

# ARCADE HISTORICAL SOCIETY

## FIVE-YEAR PLAN, 2014-2019

ADOPTED OCTOBER 3, 2014

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# INTRODUCTION

Arcade was the first town in the Tri-County (Wyoming, Cattaraugus, Erie) area to be settled. Since the 19<sup>th</sup> century, the Town and Village of Arcade have been at the center of the area's commercial and industrial activity, resulting in an extensive and interesting history.

Although some of the neighboring towns also have historical societies and museums, the Arcade Historical Society is fortunate to have the resources to employ a part-time staff person to help carry out its mission.

The Society's mission, as defined in its 2009 Mission Statement, is as follows:

- To collect, display and interpret to the general public, artifacts and records pertaining to the development of the Town and Village of Arcade and surrounding area
- To carry out educational and preservation activities to this end, in accordance with current museum and preservation standards
- To acquire items by gift, purchase, grant, devise or bequest, to be held or disposed of according to current state limitations, as prescribed by law
- To encourage historical research
- To mark places of historical interest
- To create exhibits and sponsor public programs pertaining to such history as it applies to Arcade and the surrounding area
- To control the properties owned by the Society
- To cooperate with other groups and individuals in the area in the preservation and promotion of the history of Western New York, as related to the Arcade area

The purpose of a master plan is to give guidance to an organization, define goals, and establish priorities. Within this plan is a suggested course of action to be undertaken by the Arcade Historical Society. The purposes of this plan are to:

- 1) Provide a brief history of the Society's operations and properties
- 2) Set goals for the next five years

The previous 1995-2000 plan was partially updated by a committee comprised of Lorna Spencer, Jeffrey Mason, Helen Bentley, and Ann Drennan. They were originally appointed by President Sandra Dutton in 2003, and re-appointed by President Julianne Braun in 2007. President Braun re-appointed Lorna Spencer and Jeffrey Mason, who made additional revisions in 2009-10. None of these revisions/updates to the 1995-2000 plan were ever finalized or adopted by the Board. President Lynn Lester appointed Operations Manager Susan Andrews and board members David Miller, Eleanor Slazyk, Lorna Spencer and Jeffrey Mason to update the plan in 2014.

This plan is in two parts. Part A reviews the previous accomplishments of the Society and discusses its current status in terms of its operations, buildings and grounds, collections, exhibits, and programming. Part B states the Society's objectives for the period 2014-2019.

## **PART A: CURRENT STATUS**

### **A-I: OPERATIONS**

The Arcade Historical Society was formed in 1956 as the Arcade Sesquicentennial and Historical Society for the 150th anniversary of the settlement of the Town of Arcade. It was granted an absolute charter by the Board of Regents on December 21, 1956. The charter was amended on March 24, 1972 by changing its name to the Arcade Historical Society, more accurately reflecting the Society's mission. The charter was further amended on July 28, 1989 to conform to Internal Revenue Code guidelines, following receipt of 501(c)(3) status as a private foundation.

Between 1986 and 2008, several professionals visited the Gibby House and issued written reports following their visits. These consultations dealt with such subjects as: policies and procedures; storage space; programming; membership recruitment and retention; interpretive exhibits; textile conservation; the structural condition of the house and barn; and historically accurate restoration procedures. Many of these suggestions have been implemented, while others are still under consideration.

**Service Area** - The Society's service area covers the same geographic area as the Pioneer Central School District, which includes all of the Town of Arcade, as well as portions of the Towns of Java, Sheldon, Eagle and Wethersfield in Wyoming County; portions of Yorkshire, Freedom, Machias, and Farmersville in Cattaraugus County; portions of Sardinia and Holland in Erie County; and a portion of Centerville in Allegany County.

**Governance** - Based upon by-laws most recently revised in 2007, the Society is governed by a Board of Trustees and four officers. These trustees, a maximum of seven, are elected for a renewable two-year period. The officers are also elected for renewable two-year terms. As of 2014, there are four officers and six trustees. Currently active committees, which may be headed by a trustee, officer or member, are Collections, Five-Year Plan, and Projects.

**Staffing** – From 1992 until September 2008, the Society was staffed by Ann Drennan, a one-half-time operations manager who was responsible for the day-to-day running of the Society and program development. She was the Society's third paid staff person since 1987. After her retirement, Society member Sharon Mansfield served as temporary office manager, with a normal workweek of 14 hours, until Susan Andrews was hired as operations manager in January 2011. Her work hours were increased in 2013 to 18 per week, with four of them at times the house is not open to the public. Since 2012, the AHS has been closed to the public for the month of January, to provide the operations manager with more uninterrupted time for planning and special projects. In addition to paid staff, the Society has several volunteers, who are primarily involved with maintaining the buildings and grounds, organizing the archives, conducting genealogy and other research, installing displays, and assisting with programs for school-age children and the general public.

**Funding** - The Society is funded through three funds:

- 1) An endowment of \$237,193 left in 1983 by the late H. Vernon Gibby, of which only the interest can be used.
- 2) An operations fund, now referred to as the “Gibby House Budget,” to handle general Society operations and the 331 West Main Street property. Major funding sources include: a) income from the Gibby bequest; b) sale of books and other items in the gift shop; c) membership dues; d) donations; e) annual appropriations by the Town and Village of Arcade; f) fundraising events; g) grants (see below); and h) the sale of de-accessioned and non-accessioned items.
- 3) An operations fund, now referred to as the “Fire Hall Budget,” to handle the 15 Liberty Street property and the eventual establishment of a research center there. Major funding sources include: a) money from the Estate of Alice Mason, given in 1992 and set aside by the board as a special fund for a future project in memory of Jack and Alice Mason; b) money given by two anonymous donors, starting in 1994, with the goal of creating a reasonably fireproof and flood proof center for research into the history of Arcade and nearby towns; c) the income from these gifts; d) rent from the Town of Arcade; e) fundraising events; and f) grants (see below). Due to the recession at the time the fire hall was purchased, an \$85,000 line of credit was obtained from M&T Bank to pay for the purchase, with several stocks from the portfolio pledged as collateral. With the subsequent recovery in the stock market, the line of credit was paid off and the collateral was released.

**Grants**- Grants are used as a supplement to provide additional funds for special exhibits and events. Grants have been obtained in the past from the Arts Council for Wyoming County (ACWC), the Sallie Mae Fund, and the Wyoming Foundation. The length of the grant application process necessitates planning, research and writing. Once an application is submitted, a review process begins and awards are determined, but the results are not guaranteed.

