



Ketchikan MUSEUMS

TONGASS HISTORICAL MUSEUM
TOTEM HERITAGE CENTER



Museum Advisory Board March 21, 2023 5:30 – 6:30 p.m., Tongass Historical Museum

- 1. Call to Order/Land Acknowledgment**
- 2. Roll Call**
- 3. Communications**
 - a. Strategic Planning Action report (p. 2)
 - b. *Mission Moment*: THC 50th anniversary celebration 2026
- 4. Persons to be Heard**
- 5. Consent Agenda**
 - a. Approval of January 17, 2023 meeting minutes. (p. 11)
- 6. Old Business**
 - a. None
- 7. New Business**
 - a. Annual board officer election: Chair, Vice Chair, Secretary
 - b. MAB recruitment
 - c. Collections Plan Draft (p. 14)
- 8. Advisory Board Comments**
- 9. Adjournment**

Next Regular Meeting: May 16 at 5:30 p.m., Tongass Historical Museum

Please send any agenda requests to Anita at least 10 business days prior to our meeting.

Ketchikan Museums collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community.



Strategic Plan Report: January – February 2023

Public Hours:

Winter hours of 1 – 5 p.m., Tuesday through Saturday. Please note that staff is available 8:00 a.m. – 5:00 p.m., with some staff working Monday – Friday and others Tuesday – Saturday or in response to evening and weekend classes.

Facilities

The Tongass Historical Museum and the Totem Heritage Center safely house the collection and inspire our visitors to honor Ketchikan’s history and heritage.

Goals	Objectives
Continue facility improvements	Develop Facilities Plan <ul style="list-style-type: none"> • 2023 Capital Improvement Projects planned
	Upgrade HVAC systems <ul style="list-style-type: none"> • Met with Welsh-Whiteley Architects re: design for THM windows/door project
	Install Fire Suppression systems <ul style="list-style-type: none"> • THM: aligned with HVAC replacement
	Integrate technology where appropriate
	Identify and implement additional ADA improvements
	Address vandalism and safety issues <ul style="list-style-type: none"> • New security cameras installed at THC • Shared security camera footage with KPD as requested • THM Program Space window attachment broken
	Plan for future Capital Improvement Projects
Continue exterior improvements	Create landscaping plan with public art
Address collection storage needs	Provide suitable off-site collections storage <ul style="list-style-type: none"> • Monitoring large object storage at storage unit. Assessing other storage options.
	Improve collections storage

Collections Stewardship

Collections are safe, organized and accessible. Collection stewardship procedures meet or exceed best practices as defined by the American Alliance of Museums.

Goals	Objectives
Strengthen stewardship of the collection	Build routine practices <ul style="list-style-type: none"> • Maintained regular collections meetings. • 2023 <i>Cruisin' the Fossil Coastline</i> exhibit: <ul style="list-style-type: none"> ○ Processed an additional 46 items • 2022- 2023 Sustaining Community exhibit: <ul style="list-style-type: none"> ○ Returned museum artifacts to storage ○ Returned 21 loaned items to 12 lenders
	Process new donations efficiently <ul style="list-style-type: none"> • Acquisition Review Committee met once. <ul style="list-style-type: none"> ○ New acquisitions = 9 (Photographs, stARTled Salmon items, KIC 2022 annual report, Susan Romero memoir transcript, Miners and Merchants leather pouch, Ketchikan Wharf Co. maps, research book) ○ Purchases made = 5 (Research books, historic postcards, model totem pole kit, DVDs)
	Policy development <ul style="list-style-type: none"> • Drafted Collections Plan and reviewing with staff, THS Board, and MAB • Developing timeline to update the Collections Management Policy
	Catalog new donations and update existing records <ul style="list-style-type: none"> • Created 26 new catalog records and 15 catalog records for loans
	Renew THS MOA <ul style="list-style-type: none"> • City Council approved 1/19/2023; Signed by CMO 1/24/2023
	Refine collections <ul style="list-style-type: none"> • Beginning to research old loans to pursue abandoned property • Sending declined donation offers to institutions that are more relevant
	Disaster planning <ul style="list-style-type: none"> • Digital backup of Museum data sent to the State Museum
	Utilize volunteers and interns <ul style="list-style-type: none"> • Linda Hall; 34 hours
Conduct inventory	Develop and implement inventory strategies
Increase access to the collection	Digitize collection and share with public (Ex: Virtual Exhibit, PastPerfect online, Artifact of the Month) <ul style="list-style-type: none"> • Wrote 2 monthly Artifact of the Month articles for Ketchikan Daily News; shared on THM Facebook page

