



CITY OF CAÑON CITY

Museum & History Center

P.O. Box 1460 • 612 Royal Gorge Blvd
Cañon City, CO 81215-1460
(719) 269-9036 • www.canoncity.gov

**CITY of CANON CITY
LIBRARY/MUSEUM BOARD MEETING
ROYAL GORGE REGIONAL MUSEUM
THURSDAY, JANUARY 15, 2026
11:00 AM**

AGENDA

- I. Call to order: Interim Board Chair
- II. Roll Call: Interim Board Chair Herrin, Board Members: Flick, Herrin, Lautaret, Meeks, Roeber, and Council Member/Liaison Amy Schmisser
- III. Approval of Minutes of Nov. 20, 2025
- IV. New Board Member: Jody Enderle
- V. Election of Board Officers (Chair and Secretary)
- VI. 2025 Statistics
 - a. Library
 - b. Museum
 - i. Accessions/Deaccessions
- VII. State Repository Review of Museum
 - a. Curation Agreement Forms
- VIII. Update on Projects
 - a. Library
 - b. Museum
- IX. Upcoming Programs and Events
 - a. Library
 - b. Museum
- X. Other Business or Questions for Staff
 - a. Library
 - b. Museum
- XI. Public Comment
- XII. Next Meeting Discussion

XIII. Adjourn

Posted pursuant to code on Friday, January 9, 2026.
Lisa Studts, Museum Director

**CITY OF CANON CITY LIBRARY/MUSEUM BOARD MEETING
CANON CITY PUBLIC MEETING
THURSDAY, NOVEMBER 20, 2025
11:00 A.M.
MINUTES**

1. Meeting was called to order by Sue Hitt at 11:00am
- II. Roll Call: Present- Board Chair Sue Hitt, Secretary Barb Dittmar, Board Members Ron Lautaret, Dan Meeks, and Sherry Roeber, Council Member/Liaison Amy Schmisseur, Library Director Kendra McFall, Library Deputy Director Adam Gonzales, and Museum Director: Lisa Studts
Absent: Board Members Kathy Herrin and Loren Flick
- III. Approval of Minutes for last meeting September 18, 2025
 - Motion to Approve by Barb Dittmar, seconded by Sherry Roeber.
 - Voted & Approved
- IV. Museum Policy Review
 - Two Plans needed to be updated per a request of our recent Bureau of Land Management Museum Inspection. In both plans a number of items were added (as indicated in RED).
 - House Keeping Plan
 - Integrated Pest Management Plan
 - Amy Schmisseur asked if these plans would be a change in the City's cleaning responsibilities, to which Lisa said, "No".
 - A motion by Sherry Roeber was made to approve both plans, seconded by Barb Dittmar.
 - Motion was Voted & Approved.
- V. Building Issues
 - Library - Kendra
 - Air Conditioning is not working but replacement to be installed (Already in the Budget).
 - Elevator: Will be changing companies to provide service. Elevator stays the same.
 - Blinds to be installed on Original Windows enabling room darkening during presentations.
 - Museum - Lisa
 - Catlin Cabin Project
 - Friends of Museum provided \$30,000
 - Scope of work: Reroofing & Rehabbing the inside
- VI. Elections and Term Expiration of existing members
 - Sue and Barb terms expiring as of December 2025
 - Kathy Herrin will Chair the January 2026 meeting
 - Election of Officers and New Members
 - A motion to approve by Sherry Roeber and seconded by Barb Dittmar.
 - Motion was Voted & Approved.
- VII. Update on Projects
 - Library - Kendra
 - Successful Book Sale
 - Adam in charge of decorating the Library's Float in the upcoming Christmas Parade.
 - The Bookshelves will be ordered December 2025.
 - There will be a new Magazine Vendor Rivistas.

- Museum - Lisa
- The museum was awarded a CLG grant from History Colorado
 - To perform a survey of 22 African American homes using available resources.
 - Letters were sent out to present homeowners asking for information they may know.
 - Lisa shared about the upcoming 150 / 250 events and programs.
 - Kids' Activity Booklet is still in development.
 - Continuation of Tavern Talks and other projects.

VIII. - Upcoming Programs and Events

- Library - Kendra
 - An Event on Resin Art
 - Story Time guest
 - Monthly STEM Program - making turkeys
 - Christmas Tree lighting in Macon Plaza on December 4th 5:30-7
 - Santa and Mrs. Claus December 13, from 10-2
 - City Board Members Appreciation Dinner December 11th 5 p.m. Quality Inn
 - Maker Space 3D Printer is being used frequently
- Museum - Lisa
 - November Community Coffee with past Political Officials
 - December Community Coffee with focus on Holiday Memories
 - Volunteer Christmas Party and Potluck Dinner Dec 6th
 - Friends of Museum Annual Meeting on first Saturday in February
 - Terri Meeks will share Revolutionary War Records
 - Another speaker will share about the DAR

IX. Other Business or Questions for Staff

- Museum - Lisa
- Holiday Closures:
 - Nov 27 - 29
 - Nov 29 - Staff Field Trip to Denver Black American Western Museum
 - Dec 6th at 3pm
 - Dec 24, 25, 31, Jan 1
- Library - Kendra
- Holiday Closures similar to Museum

Next Meeting will be January 15th at the Museum.