**Membership**- Membership helps to support the Society financially. The membership year is July 1—June 30. Membership levels and benefits: SENIOR/STUDENT (\$5): Quarterly newsletter; reduced admission to events. INDIVIDUAL (\$10): Quarterly newsletter; reduced admission to events; priority registration for workshops; invitation to annual meeting with voting privileges. FAMILY (\$15): Individual membership benefits plus free membership for resident family members. BUSINESS (\$25): Quarterly newsletter; company listing on AHS website; discount on membership for employees. PATRON (\$50): Family membership benefits plus invitation to special Patron/Sustaining member events and free subscription to Historical Wyoming. SUSTAINING (\$100): All benefits listed. LIFE (\$500): All benefits listed. As of October 3, 2014, the Society membership total was 96, which consisted of 20 Senior, 18 Individual, 20 Family, 16 Business, 14 Patron, and 8 Sustaining members.

**Technology and Equipment**- At the current time, our basic computer needs are taken care of with the purchase in June 2011 of a new Hewlett Packard Pavillion p6000 series computer tower with an AMD Athlon II640 quad core processor and 4 GB DDR3 system memory and an HP flat screen monitor. The HP printer/scanner was purchased in 2004. We have internet access through the Verizon telephone account and a subscription with an annual automatic renewal for GEEK Squad support out of Best Buy, where the computer was purchased. A portable hard drive was purchased to do backups of the computer files as a safety precaution. These backups are done after large projects. Not every file is backed up, only critical ones. The portable hard drive is kept by the Operations Manager at her home.

The original backups of the archive databases are on a zip disk and floppy disks, also kept off-site at the Operation Manager's home. We own a cassette recorder/player, a television, and player/recorders for both VHS tapes and DVDs. The speakers purchased for the computer can also be used with Susan's ipod nano inside the antique radio in the exhibit room to simulate radio programs of the past. The Society now has microfilms covering over 70 years of newspapers, and we purchased a Canon microfilm reader-printer in 1999.

**Public Relations** - The AHS public presence is maintained through several media. Print media includes *Arcade Herald* articles and occasional advertisements in the *Herald* and *Pennysaver*. The Society publishes a quarterly newsletter, which is mailed to members and is also available at local doctors' offices and the Arcade Free Library. The Society's online presence is delivered through the AHS website, blog and Facebook page. Off-site public contact is at the annual Arcade Area Chamber of Commerce Trade Fair and to a lesser extent, the Wyoming County Fair exhibit. Gibby House and Fire Hall programs and exhibits are opportunities for the public to come to us.

The Society also has several publications to its credit: Progress with a Past: Arcade, New York, 1907-1957 (1957); a reprint of Arcade New York 1912 (1976); Around Arcade: An Architectural Study of the Town of Arcade, New York (1985); a name index and update for Progress With a Past (2007); and Two Hundred Years in Arcade, New York: An Illustrated History (2007).

## **A-II: WEST MAIN STREET PHYSICAL PLANT**

The Society is headquartered in a "Queen Anne" style house known as the Gibby House. This home was built in 1902-03 by Warren Farmer for John L. Gibby, a local cheese manufacturer, his wife, Mary, and their son, Vernon. The house was later occupied by Vernon and his wife, Marjorie, until it was passed on to the Society upon Vernon Gibby's death in November 1983. The Society took possession the following summer. Since 1986 the Society has gathered substantial information about the structure and decor of the house, and about the four people who lived in it, the architect and the contractor.

The site is unique in that the house has changed little from when it was built. John Gibby added the elevator in the northwest corner for his wife to use, and Vernon Gibby added porch enclosures and a new kitchen and pantry. With the exception of these additions and an addition at the rear of the barn, the integrity of the buildings is uncompromised.

Changes made by the Society since 1984 have been documented. The Society initially decided to focus on the 1920-1940 period of the house and conducted research into accurate ways to depict this period. Currently, the house is being used as a house/museum, with exhibits that relate to local history. Gibby family belongings are often incorporated into the exhibits.

An architectural-structural survey was conducted in 1990 to determine if the house and barn were structurally sound and could support a museum function.

The consultants from the Landmark Society who visited in 2008 felt the Gibby House would qualify for listing on the State and National Registers of Historic Places. They contacted the regional representative from the state Office of Parks, Recreation and Historic Preservation, who came and toured the house. He encouraged the Society to complete the paperwork for listing on the National Register.

## **A-II-a Interior-House**

The house appears massive on the outside. The rooms, however, are small and do not readily lend themselves to museum-type galleries. Because the rooms are small, there is no room for meetings, lectures or classes without removing exhibits, and work space is at a premium.

The wall coverings in several areas of the house had suffered from age. In 1994 the Board voted to begin restoring the house to the 1920-1940 period, and several areas were restored between 1996 and 2005, using reproduction wall coverings. The painted walls in the fireplace room have also been restored. The downstairs office, and the front bedrooms, kitchen, and reception room were all repainted on at least two documented occasions, and have not been restored.

**Reception Area** - Entry to the house is gained through a side door to this area, which was the original kitchen. In the early 1990's this room was redecorated to create a more pleasant first impression for visitors and a brighter atmosphere for the gift shop. This was prior to the decision to restore the house to a particular period. The dark linoleum flooring in this area and the kitchen has not been replaced. The display case in this area always contains an exhibit.

**Kitchen** - This room was redecorated shortly after the reception area, since the ceiling especially was in dire need of repair and was so visible to those entering the house. Also, a useful food preparation area was needed for various activities, so this later kitchen is being used as the Society kitchen and is not on exhibit.

**Former Laundry** - The room is only used as a hallway to the upstairs and the bathroom, but it is visible to the public when the door into the reception area is open. Visitors are sometimes taken here to see the bottom half of the elevator. The tubs and pipes were removed, the peeling wallpaper was removed, and the walls and ceiling were repaired in 1997. New thin-striped, multi-colored wallpaper and stained picture molding were installed in 2000. The old linoleum is still on the floor.

**Fireplace Room** - The walls, painted by Ernest Eager several decades ago, are one of the most unique aspects of the house and should be preserved. The ceiling, walls and stenciled border were restored by Henry Swiatek in 2002-03, and painted picture molding was added.

**Dining Room** - This 1930 period room was the Society's first priority in restoration, which was done in 1996-97, using paper with a soft pink background and an off-white medallion print. Painted picture molding, off-white straight-panel polyester curtains, and green shades were also installed.

**Formal Parlor/Exhibit Room** - The walls in this room have been covered with a "burlap-like" board for exhibits, and track lighting has been installed. This is the primary exhibit area.

**Home Office** - The archival materials have been removed from this room, and it is being shown as a home office of the 1905-1920 period. Vernon Gibby provided extensive information on the furnishings of this room in his recorded tapes.

**Downstairs Hall** - This hall was restored in 2005. Vernon Gibby built the glassed-in enclosure to reduce heat loss on the first floor, and his design retained the light from the clear window and the view of the stained-glass window on the landing.