	<ul style="list-style-type: none"> • Provided content for newsletter, e-newsletters, and social media • Weekly updates to virtual exhibit <i>Taking Flight</i> with Don Dawson and monthly updates to virtual exhibit for Artifact of the Month • Launched virtual exhibit for <i>Cruisin' the Fossil Coastline</i>
	<p>Improve physical and intellectual access to collections</p> <ul style="list-style-type: none"> • Research requests and photo orders received = 55 (104% increase from same time in 2022)
	<p>Organize institutional records</p> <ul style="list-style-type: none"> • Organizing old exhibit files
Increase our capacity as a community resource	<p>Oral Histories</p> <ul style="list-style-type: none"> • No oral history interviews accepted for collection • Initial processing complete for media files digitized during 2021- 2022 CMF grant • Developing a plan for seeking permissions for oral histories pre-2019 and update catalog records • Attended multiple oral history webinars
	<p>Build education collection for hands-on use</p>
	<p>Create research resources</p> <ul style="list-style-type: none"> • Creating a list of all known artists in collection
Provide care for totem poles	<p>Manage Ketchikan Museums, City of Ketchikan, and State collections</p> <ul style="list-style-type: none"> • Confirmed State Conservator's annual visit in early June
	<p>Support restoration efforts</p> <ul style="list-style-type: none"> • Discussed restoration of <i>Raven Stealing the Sun</i> totem pole at THM with Tommy Joseph. Reaching out to original carver, Dempsey Bob.
	<p>Be a resource for totem pole research</p>

Programs

Provide meaningful museum experiences for diverse audiences, which honor stories, build connections, and inspire life-long learning.

Goals	Objectives
Celebrate THC's 50th anniversary (2026)	<p>Celebration and discussion of totem poles moving forward</p> <ul style="list-style-type: none"> • Anniversary events considered in oral history interviewee selections
Maintain the Native Arts Studies Program	<p>Provide high-quality classes</p> <ul style="list-style-type: none"> • Intro to Wood Shop w/ Steve Thomas, Jan 14 - 15 (9 students) • Mixed Level Carving: Frontlets w/ Tommy Joseph, Jan 24 - Feb 3 (9 students)

	<ul style="list-style-type: none"> • Chilkat-style Formline Design w/ Steve Brown, Feb 6-17 (13 students) Hybrid class = virtual and in-person. • Beaded Applique w/ Janice Jackson (9 students) • Mixed Level Regalia: High top moccasins w/ Debbie McLavey, Feb 27 - Mar 11 (12 students)
	<p>Develop new instructors</p> <ul style="list-style-type: none"> • New shop class instructor, Steve Thomas (former Kayhi woodshop teacher) All student evaluations gave Steve the highest rating possible and said he was “very thorough and answered all questions with a lot of patience.” • Searching for new intro to carving instructors and future weaving instructors
Develop school outreach	<p>Develop and implement framework for targeted school outreach</p> <ul style="list-style-type: none"> • Sara Oroszco’s Schoenbar Urban Sketchers group of 14 students and 1 adult made two visits to the Heritage Center.
Build Oral History Program	<p>Implement Oral History (OH) program</p> <ul style="list-style-type: none"> • <i>History Aloud</i> continued on KRBD. Will pause until new KRBD director is hired.
Offer an excellent visitor experience	<p>Hire and train tour guides</p> <ul style="list-style-type: none"> • Recruiting tour guides until positions filled (5-6 PTE/FTE)
	Provide a schedule of demonstrating artists
	<p>Offer updated Exhibit Guide</p> <ul style="list-style-type: none"> • Drafted for 2023
Offer exhibit-responsive programming	<p>Offer Museum Middays (1st Thursday, noon)</p> <ul style="list-style-type: none"> • January: Highlighted the new Native Arts Studies Program Instructor and Student case. February: Students from Debbie McLavey’s Kayhi Native Arts class shared their projects. Videos available on the Ketchikan Museums’ YouTube channel.
Initiate Volunteer Program	Develop Docent program
Offer responsive community programming	<p>Meet/Facilitate Community Requested Opportunities Civic Clubs/Organization Speaking Engagements Create Opportunities to invite community members into our spaces</p> <ul style="list-style-type: none"> • Open Craft Night at the Heritage Center on Tuesdays, 6-9 p.m. • Local carver utilizing THC woodshop • Kathy Rousso and Norman Jackson utilized the THC photo booth
Provide professional-level programs	Host Museums Alaska Conference or other opportunities

Outreach

Outreach efforts will increase the awareness and advocacy of Museum resources and will integrate new digital platforms.

