

Jack House Committee
MINUTES
San Luis Obispo City/County Library
Wednesday, November 18, 2009 4:00 PM

CALL TO ORDER: Chair Ron Batterson called the meeting to order at 4:00 p.m.

ROLL CALL: Committee Members Patrick Mayeda, Gerry Johnson, Kylie Hatch, Betty Stockton, Kathi Settle and Bob Gordon.

STAFF: Christine Wallace

GUESTS: Toni Kincaid and Mike McGuire

PUBLIC COMMENT PERIOD:

There were no public comments.

CONSIDERATION OF MINUTES AND FINANCIAL REPORT:

The minutes of October 2009 were approved.

The October 2009 Financial Report was approved.

REGULAR ITEMS

ITEM #1: Christmas Open House – Batterson

- Batterson asked Wallace when the Jack House items and furniture would be returned back to the house. Wallace would like to have things in place by Monday, December 7th and have a final cleaning day.
- Stockton is organizing the volunteers and requested additional help for open house times and duties.
- Mayeda and Batterson will be setting up the outdoor house lights on December 7th.
- Kincaid has organized volunteers for interior decorations. She hopes to have the azalea topiaries and Poinsettias again this year. The volunteer start time will be 10:00 am on December 7th.
- Kincaid will be decorating with silhouettes to keep with the Victorian Christmas theme. No other special decorations will be utilized.
- Wallace noted the bins with the holiday lights should be in the storage unit. Batterson will purchase a new box of lights, to be reimbursed out of petty cash. Batterson requested a 10' ladder from Parks and Recreation staff for the light set up.
- Gordon will provide the plants and would prefer to deliver the plants once the decorating has been completed. The Azalea plants will be planted in the Jack House grounds after the holiday season.
- Kincaid will be available on December 6th if Stockton needs access to the house before December 7th.
- Gordon suggested that the outside holiday lights be kept on every night. Batterson stated they are on the light sensor and go on at dark automatically.

Reports and Updates

Monthly Activities – Staff/Public Works

Christine Wallace reported on the following:

- Wallace will have a cleaning crew clean the Jack House after the fire sprinkler project is completed.
- All of the advertisements were scheduled for the holiday open house.
- Kay Kaetzel had provisions in her will for an endowment fund for the Jack House. It is to be used for preservation projects only. The funds will be available to the Jack House fund once a year.

Mike McGuire reported on the following regarding the Jack House fire sprinkler project:

- The fire sprinkler system installation is moving along nicely and close to completion. The sprinkler hardware in the Library did require a cut through the bottom of the crown molding. The crown molding in the Library is lower than the other rooms. The sprinkler system is painted to match the interior of the house to reduce the visible impact in each room. Mike has a concern about the contractor doing an adequate clean up at the completion of the job. The contractor is stating that the electrical (fire alarm wiring) hook up is not part of their contract agreement. McGuire is following up with Holland Construction about this issue.
- The fire department can not test the sprinklers until the electrical alarm work is completed. The City of San Luis Obispo may have the regular city alarm company to complete the alarm part of the fire sprinkler project.
- The fire sprinkler project (without the electrical alarm work) is scheduled to be completed by November 25 or at the latest, December 2, 2009. This date included the completion of the clean up as well.
- The main riser pipe from basement to attic, through Gertrude's room, was tucked into the back corner. It is very inconspicuous and should not be noticeable to visitors. All the closets in the house, considered an enclosed space, have had an individual sprinkler head installed.
- The front porch cover had insulation blown into the structure. This is a fire safety requirement.

Docent Activities

Toni Kincaid reported on the following items:

- Would like to advertise or submit notices for volunteer recruitment.
- Jackie Kane may have costumes available for donation to the Jack House docents to use for open house or special events.

Member Comments

- Gordon mentioned Linda Groover was trained as a docent, but never served as one for the Jack House.
- Gordon – has looked at the rose garden and stated it looks healthy and in good shape. He suggested decorating each window with holiday lights.
- Crêpes paper was a typical decoration used around pots in the 1880's. Gordon suggested using that for the Christmas plant pot decoration.

Communications

- No communications at this time.

Meeting adjourned at 5:00 p.m. Next meeting is January 14, 2010 at 5:30 pm at the San Luis Obispo Parks and Recreation Administration Office.