**Main Stairway and Upstairs Front Hall** - The walls and ceiling here were restored at the same time as the downstairs hall in 2005. The century-old floor covering in the upstairs hall was in poor condition and was removed in 2014. The wood floor in that area was then repaired and refinished. The front hall contains materials related to the Gibby family.

**Witherel Room** – This west front bedroom houses materials from Marjorie Witherel Gibby's family, as well as antiques that Vernon Gibby refinished. A low gate prevents visitors from entering, since the floor covering is extremely fragile. Clear plastic runners have been placed over the most fragile parts in order to preserve them.

**Upstairs Exhibit Room** - The former east front bedroom, which contained Vernon Gibby's collection of memorabilia, is currently being used for semi-permanent exhibits on Arcade's history. Display space was installed in this room in the early 1990's.

**East Bedroom** - This is the Historical Society's office. The doorbell at the public entrance also rings here, so the house can be locked when no one is downstairs; the main parking area can also be seen from here. Major repairs on the walls and ceiling were performed in 1998, and wall-to-wall carpeting, fluorescent lighting and green window shades were installed. The usable office space is limited by the three windows and three doors, one of which leads to a closet. In addition to an office desk and a computer desk, the room also contains a work table, a microfilm reader-printer, a copier, and some small pieces of office furniture that came with the house.

**West Bedroom** - This room is being used as a work area and research library. The usable work space is limited by the two windows and two doors, one of which leads to a closet. Improvements similar to the east bedroom were also made in the 1990s. Much of the material that was formerly filed in the Arcade Free Library is currently stored here in archival boxes on metal shelves.

**Back Hall, Alcove, Back Stairway and Elevator** - This area was restored in 2003 by replacing and painting the ceilings, papering the walls, and installing painted picture molding. The elevator has been checked and is not safe for use by people. Three pieces of furniture were removed from the back hall and sold in 2014. They were replaced with metal shelves in the back hall and alcove to accommodate the Society's increased need for storage of boxes and of items that have not yet been accessioned.

**Bathroom** - The plumbing for this bathroom was disconnected after the Society acquired the house, and the toilet and sink were removed; the tub and shower attachment remain. The room was used primarily for storage of old boxes of materials until those were gradually re-sorted and organized. As a result, the bathroom was rarely viewed by the public. The walls and ceiling were dry-walled and painted, and the trim was re-painted in 2007. The sink and toilet have not been put back in place. The bathroom is currently used for storage of items that have not been accessioned.

**Upstairs Closets and Main Hallway** - The upstairs closets are used for various types of storage. The wallpaper, paint and picture molding in the long hallway were restored at the same time as the back stairway and hall in 2003. Track lighting was installed in the ceiling so old Arcade photos and maps could be displayed.

**Attic** – This area holds the bulk of the excess furniture from the Gibby family, as well as many other assorted items that have been placed there since the Society acquired the house. Improvements in the ventilation of this area were made in the mid-1990's.

**Basement** - Now that the old furnace and many deteriorated items have been removed, the basement is the most open area in the house. Since the property slopes to the rear, the basement includes a walk-out door that is level with the paved parking area.

The basement has a high ceiling, and a dehumidifier is running most of the time, year-round. It drains into a pipe below the sink in the former darkroom. A ceiling-mounted blower-heater operates sometimes in the winter. The board is concerned about the possible effect of basement humidity on the interior and exterior of the house in warmer weather and the temperature of the basement on the interior of the house in cold weather.

Although some items were removed from the basement in 1984 prior to the Society's acquisition of the house, many miscellaneous items remained in the basement and attic.

Beginning in the fall of 2012, many non-accessioned items have been removed from the attic and basement and reviewed by the Collections Committee. Some have been discarded; some have been moved to the first and second floors, and those that have no relevance to the Society's mission have been sent away to be auctioned.

Many items remain to be sorted in both the attic and, to a lesser extent, the basement. Some of the items removed from the attic in 2012-13 were placed in the barn, to allow access to the perimeter of the attic during the 2013 re-roofing project.

The attic and basement storage areas are not wholly conducive to preservation of the objects they contain.

## **A-II-b Interior-Barn**

The first floor of the barn presently contains some miscellaneous items present when Vernon Gibby was here, and some items that were removed from the house after he died. Much debris has been removed. Several of the larger items acquired by the Society are stored there. The gravestones of the family members of Arcade's first settler have been on display here since 1994, as they had become weathered and damaged in the Arcade Rural Cemetery. Modern double doors were installed behind the sliding door in 1995, so as not to change the exterior appearance of the barn; this was to improve security and ease of access. A small amount of water entered the barn during the June 1998 flood and during the extreme cold of the 2013-14 winter.

An insulated storage room and doorway were constructed in 1992 on the second floor, with the assistance of the Arcade Lions Club. After that, the Society volunteers prepared it for collection storage. A new stairway has made the second floor more accessible, and newer wiring can accommodate better lighting and climate control. Although these were welcome improvements, the second floor room is not wholly conducive to preservation of the objects it contains.

The Collections Committee reviewed some of the accessioned items on the second floor in 2009-10, and the Board approved the committee's recommendations for items to be deaccessioned. Since 2012, some of the non-accessioned items downstairs in the barn have been part of the same review process by the Collections Committee as were the attic and basement. Many items remain to be reviewed.

## **A-II-c Exteriors and Grounds**

The exterior has been repainted in colors popular in 1902. Some clapboards and other items were replaced during the last re-paintings of the house in 2006 and 2013 and the barn in 2012. The roof of the barn was replaced in 2011 and the roof of the house in 2013. The half-round metal gutters on the house were replaced in 2013. There will always be a need for painting and normal periodic maintenance.

Since 1990, major projects for the grounds have included an expanded parking area, paving of the driveway and parking area, re-grading and re-seeding of the front lawn, repair of sidewalk areas, removal of several unsightly trees, and the repair and bird-proofing of front porch lights.

There is parking on site for 8-10 cars, but there is no parking on the street. No other parking areas are available without crossing streets.

Former Curator Joan Sullivan undertook a survey of early twentieth-century shrubbery and plantings in the 1980s. The plantings around the house are based on that study, although some of the plantings have had to be removed due to insects. A local landscaper now inspects and prunes twice a year.

## **A-III: LIBERTY STREET PHYSICAL PLANT**

The building at 15 Liberty Street was built for the Village of Arcade in 1939 as a Public Works Administration (PWA) project. It was intended as a fire hall and community building, with a large auditorium and kitchen, and rooms for the Fire Department, the Village police chief, and the American Legion post. It replaced a smaller wooden fire hall built in 1881 and other small buildings that occupied the same site until they were demolished in 1938. The present building, known as the Arcade Municipal Building, was designed by Raymond A. Freeburg, a prolific Jamestown architect who designed many schools and other public buildings in Western New York and Northern Pennsylvania. The contractor was B. Rebescher Jr. of Buffalo.