Goals	Objectives
Continue to develop distinct branding	Develop a style guide and templates <ul style="list-style-type: none"> Carved panel for Deermount sign pending installation
Provide numerous platforms for community engagement online	Develop user-friendly, content-rich website <ul style="list-style-type: none"> Updated Spring exhibit and programming: <i>Cruisin' the Fossil Coastline</i>, MM, NASP
	Utilize social media to engage varied audiences <ul style="list-style-type: none"> Ketchikan Museums YouTube channel populated with additional Museum Midday video and deinstall of <i>Sustaining Community</i>
	Utilize video to document collections and programs
	Utilize website/Past Perfect to make Oral History Program more accessible
Produce marketing materials targeted to cruise ship passengers	Outline Visitor experience <ul style="list-style-type: none"> Season prep begins in March
	Partner with KVB, KDN and others to disseminate info about museums <ul style="list-style-type: none"> Worked with partners to update 2023 publications and include the Ketchikan Salmon Walk Strategize "Guerrilla marketing"
Produce relevant publications	Produce annual report <ul style="list-style-type: none"> 2023 Winter newsletter produced and 1,984 mailed (full mailing list with confirmed addresses)
	Create and disseminate monthly email newsletter <ul style="list-style-type: none"> E-news sent out 1st week of each month
	Create Exhibit guides/brochures <ul style="list-style-type: none"> After THC brochures are used up in 2022, revise to match branding
	Promote events, programs and exhibits <ul style="list-style-type: none"> Ongoing via social media, monthly e-news, monthly KTKN and KRBD reports

Exhibitions

Exhibitions engage diverse audiences with our authentic and unique history and heritage.

Goals	Objectives
Establish Exhibit Plan and Guiding Principles	Develop consistent identity and messaging within exhibits and interpretation
	Exhibit Plan and Guiding Principles Doc
Develop and implement evaluation tools	Evaluation of Core Exhibits <ul style="list-style-type: none"> • Implemented a mixed-methods evaluation including visitor observations, interviews, and surveys
	Evaluation of Featured Exhibits <ul style="list-style-type: none"> • Implemented a mixed-methods evaluation including visitor observations, interviews, and surveys
Seek ways to build upon the successes of Core Exhibits	Exhibition maintenance
	Improve Access to Cases
	Prioritize Light Levels <ul style="list-style-type: none"> • Ordered LED lights for THC lower level, shipment delayed
	Develop exhibit cleaning schedule
	Produce exhibit guide for THM – complete for 2022
	Complete THC Phase II and III <ul style="list-style-type: none"> • Edits and redesign ongoing
Develop relevant Featured Exhibits and bring Traveling Exhibits to Ketchikan	<p>Featured Exhibit</p> <p><i>Sustaining Community: How We Gather and Why it Matters</i></p> <ul style="list-style-type: none"> • Exhibit Closing Reception Friday, January 20; last day January 21. • Exhibit de-installed and all loans returned • <i>Sustaining Community</i> virtual exhibit still available on website: http://ketchikanmuseums.org/virtual_exhibit/vex30_sustaining_community/index.htm <p><i>Cruisin' the Fossil Coastline</i> Opening Friday March 3</p> <ul style="list-style-type: none"> • Constructed temporary wall and painted exhibit space • Built mounts and displays • Installed artwork and exhibit cases <p>Traveling Exhibits</p> <ul style="list-style-type: none"> • Installed <i>Illustrating Alaska: Artists Making Children's Books</i> at the Ketchikan Public Library (February 18 to March 28, 2023) • Working with photographer Karen Ande to display <i>Haida Rising</i> at the Totem Heritage Center in the summer of 2023. <i>Haida Rising</i> is a photography exhibit documenting Hydaburg's 2019 culture camp and dedication of a longhouse.
	Develop 3 year exhibition schedule