Sherry Roeber made a motion for the meeting to adjourn, seconded by Sue.

- Motion was Voted & Approved.
- Meeting Adjourned at 11:49 am.



Royal Gorge Regional
Museum & History Center

P.O. Box 1460
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Phone: (719) 269-9036
Email: historycenter@canoncity.gov
Website: canoncity.org/645/Museum

STATE ARCHAEOLOGICAL COLLECTIONS CURATION AGREEMENT *(Drafted 12/23/2025)*

I, (print name) _____

on behalf of _____

(hereinafter referred to as "Firm"), agree to deliver archaeological materials which are collected by the Firm within the State of Colorado in the Royal Gorge Region and in accordance with the current Submission Guidelines for State-Owned Archaeological Collections (#1636) and according to the following requirements:

- 1) Regulations outlined in the Historical, Prehistorical, and Archaeological Resources Act (Colo. Rev. Stat. §24-80-400.3 *et seq.* and 8 Colo. Code Regs. § 1504-7).
- 2) An acknowledgment that the State of Colorado retains title to artifacts or specimens collected from non-Federal public lands as well as all associated reports, original field notes, maps, drawings, photographs etc. (8 Colo. Code Regs. § 1504-7:9).
- 3) Collections must be delivered in accordance with the current Submission Guidelines for State-Owned Archaeological Collections (#1636) and 8 Colo. Code Regs. § 1504-7:9. If the collections are not prepared according to these standards, then the permitted researcher may be subject to the costs incurred by the approved repository to cure any deficiencies.
- 4) A fully signed official state deposit receipt, accompanied by a simple inventory list of items accepted by Royal Gorge Regional Museum & History Center/ the City of Cañon for curation, must be returned to the State Archeologist.
- 5) All collections transferred to the Royal Gorge Regional Museum & History Center/ the City of Cañon will be billed according to the most current curation rate fee within 30 days of collection transfer. (Current deposit fee schedule attached).

I have read and understand the **Guidelines** found on the History Colorado website at:

<https://www.historycolorado.org/sites/default/files/media/document/2021/1649.pdf>

and agree to comply with its terms when delivering materials for curation.

Entered into this _____ (day) of _____ (month) of _____ (year). Either party may request to terminate this agreement if any changes are needed and a new agreement is required.

For the Firm:

Signature:

For the Royal Gorge Regional
Museum & History Center:

Signature:

Title: _____

Title: _____

Royal Gorge Regional Museum & History Center Use Only: This agreement extends for (3) year(s) from the date the permit is signed.



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STATE PALEONTOLOGICAL COLLECTIONS CURATION AGREEMENT (*Drafted 12/23/2025*)

I, (print name) _____

on behalf of _____

(hereinafter referred to as "Firm"), agree to deliver paleontological materials which are collected by the Firm within the State of Colorado in the Royal Gorge Region and in accordance with the current Submission Guidelines for State-Owned Archaeological Collections (#1636) and according to the following requirements:

- 1) Regulations outlined in the Historical, Prehistorical, and Archaeological Resources Act (Colo. Rev. Stat. §§24-80-40.3 *et seq.* and 8 Colo. Code Regs. § 1504-7).
- 2) An acknowledgment that the State of Colorado retains title to artifacts or specimens collected from non-Federal public lands as well as all associated reports, original field notes, maps, drawings, photographs etc. (8 Colo. Code Regs. § 1504-7:9).
- 3) Collections must be delivered in accordance with the current Submission Guidelines for State-Owned Archaeological Collections (#1636) and 8 Colo. Code Regs. § 1504-7:9. If the collections are not prepared according to these standards, then the permitted researcher may be subject to the costs incurred by the approved repository to cure any deficiencies.
- 4) A fully signed official state deposit receipt, accompanied by a simple inventory list of items accepted by Royal Gorge Regional Museum & History Center/the City of Cañon for curation, must be returned to the State Archeologist.
- 5) All collections transferred to the Royal Gorge Regional Museum & History Center / the City of Cañon will be billed according to the most current curation rate fee within 30 days of collection transfer. (Current deposit fee schedule attached).

I have read and understand the **Guidelines** found on the History Colorado website at:

<https://www.historycolorado.org/sites/default/files/media/document/2024/Paleo%20Submission%20Guidelines%202024.pdf> and agree to comply with its terms when delivering materials for curation.

Entered into this _____ (day) of _____ (month) of _____ (year). Either party may request to terminate this agreement if any changes are needed and a new agreement is required.

For the Firm:

Signature:

For the Royal Gorge Regional
Museum & History Center:

Signature:

Title: _____

Title: _____

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