Over the years, the population of the fire district increased, resulting in a need for more firefighting equipment. At the time the fire hall was constructed, local funeral homes provided ambulance service, but that eventually became a function of the Fire Department and its rescue squad. These factors, combined with the lack of adequate parking, made it clear a larger fire hall on a larger site was required. The Village acquired property at the corner of North Street and Curriers Road, and the current fire hall was dedicated in 1982.

The Village continued its ownership of the Liberty Street fire hall for another quarter-century. Ambulances were stored here for a few years, and the Police Department used some of the space for many years. Much of the ground floor was used for general storage, which over the years led to a massive accumulation of items that had outlived their usefulness.

After the Village's steam heating system was discontinued, the police department headquarters were moved about 1980 from the southwest room at the Liberty Street fire hall to the Village office building on Church Street. The local American Legion post no longer needed its meeting room on the north side of the ground floor, so in the mid-1980s the Town of Arcade began renting the former police office for use by the town assessor and the former American Legion room for use by the town clerk. The Town continues to rent those spaces.

After the North Street fire hall was built, the Fire Department no longer needed its meeting space on the second floor. The auditorium, kitchen and upstairs front room, which at one time had hosted card parties, dances and other events, were rarely in use by adults. Beginning in the 1960s, these rooms housed local teen clubs, which went through alternating periods of activity and inactivity. The last teen club in the building was activated in 2004, and the upstairs rooms were repainted in bright colors. The upstairs rooms were rewired to accommodate air conditioning, and the upstairs bathroom was made handicapped accessible. That teen club also had a short life.

Over the years, especially after the North Street fire hall was built, the Village had done little in terms of maintaining or improving the Liberty Street building. After the last teen club ceased operations, the Village Board began considering the sale of the building, and an appraisal was conducted.

In the meantime, as funds accumulated for a separate research facility, the Historical Society board began talking about acquiring a site on which to build such a facility in the future. Longtime member James W. Spencer approached the Society board in 2003 with an offer to sell at a reduced price one of his two remaining lots on Steele Avenue, in the western part of the village. The Society decided to purchase the larger lot, slightly over four acres in size, on the lower portion of the street, just south of the Pioneer Credit Recovery property. The purchase took place on November 19, 2003, with a purchase price of \$46,000.

Three people from the Landmark Society in Rochester came to the Gibby House for a consultation in January 2008. After examining the Society's operations and reviewing ideas for the future, the consultants met with the Society board for a discussion. Their opinion was that the cost of constructing, equipping and staffing an entirely new facility would require many more years for the Society to raise the necessary funds. Shortly after that, members of the board traveled to Springville and toured the buildings of the Concord Historical Society. A discussion with several representatives from that group then took place in their research facility, located in a former church building on North Buffalo Street.

Immediately after this, the members of the AHS board began discussing the possibility of purchasing the old fire hall on Liberty Street, since the Village had made it known it wanted to sell the property. Hilec Inc., which owned part of the former K.R. Wilson plant to the west of the fire hall, had already made one offer, which the Village Board had rejected. Hilec made another offer for \$85,000, the same price at which the property had been appraised. The Society matched that offer, and Hilec did not make a higher offer, so the Village Board accepted the Society's offer.

The legal process involved with the sale took about a year, ending with the actual sale on May 7, 2009. Prior to the closing date, the Village Board granted access to the Society so a crew from the Wyoming Correctional Facility in Attica could come in and work for several weeks on the second floor. They primed and repainted the walls and ceilings, and sanded and refinished the floors. The only cost to the Society was the materials and lunch for the inmates on Fridays.

The Village Board at the time had been considering the acquisition of property that would provide more space for some of the Village utility departments, so the Society and the Village negotiated for the Village to purchase the Steele Avenue property. That sale took place on December 9, 2009 for \$50,000. Later village boards have decided not to use that site and have placed it for sale. The Village continued to rent the three truck bays on the first floor of the Liberty Street building after selling it to the Society, but discontinued that rent in 2012.

At the time it sold the fire hall, the Village was only able to provide the Society with minimal paperwork pertaining to its construction and maintenance. Some of the original architect's drawings and specifications have since surfaced, but a complete set of architect's drawings has yet to be located. The Board and Operations Manager Susan Andrews began discussing the need to have a professional architect come and conduct measurements and an assessment of the building in terms of its current condition and its potential for the future.

Ms. Andrews made contact in 2012 with Matthew Zinski, an architect with a commercial firm who has also taught at the University at Buffalo School of Architecture. Mr. Zinski offered to attend a meeting with the board and provide some initial services on a pro bono basis. He toured the building informally with his family during a public event in August 2012. He then met with the board on September 9 and conducted a “visioning session,” to get a sense of the board members’ hopes and vision for the fire hall.

The following month, two of his former students at UB came to Arcade and spent several hours taking detailed measurements and elevations. Mr. Zinski then prepared a 38-page “Fire Hall Conditions Survey and Design Report,” dated February 7, 2013. This included “as built” drawings of the building, with dimensions.

### **A-III-a – Interior**

Other than the work performed for the last teen club in 2004, the Village made very few changes to the interior of this building after the new fire hall opened in 1982. The Village allowed the Society to have work done by the inmates from Wyoming Correctional Facility before the sale was finalized later that year. With the exception of a few minor maintenance tasks, the interior of the fire hall is largely unchanged from when the Society purchased it.

Most of the original lights fixtures, with globes of varying sizes, are still in place in the entrance lobby, assessor’s office, upper lobby, upstairs front room, auditorium and kitchen. The overhead light fixtures have been removed from the upstairs back hallway, probably due to water damage in the ceiling. The globe for one fixture is missing, and a few globes are cracked. Except for a newer doorway in the upstairs lavatory, all of the interior doorways are original. Some of them are solid wood doors, while all of the rest are the original single and double doors with 15 panes of glass in each door.

The building has all-electric heat, with overhead blower heaters in the former truck bays, wall heaters in the lobbies and stairways, and baseboard heaters in the two offices downstairs and in all rooms upstairs. Water is available in the north and south truck bays, both lavatories, and the kitchen. However, the water heater has a mixer valve on it, which will not let the temperature of the water exceed 75 degrees. Since the Police Department was washing its vehicles in the south bay, the Village probably installed this as a conservation measure. The AHS Board decided in 2012 to wait on any changes to the water heater for the time being.

The three former fire truck bays all have a finished concrete floor that slopes down slightly to the front of the building. After the new fire hall was built, plywood walls were erected to separate the bays. Each bay has its own electric overhead door, and two of the doors can be opened from outside, using a four-digit code. An opening near the front of the north bay provides interior access to the middle bay. A doorway in the rear wall of the south bay provides interior access to that bay.