	<ul style="list-style-type: none"> • 2023 THM: <i>Cruisin' the Fossil Coastline</i> (Ray Troll Traveling Exhibit) • 2023 THC: Instructor Student Case, Side Gallery Panels, Pit Rail Cases , Canoe • 2024 THM: <i>The Working Waterfront</i> • 2024 THC: Instructor Student Case, Totem Pole Labels (interior) • 2025 THM: (Community Curated Exhibit) • 2025 THC: Instructor Student Case • 2026 THM: THC 50th Anniversary Celebration • 2026 THC: 50th Anniversary Celebration, Instructor Student Case
	<p>Work with Programs to Develop Implement Program Tie-ins for Featured and Traveling Exhibits</p> <p>Featured Exhibit</p> <ul style="list-style-type: none"> • Program tie-ins and interactives for <i>Cruisin' the Fossil Coastline</i> <ul style="list-style-type: none"> ○ Paleo Drawing Table with dinosaur hats and coloring sheets ○ Family Fun Day scheduled Saturday, April 1 from 1:00-3:00pm ○ Reaching out to schools to promote field trips <p>Traveling Exhibits</p>
<p>Increase online presence by developing engaging Virtual Exhibits</p>	<p>Produce a Virtual Exhibit (VE) for Featured Exhibits Open 1st Friday of March, annually</p> <ul style="list-style-type: none"> • Launched virtual exhibit for <i>Cruisin' the Fossil Coastline</i> <p>Produce Virtual Exhibits</p> <ul style="list-style-type: none"> • On-going monthly additions made for Artifact of the Month • On-going weekly additions made for <i>Taking Flight: Ketchikan's Commercial Aviation History</i> with Chuck Slagle and Don Dawson.
<p>Facilitate interpretation outside of the Museums - the Community is an extension of our exhibits</p>	<p>Develop Exterior Ethnobotany Trail Interpretive Panels at THC</p> <ul style="list-style-type: none"> • Pilot project and mockups moved to spring/summer 2023 <p>Integrate Components of Featured and Traveling Exhibits in the Community</p> <p>Participate as requested in opportunities to integrate historical interpretation into the community</p> <ul style="list-style-type: none"> • Salmon Walk: Reviewed 10% design from Corvus Design

Administrative

The administrative team is responsible for strengthening organizational capacity and sustainability.

Goals	Objectives
Provide professional development	Provide at least one training opportunity for each staff member annually. <ul style="list-style-type: none"> Assess 2023 opportunities
Review and Refine files, protocols and standards	Maintain most current materials, protocols, and standards, while properly archiving out-of-date items. (SB) COMPLETE Streamline Admin Procedures where possible. (SB) ONGOING
Facilitate effective communication between staff	Staff is clear on roles and responsibilities. <ul style="list-style-type: none"> Weekly staff meetings and division meetings
Facilitate collaboration to grow opportunities	Grow partnerships needed to increase effectiveness <ul style="list-style-type: none"> Historic Ketchikan on Colorful Characters sign production pending Working with Ketchikan Historic Commission on Historic Preservation Planning
Inspire a positive workplace culture	Model open communication and build an effective team
Provide effective leadership	Facilitate and monitor goals and empower a team who is committed to those goals <ul style="list-style-type: none"> Meet regularly to review 2023 priorities and coordinate efforts
Provide for an effective Museum Advisory Board	The composition, qualifications, and diversity of volunteers enable it to carry out the museum's mission and goals.
Maintain good standing with the Tongass Historical Society	Provide support as needed Renew MOA <ul style="list-style-type: none"> City Council approved 1/19/2023; Signed by CMO 1/24/2023
Facilitate evaluation at all levels	Ensure we are meeting best practice guidelines
	Track and analyze participation metrics <ul style="list-style-type: none"> Reviewed monthly
	Review strategic planning process and correct course as needed

Capital Development

We will utilize additional funding opportunities for support beyond our municipal operational budget.

