorable Dan Moody Jr., prominent Austin attorney, and such deed which is recorded in Volume 624 Page 615 of the Deed Records of Williamson County, Texas, is incorporated herein by reference as fully as though copied herein in this place at length. It is understood that such property may be used for any other suitable public purposes not inconsistent with the primary purpose.

MANAGEMENT AND GOVERNANCE

Section 4.0. The management of the museum is vested by the City of Taylor in the Advisory Board hereinafter at times called "the Board" consisting of 11 members appointed by the City Council of the City of Taylor.

Section 4.1. The Board shall assume the management of the museum subject to the direction of the City Council of the City of Taylor. It shall receive and act upon all committee reports and those of its officers. It shall determine the policies of the administration and operation of the museum subject again to the direction of the City Council of the City of Taylor.

Section 4.2. By acceptance of the deed of conveyance conveying the above described property to the City of Taylor, the City manifested its intent to provide for the maintenance of the improvements situated on said property and the grounds. It is their desire that interested organizations, groups and individuals will endow such museum by bequests, devises, gifts and donations and a suitable record shall be kept and maintained documenting all donations, gifts and memorials in a commonly accepted format.

BOARD

Section 5.0. Except for the terms of the initial Board, a member's regular term shall be three years or until successor is duly appointed and qualified

Section 5.1. All full terms shall commence on January 1 and shall expire exactly three years later, on December 31. The terms of one-third of the members shall expire on December 31 of each year.

Section 5.2. The Board shall have the authority to set reasonable attendance requirements for board members. In the event of any vacancy on the Board, the City council of the City of Taylor shall appoint a successor for the unexpired term of such member creating the vacancy on the Board.

BY-LAWS

ARTICLE I

AUTHORITY OF THE BOARD

Section 1.0. The Board shall have regular meetings as determined by the Board. Special meetings may be called by the President or by any two voting Board members. The Board will comply with all requirements of the Texas Open Meetings Act.

Section 1.1. The meetings of the Board and all its Committees shall be conducted according to the latest revision of Roberts' Rules of Order, but it shall be necessary in any event for a quorum to be present for the Board or any of its committees to act. A quorum for any such meeting shall be a majority of Board members.

ARTICLE II

OFFICERS

Section 2.0. The Officers of the Board shall be a President, one or more Vice Presidents, a Secretary ~~and a Treasurer~~, each of whom shall be elected for a term of one year, the election of such officers to take place at the first meeting of the Board each year.

~~**Section 2.1.** No officer shall serve for more than two terms in office until at least one year shall have expired after his or her last term of office.~~

Section 2.2. The President shall appoint a nominating committee consisting of no fewer than three members. The committee shall report its recommendations for such to the Board. Additional nominations may be made by any member of the Board with the consent of the nominee. The officers shall be elected by majority vote of the Board members present at its final meeting of the year and shall take office January 1 of the following year.

Section 2.3. The President shall preside at all meetings of the Board. The President shall appoint all Committees and shall be an ex-officio member of each Committee.

Section 2.4. The Vice President shall assume the duties of President in the absence of the President at meetings. The Vice President shall assume the other duties of the President in the event of incapacity.

Section 2.5. The Secretary shall handle all correspondence of the Board. A representative of the City of Taylor will record the minutes of all meetings of the Board.

Section 2.6. A vacancy of any office shall be filled for the remainder of its current term by the Board at a properly convened meeting.

ARTICLE III

COMMITTEES

Section 3.0. Committees shall keep regular minutes of their proceedings and report the same to the Board at quarterly meetings.

Section 3.1. The Chairman of each committee shall be a member of the Board and shall be selected by the President.

ARTICLE V

AMENDMENTS

Section 5.0. Proposed alterations, amendments or repeals of this Constitution and By-Laws may be proposed to the City of Taylor by a majority of the Members of the Board entitled to vote at any meeting if the notice thereof contains a statement of the proposed alteration, amendment or repeal.

Section 5.1. All alterations, amendments or repeals of this Constitution and By-Laws shall be subject to approval of the City Council of the City of Taylor.

ARTICLE VI

EX-OFFICIO MEMBERS AND MEMBERS EMERITUS

The Board shall include three non-voting ex-officio members: the President of the Friends of the Moody Museum, a representative of the City of Taylor and the Curator of the Moody Museum should such a position ever be created.

The ex-officio status of Board Member Emeritus may be given to any board member who is unable to attend meetings regularly, but who does not choose to resign from the Board. This status will be granted upon a vote of approval by a majority of the members. Any member holding emeritus status may continue to attend meetings whenever possible, but the Board will recommend to the City Council of the City of Taylor that the regular board position of the member emeritus be filled with another qualified candidate for full board membership.

ARTICLE VII

REPORTS AND RECORDS

Section 7.0. An Annual Report of the Moody Museum shall be presented to the City Council detailing the activities of the museum and the Board during the year.

Section 7.1. Storage of all Board records shall be maintained permanently in the care of the City of Taylor records manager.

Moody - Louis K Ned Fund

Income

2010	Original donation amount		\$287,089.00
	Interest Earned	\$951.10	
	Total Revenues		\$288,040.10

Expenses

2012	Moody Repairs (partial - HOT paid rest)	\$29,213.40	Eulenfeld repairs
2013	Educational Program	\$1,500.00	Approved \$3,000 on 10-25-12
2013	HVAC Replacement	\$2,800.00	Emergency
2015	Dan Moody Movie	\$11,080.00	\$24,000 approved 12/12/13

Total Expenditures **\$44,593.40**

Balance as of 10/31/2017 **\$246,298.19**

Nancy Moody Donation

Income		
2013	Original donation amount	\$50,000.00
	Interest Earned	\$20.13
	Total Revenues	\$50,020.13
Expenses		
		\$0.00
	Total Expenditures	\$0.00
	Balance as of 10/31/2017	\$50,584.85