**Vestibule** - The exterior double doors of the vestibule are not original and do not fit with the style of the building. The interior double doors are original. A panel on the side wall provides the sole access to the crawl space under the building, but this space has not been accessed for many years.

**Entrance Lobby** – The lobby retains its original appearance, with walls of plaster and glazed tile wainscot and asbestos tile flooring. A slight recess in one wall contains a drinking fountain and two plaques relating to the building’s construction in 1939. A shallow glass-front display case and the remains of an earlier wall heater are on another wall. Access to the former truck bays is provided through a heavy metal sliding door.

**Front Stairway** - The wall and flooring materials in the lobby continue up the front stairway to the upper lobby. The stairway has a landing and makes one turn at the landing and another at the top. Several of the asbestos floor tiles on the treads are broken.

**Lavatory** – The first-floor lavatory apparently was designed as a men’s room. It contains a sink, toilet and urinal in its 45 square feet. Very little has changed in here over the years, and the public is discouraged from using this room.

**Town Clerk’s Office** – This room contains 425 square feet of space. The floor is carpeted, and the suspended ceiling and fluorescent lights were probably installed when the Town began renting the space. The walls were repainted and the carpeting replaced in 2009.

**North Bay** – This is the largest of the three bays at 560 square feet. It extends all the way from the front to the back of the building. This was the Village’s primary area for general storage. Now that the Village no longer rents space, this bay is mostly empty.

**Middle Bay** – This is the smallest bay, at 240 square feet. It is still partially in use for storage by the local Beautification Committee.

**South Bay** – This bay contains 325 square feet, in addition to space behind the rear wall, all of which was used by the Police Department until the Village stopped renting space. Since this bay has a faucet, it was often used for washing the police vehicles. Cupboards, shelving and other items that were given to the Society during the 2014 renovation of the third floor at Arcade Elementary School are stored in this bay.

**Lower Storage Closet** – This room contains 145 square feet and was used by the Village to store supplies for the summer recreation program. Adjacent to this is the area for the building’s hot water heater and a small opening that extends to the second-floor ceiling. This opening, which has its upper access via a door near the kitchen ceiling, was used by the Fire Department to hang hoses so they could dry.

**Town Assessor’s Office** – This area contains 200 square feet. The public can access the office through a new exterior door and an original wooden interior door. A door at the other end of the office opens into the north bay. Much of the interior wall space in this long, narrow room contains various electrical boxes and panels for the building. The room has been carpeted, but the overhead light fixtures are original.

**Upper Lobby** – This area contains 210 square feet. The two exterior walls both contain large rectangular windows. The interior walls contain original doorways into the former ticket booth and the two large upstairs rooms.

**Ticket Booth** – This 35-square-foot room has a small ticket window that was used when public functions were held in the large upstairs rooms. An opening in the ceiling provides the only interior access to the roof. The room is used by the Society for the storage of tables and chairs.

**Front Room** – This 540-square-foot room has three large round-topped windows across the front and a small rectangular window on the south side. It contains original doorways into the upper lobby, the auditorium, and the rear hallway, as well as two built-in display cases along the back wall. The Society has used this room in conjunction with events and exhibits in the auditorium. The wood floor was refinished in 2009.

**Auditorium** – This is the largest room in the building, at 1,200 square feet. It has three large round-topped windows along the back (west) and two more along the north side. Between the doorways to the upper lobby and the front room, is a low stage, with overhead track lights on a dimmer switch. The south wall contains an original doorway to the back hall and a pass-through to the kitchen. The Society has used this room for its annual dinner meetings, for classes, and for major exhibits that were too large for the Gibby House. The wood floor was refinished in 2009. Due to the wood floor and high ceiling, the acoustics in this large room are poor.

**Upper Storage Closet** – This 145-square-foot room is accessed from the back hallway. In one corner of the floor is a triangular opening with a plywood cover. This opens into the south bay and reportedly at one time contained a pole that allowed firemen to descend quickly from their upstairs meeting area to the fire trucks.

**Lavatory** – This was originally intended as the ladies' room. Although the second floor is not handicapped-accessible, the doorway to this rest room was enlarged in 2004 and the room was redecorated, making it considerably more user-friendly and accessible than the lavatory on the first floor.

**Kitchen** – The L-shaped kitchen contains 150 square feet and has not been repainted since the last teen club used it. Although it has plenty of cupboard space, there are no appliances, and the sink appears to be original.

**Back Hallway** – This hallway provides access to the auditorium, front room, storage closet, kitchen, lavatory, and back stairway. Portions of the ceiling above the back hallway suffered water damage prior to the most recent roofing project, and the ceiling just outside and inside the lavatory is damaged. Some of the asbestos floor tiles in the back hallway are in poor condition.

**Back stairway** - This leads to the exterior door outside the assessor's office. Since the back stairway is straight, it is used more often for carrying large items between floors than the front stairway. Some of the asbestos floor tiles in the back stairway are in poor condition.

### **A-III-b – Exterior and Grounds**

The exterior of the building is primarily red brick, with several decorative concrete architectural features. All of the windows on the ground floor and the second-floor windows on the back (west) side were replaced by the Society in 2012. The second-floor windows on the north and south sides were replaced in 2013, and the second-floor windows on the front (east side) were replaced in 2014. Many of the original windows were badly deteriorated, and the replacement windows are much more energy-efficient. The new windows, including the eight large round-topped windows, all fit the existing openings and retain the original design.

The area outside the front stairway protrudes slightly from the front and north sides, with a circular electric clock near the top of both of those areas. The main entrance to the building, and to the town clerk's office, is through newer double metal and glass doors, with two shallow steps up to the pad in front of the doors. The concrete steps are in poor condition, and the double doors to the main entrance do not open and close easily.

The front (east) side contains the decorative main entrance and three overhead doors on the ground level. (The color of the middle one does not match the other two.) To the left of the main entrance is the World War II Roll of Honor and the "Erected A.D. 1939" cornerstone. To the right is a wooden sign for the Town offices and a small plaque for the refurbished exterior clocks. On the second floor are three decorative round-topped windows in the front room and a large rectangular window in the front stairway.

The north side has two double rectangular windows in the town clerk's office on the ground floor, a large rectangular window in the front stairway and two round-topped windows in the auditorium. Below the large rectangular window is a decorative wrought-iron railing.

The two exterior clocks near the top of the front stairway area showed the correct time for many years, and then went through many more years when they either did not work or did not show the same time. The Village restored the clocks in 2007, with a gift from Marianne Rindfleisch in memory of her parents, Anson and Edna Sherman. The clocks worked for a while, but have not worked since prior to the Society's purchase of the building. Employees of the Village's Electric Department have been unable to fix the clocks.

The back (west) side contains one pair of rectangular windows in the clerk's office, two windows in the north truck bay, and two in the assessor's office on the ground floor. On the second floor are three round-topped windows in the auditorium and a rectangular window in the kitchen. The electric pole for the building is in the middle of the rear parking lot, so several wires lead from the pole to the back wall, and many more wires are strung along the back wall.

Next to the assessor's office is a new metal and glass door and two narrow side lights. Shortly after the Society purchased the building, it was determined that the existing step and door, combined with a deteriorated concrete pad, created a dangerous condition for people leaving the assessor's

office. Soon afterward, the Society paid for the installation of a new and wider door and a sloped concrete pad.

The south side of the building contains one window across from the assessor's office door and two windows in the south truck bay. Also on the ground floor is one of the three metal signs the Society purchased prior to the Arcade Bicentennial in 2007. The sign includes the logo and the "200 Years and Growing" slogan for the Bicentennial and a wide "slide-in" section into which signs for upcoming events can be placed. On the second floor on this side is one window in the kitchen, two in the back hallway/stairway, one in the storage closet, and one in the front room.

The ceilings upstairs are not the underside of the roof, since there is a crawl space above the ceilings. Some blown-in-insulation existed in the crawl space prior to the Society's purchase, and more was blown in when the Society replaced the roof. The roof is accessed from a hatchway near the north front corner, by way of an opening in the ceiling in the upstairs ticket booth. As is the case with most of the downtown buildings, the Village has placed small white Christmas lights across much of the roofline so they can be lit at holiday time.

The roof appears flat, but it is pitched slightly downward to an interior drain near the south rear (west) corner. The drain connects to a downspout that extends down most of the back side of the building, outside the kitchen and the assessor's office. The Society replaced the old roof with a membrane roof in 2012. A new downspout was also installed, along with electrical heat tape. The goal is to prevent a repeat of the damage to the roof and to the ceiling in the back hallway area that occurred when an accumulation of ice blocked the free flow of water off the roof.

The building occupies the vast majority of the land area owned by the Society. Vehicles that park in front of the building extend past the normal sidewalk space and almost to the street. The Society owns approximately 12 feet to the south and rear of the building. The parking area to the south belongs to the GenTech business, and the area to the rear belongs to the Arcade Hotel/Arcade Lanes. The assessor and his customers generally park along the side of the building, and the parking spaces behind the building are most often occupied by the hotel's occupants and customers. Snow removal on both sides and to the rear is handled by the owners of the neighboring properties. The sidewalk in front is plowed by the Village, with the Town plowing additional snow in front to provide access to the town offices.

The property line to the north is irregular. Outside the clerk's office is a small grassy strip, but the parking spaces there are owned by and for the use of the office building on the corner of Main and Liberty streets. Closer to the front of the property, the boundary line extends to the north to provide an enclosed grassy area off the north front corner of the fire hall. The Society property includes part of the parking area next to the clerk's office, but it is not wide enough for a vehicle. Off-site parking is available in the Village-owned lot directly across Liberty Street.

In front of the grassy area, next to the front steps, is a square brick pedestal, surmounted by a decorative original post light. The grassy area is enclosed by a low metal post-and-chain fence. This area includes a tall flag pole; a wooden pole with a banner attached; a marker for the 1957

Sesquicentennial time capsule, to be opened in 2057; a concrete pad for a bench; and an empty concrete pad that contained the bell from the 1881 fire hall until it was moved to the North Street fire hall.

## **A-IV: COLLECTIONS**

The Society's most important possessions are its collections of artifacts, photographs, news clippings and documents that illustrate the history of the Town of Arcade and adjacent towns. The Board adopted an accessioning and de-accessioning policy in 2010 to use in the management of these collections.

The material culture collections are primarily from the Gibby and related families, or handcrafted by Vernon Gibby. There is little early-nineteenth-century material. There are few materials from Arcade's pioneer era and military history.

Most of the objects have been accessioned and are catalogued in the computer, with index cards printed out from this database. A new computer was purchased in June 2011 and has plenty of memory for the database. Some digitizing of the photos has been done to make it possible to use the images in the AHS newsletter, website and Facebook page. Arcade Herald obituaries are also now being scanned and stored in a digital photo file, as well as being printed out as hard copies as a backup. The original computer database of the artifacts and archives is on a zip disk and floppy disks kept off site at Operations Manager Susan Andrews' home. In addition to this, a portable hard drive back-up of computer files is done periodically by the Operations Manager after large projects and is also kept off site at her home.

Accessioned artifacts are stored either in the drawers of various furniture pieces in the house or in "Bankers' Boxes" placed in closets in the house or in the second floor storage room of the barn. The computer database and index cards indicate the location where each artifact is stored. Most of the books are stored in the barn's second floor room. De-accessioning that was done in 2009 and 2010 has not yet been put into a separate database and items de-accessioned later have yet to be re-catalogued as well.

The photo collection consists of several hundred photographs, glass-plate negatives, safety negatives and nitrate negatives. This collection was catalogued and organized in a manner to make location of particular subjects easier. The glass-plate negatives and about half of Vernon Gibby's slides were catalogued. This cataloguing process stopped after Ann Drennan retired in 2008.

The regular film negatives have not been inventoried and are stored in the back hall closet. The storage conditions of the photo collection have been improved vastly since the Society acquired the house. The loose prints have been sorted by subject and most were catalogued. Most of the prints in albums have been catalogued.

The archive collection is now on site and more secure than when the collection was in the Arcade Free Library, where much of the archival material was stored in non-archival file folders in unlocked file cabinets. When the files were moved to the Gibby House, they were transferred to bankers boxes that were stacked on top of each other, making it difficult to get at the contents. At least 75 percent of the archival material has now been placed in acid-free file folders and acid-free boxes stored on metal shelves in the west bedroom/workroom.

## **A-V: EXHIBITS**

Under the leadership of Curator Joan Sullivan (1987-1989) the house was interpreted as an upper middle-class home of 1910-1930, with an emphasis on the Gibby family furnishings and the items Vernon made. Curator Philip Maples (1989-1992) felt this led to a misperception that the Society was trying to preserve the Gibby heritage instead of Arcade's heritage. He began de-emphasizing the Gibby family and their lifestyle, although materials and photos concerning the Gibby family continue to be exhibited throughout the house.

Since the early 1990s, the practice has generally been to change the exhibits in the formal parlor/exhibit room about four times a year. One is a February/Winterfest exhibit of artwork done by students in all four buildings of the Pioneer District; another, from late November to mid-December, has a Christmas theme and includes ornaments made by students in the third and fourth grades at Arcade Elementary School (AES); and two other exhibits cover various aspects of local history. These exhibits often extend into the dining room and the fireplace room. Beginning in 2012, the Society has been closed to the public for the month of January.

There are two glass-sided exhibit cases on casters on the first floor of the Gibby House. The smaller one of the two has a locking sliding glass door and a locking lower storage area. The large exhibit case in the reception area is not lockable. It always contains an exhibit, either related to the main exhibit or as a stand-alone exhibit. The first-floor office is a time capsule of a home office; since visitors cannot go past the railing inside the doorway into the office, the arrangement of the furnishings there does not change.

In most of the first floor rooms and halls on the second floor, picture molding mounted about a foot below the ceiling is used to hang framed images on hooks without damaging the walls. This makes it possible to reposition pictures anywhere along the length of the molding.

All of the Gibby House rooms are small, with few clear wall spaces on which to hang pictures, so portable "walls" provide additional display area. Four, large, portable pin boards on wheels were made to increase the amount of square footage available to hang displays; these are stored on the side porch when not in use.

On the second floor, the exhibit room deals with various aspects of local history. It has had significant improvements, but the design of some of the cases and lighting makes viewing difficult. Most of the cases are secured by virtue of screwed-on plexi-glass, but one case with sports equipment has an unsecured sliding glass door. The Witherel Room contains a mixture of bedroom furniture

owned by the families of Vernon and Marjorie Witherel Gibby; as with the home office, a railing keeps visitors from walking around in the room.

The second floor back hallway has framed antique maps and historic photographs on display, lit with dimmable track lighting.

Several exhibits have been held in our larger venue at the old Fire Hall. A quilt exhibit, the A&A 50<sup>th</sup> anniversary exhibit and VFW 75<sup>th</sup> anniversary exhibit utilized the larger space to hold opening night receptions, display the exhibits and provide informational lectures pertinent to the exhibits.

## **A-VI: PROGRAMS**

Since the discontinuation several years ago of the holiday Sunday brunch for members, the only membership program has been the annual meeting dinner and program in October. Volunteers at one time were guests of the society at the annual dinner meeting and were recognized at that time.

There were several volunteer training programs in the early 1990s. These included programs on the Gibby family, local history, the house history and collections, and responsibilities of guides. Some volunteers have also attended more specialized programs provided by the Western New York Association of Historical Agencies. Unfortunately, some of these volunteers have died or are no longer active.

Public exhibit openings were held at the fire hall for the Arcade & Attica Railroad exhibit in 2012 and for the VFW exhibit in 2013, and three public programs were held in conjunction with the railroad exhibit. Walking tours and peach socials for the general public have not been held since the mid-2000s.

The greatest impediment to program development in the past was the lack of space within the Gibby House. Prior to the purchase of the fire hall, it was a choice between exhibits or programs, since both shared the same space in the Gibby House. If programs were held off-site, house visitation could not be insured. Now that the Society owns the old fire hall, the auditorium and upstairs front room provide much more space, but they are not handicapped accessible. The Society has sponsored several hands-on classes for chair caning and basket making in the fire hall auditorium since purchasing that building.

Program development for children has benefitted by the proximity of the Gibby House to the Arcade Elementary School (AES). An annual holiday tour and an end-of-school-year tour are two long-standing traditions for children from AES, and a fourth grade cemetery walk in October and a series of Explorers Club meetings are two programs which have recently been added to the annual schedule.

In preparation for the holiday tour, two students from each third- and fourth-grade class come to the Gibby House in late November to have lunch in the dining room and to decorate the two Christmas trees with ornaments made by their classmates. The Society decorates the rooms on the first floor and assembles a holiday-related exhibit. Since 2007, most of the Arcade Elementary classes

have come to the house in December to view the decorations and exhibit as the first stop in their walk around downtown to view decorations. As a means to increase visitors, the Gibby House holds an open house on the first Friday evening in December when the village tree lighting occurs and Santa Claus visits the school. Children are encouraged to return with their parents that evening to show them the decorations and find the items from "A Night Before Christmas" hidden throughout the house. A drawing is also held for pewter ornaments.

During the school year, AES focuses on the culture of one of five regions of the world, leading up to a Culmination Day in June. Prior to that, the Society prepares an exhibit that combines some aspect of local history with the particular world region the students have been studying. For two days prior to Culmination Day, most of the school classes visit the house to view the exhibit.

Other programs during the school year for school-age children in recent years have not been part of an actual class, although they have often been publicized through the school classes. An Explorers Club was started during the winter of 2014 for students in grades 2-4 to provide them with a two-hour series of activities.

Since 2012, the Society has held a cemetery scavenger hunt after school in October for interested fourth graders. The students come directly to the house after school and have a light snack. They then walk up Prospect Street to the Arcade Rural Cemetery to learn about the cemetery in general prior to looking for interesting gravesites in several sections of the cemetery.

During the summer of 2011, programs were held for school-age children involving historical American Girl dolls and replicating historic local buildings using Legos. A program was presented during the summer of 2014 to children in Arcade's summer recreation program dealing with the many changes in the ways people have communicated with each other in various time periods.

Many seniors from Pioneer High School used to visit the house briefly as part of the "Government Scavenger Hunt," which encouraged them to be more aware of community agencies and services. Only a few seniors have come for that purpose in recent years.

# PART B: OBJECTIVES 2014-2019

## B-I: OPERATIONS

**Service Area** – Maintain as is.

**Governance** – Maintain as is.

**Staffing** –At the current time, the Society does not have sufficient funds to hire an additional paid staff person. A few additional volunteers could be used if they were available on a regular basis, as our current volunteers are.

**Funding** –In addition to seeking new business donors, the Society should continue to increase its endowment and seek periodic increases in funding from the town and village. Some money was realized in the past from peach socials, merchants’ luncheons, and an occasional garage sale, but none of these have been held in recent years. Two antique appraisals, for which people paid to have items appraised, were held in the mid-2000s. These, or other events, should be resumed/continued as available volunteer labor permits. We should also be seeking ways to market the existing gift shop inventory.

**Grants-** Funding is available on an annual basis from the Sallie Mae fund and the Arts Council for Wyoming County. Online research also reveals other grant sources. Planning is important to line up these grants prior to the calendar year in which the event will take place. Although the process of researching, planning and applying for grants is very time-consuming, it can yield valuable results.

**Membership** – Membership currently brings in over \$2,000 a year. We should continue to seek ways to retain our members and gain new ones so this funding amount can continue to increase.

### **Technology and Equipment-**

A light box should be obtained, to help in organizing and using our photographic collection.

A smaller, more portable television/dvd/video stand should be obtained.

We need to stay more current with computer equipment, rather than waiting 10 years between purchases.

The next technology purchase should be a laptop computer that could be used anywhere in the house. This would make it possible for others to assist in archival work and would keep the office manager from being tied to the office.

The internet connection should be a wi-fi hotspot, not a landline connection, so more than one person can be online at a time in the house.

The Society should purchase at least one or two ipod nanos so we aren't dependent on anyone's personal equipment.

The original archive database files on a zip disk and floppies should be transferred to the AHS safe deposit box at M&T Bank.

#### **Public Relations-**

We should continue to publish regularly on the Internet, e.g. Facebook, blog, website.

The Society should obtain Instagram and Twitter accounts and publish regularly on these.

Plan to do the Chamber Trade Fair as a joint booth with Phil's TV & Appliance, we could show slide shows of historic photos and the DVD movies Susan Andrews has made of events.

We should develop an event for Winterfest to utilize and show off the old Fire Hall.

## **B-II: WEST MAIN STREET PHYSICAL PLANT**

The Society will continue to use the house as a house museum. Although the interior reflects the 1920-1940 period, exhibits and acquisitions will not be limited to that period.

Maintenance should remain a high priority of future boards, with emphasis on electrical needs.

An inspection of the house should be conducted by a licensed inspector before the end of this plan in 2019, and should be conducted every 20 years after that.

A master list of work performed on the house should be created and maintained, as a ready reference for new staff and board members.

The Board should decide if it wishes to pursue the process of having the property listed on the State and National Registers of Historic Places.

### **B-II-a: House-Interior**

In 2014, the board agreed that only maintenance and cosmetic issues, rather than restoration, would be the goals for the next five years.

Furnishings on display in the house that have not been accessioned should be accessioned.

**Kitchen** - If the existing stove and refrigerator are moved to the fire hall, use-appropriate replacements appliances will be needed.

**Fireplace Room** - The room should be re-furnished with portable serviceable pieces from the collections.

**Dining Room** - The furniture that was purchased by Vernon and Marjorie Gibby for this room should be retained. The built-in cabinet could be used for displays. Some items in the built-in cabinet should be deaccessioned to create exhibit space.

**Main Stairway and Upstairs Front Hall** – The picture molding currently stored in the barn should be installed in this area so historical framed photos can be hung there.

**Witherel Room** – Limited cosmetic repair of the water-damaged part of the ceiling should be performed.

**West Bedroom** – This should be made more user-friendly for researchers.

**Bathroom** - Since the old linoleum is still on the floor, re-installation of the marble sink and the toilet would complete its restoration as a period (non-working) bathroom.

**Attic** – For safety purposes, additional railings should be installed on the stairway, and additional electrical outlets should be installed.

### **B-II-b: Barn-Interior**

An inspection of the barn should be conducted by a licensed inspector before the end of this plan in 2019, and should be conducted every 20 years after that.

A master list of work performed on the barn should be created and maintained, as a ready reference for new staff and board members.

### **B-II-c Exteriors and Grounds**

New and replacement plantings should adhere to the plan developed in the late 1980's, where practical.

## **B-III: LIBERTY STREET PHYSICAL PLANT**

The two main objectives established by the Society's board in 2014 are to install an elevator to provide handicapped access to the second floor by the end of 2016, and to move the Society's research materials and office to the fire hall by the end of 2019. Meeting the first objective requires that Americans with Disabilities Act (ADA) guidelines be followed to provide handicapped access to the building. Meeting the second objective requires that climate control be provided for the research materials, to improve upon the conditions under which they are currently stored at the Gibby House.

This part of the plan provides very few specific objectives, since it will be necessary for the Society to work with an architect to provide the details for the changes. Ideally, these changes will be done in phases. The Town Board will also have to be involved in some of these plans for the building, assuming the Town board members want to continue renting part of the building.

Among the issues that will probably have to be addressed are:

- Asbestos in the floor tiles and around pipes
- Acoustics in the upstairs front room and auditorium
- Functionality of the kitchen
- Ceiling repairs and lighting in the upstairs back hallway
- Determination of which electrical wires and other electrical items are actually necessary
- The need for a second bathroom
- The need for a security system
- Office and storage space for the town and village historian's archives

## **B-IV: COLLECTIONS**

De-accessioned items must be removed from the database and a separate database created for these items. This database must be kept updated. Whenever an accessioned item is relocated, its location information in the database must also be updated.

Each photo should be properly stored in an archival sleeve

The current photo policy was adopted several years before digital photography became common. A new photo policy should be developed.

The computer zip disk and floppy disks should be placed in the Society's safe deposit box.

A "wish list" should be created of items to be added to the collection so the Society could be searching for such items. Possible items could include, but not be limited to, anything related to Pioneer Central School and the districts that preceded it; Borden's items, such as Elsie the Cow; and Lone Ranger items. Funds from the sale of deaccessioned items could be used for these purchases. Acquisition of such items would improve the Society's collection and be in keeping with the Mission Statement.

## **B-V: EXHIBITS**

Re-make all labels and signs in a larger, readable font, and upgrade the security on all display cases.

Develop an exhibit on the history of Arcade which can be easily stored and re-hung as an “in-between” exhibit. Design it with all age groups in mind – interactive with objects for children and easily read text and historic photos for adults.

Use the Wyoming County Fair exhibit box to show small, off-site exhibits – either at the bank or the library – every three or four months. These could help to entice visitors and new members to visit and join. Display with membership brochures and newsletters as take-aways. Take this box to the Chamber Trade Fair too.

Do exhibits that invite public participation, e.g. a bridal gown exhibit.

## **B-VI: PROGRAMS**

Continue to develop the Explorers Club as a series of regular after-school programs, not as vacation programs. Publish the schedule for the school year in the fall so parents and students can plan ahead. Perhaps apply for an educational grant to support this program, funding visiting entertainment e.g. Seneca Youth Dancers or a singer.

Plan at least one “field trip” per year for members. Examples: Susan Andrews can provide a Roycroft Campus tour; or go to the Telegraph Museum as a tie-in with Vernon Gibby’s childhood interest in telegraphy.

We should familiarize the staff at AES with the programs and exhibits we have developed, so they can take advantage of them.

Every two years, do a collaborative exhibit with another town business or organization. Next possible one could be with the Arcade Area Community Theatre group, with an exhibit of the backdrops they purchased from the Read Building (former King’s Hardware at the southwest corner of Main and Mill streets) in Delevan and a display of old photographs of theatrical performances and scripts. Perhaps this could be done in conjunction with a performance by the theater group as a fund raiser for AHS. Another idea would be grocery stores through the years done in conjunction with Brass’ ShurFine.

Organize the volunteer informational material so it is readily available for volunteers to read and familiarize themselves with the house, the Society, and the current exhibit.

Once the fire hall becomes handicapped accessible, programming will be expanded (e.g. how-to seminars, craft classes, lectures) as a way of retaining current members and attracting new ones.