Goals	Objectives
Secure additional funds for opportunities beyond operations	Annually submit application for Collections Mgmt grant: Sept 2023
	Annually submit application for Grant-in-Aid: Sept 2023
	Submit application(s) for Alaska Art Fund (formerly Art Acquisition Fund) <ul style="list-style-type: none"> • Ongoing work with artist Terry Leberman on THM stained glass panel design featuring Ketchikan Creek. Anticipated completion by end of 2023.
	KIC Esther Shea Cultural Studies scholarships for NASP students <ul style="list-style-type: none"> • Working with Cameron at KIC who provides class scholarships
	Review grant opportunities

Attendance for Jan - Feb 2023

Total THC visitors: 288

Total THM visitors: 273

Year-to-date: 735 (for comparison: 625 for the same period last year)

Virtual:

- Ketchikan Museums website: 2,223 visitors
- Virtual Exhibits: 1,207 users
- Past Perfect Online (selections from the collection): 409 users
- Facebook: there is no accurate way to track analytics at this time.
- Instagram: 310 likes or comments
- You Tube: 367 views
- Google Searches/Google Map interactions in 2022: 6,550 THC: 2,824 THM

Museum Advisory Board
Meeting Minutes *UNAPPROVED DRAFT*
Date: 1-17-23

1. Call to Order

The meeting was called to order at 5:32 p.m. at the Tongass Historical Museum. Gloria Burns gave the following land acknowledgement: As a group, we are all honored here to be in this space on the traditional homelands of the Tlingit people, Tlingit Aani, the Sanyaa Kwáan and the Taant'a Kwáan respectively. This space in particular is the traditional homeland of the Gaanax̄.ádi and just as they have heralded and taken care of this land since time immemorial, we are all appreciative of the space we live in and our ability to take care of it in a good way as well.

2. Roll Call

Advisory Board Members Present:

(X) Michele Zerbetz Scott, Chair	(absent) Carrie Starkey
(X) Chet Hugo, Vice Chair	(excused) Austin Otos, Borough Assembly
(X) Laurie Pool, Secretary	(X) Gloria Burns, THC Adv. Cmte rep.
(absent) Christian Dalton	(absent) Alex Kramarczuk
(x) Teri Hoyt	(absent) Jeanne Sande
(x) Abby Bradberry, City Council	(X) Alma Parker

Museum Staff Present:

Anita Maxwell, Director
Hayley Chambers, Senior Curator of Collections
Stacy Brainard, Administrative Secretary

3. Communications

a. Welcome to new City Council representative, Abby Bradberry

Michele Zerbetz Scott gave a warm welcome to the new City Council member representative, Abby Bradberry.

b. Gratitude to Michele Zerbetz Scott for her service

Anita Maxwell expressed gratitude on behalf of the Museum Advisory Board for Michele's long service to the Board, especially in a leadership position. The Board wishes Michele luck with the Pioneer Hall renovation and invited her back anytime.

Laurie Pool joined the meeting at 5:39 p.m.

c. Strategic Planning Action report

Anita reviewed the Strategic Planning Action report with the Board. She did not dive into the details during this item as she will review it further during New Business. Michele commented that she really likes the format of this report and it gives you a feel of what is going on and how busy everyone is. She also commented on how wonderful the virtual visit numbers were for last year.

d. Tongass Historical Society/City MOA draft update

Anita reported that the Memorandum of Agreement between the City of Ketchikan and the Tongass Historical Society will be before the City Council at their January 19th meeting. Both parties are happy with how the MOA turned out. Thank you to Anita and Hayley for pushing through. Anita reiterated how important it is to have this MOA in place for this long-standing partnership.

e. Mission Moment: Facility Updates – 2023 Capital Improvements Projects

For the Mission Moment, Anita reviewed the list of Capital Improvement Projects scheduled for 2023. Marble Construction has been contracted to install new gutters at the Totem Heritage Center. This project is anticipated to be completed by April, prior to the tourist season starting. In addition, Welsh Whiteley will be completing an exterior condition survey of the Totem Heritage Center. Advanced Communications has completed the installation of new security cameras around the exterior of the Totem Heritage Center. Additional funds from this specific CIP will be used to add additional locks and lighting to the exterior of the building. The final CIP at the Totem Heritage Center is to design a new skylight. This will possibly be done by Welsh Whiteley.

Welsh Whiteley will be working on a design for new doors and windows for the Tongass Historical Museum exterior envelope project. The new doors and windows must be installed prior to upgrading the HVAC system. The *Raven Stealing Sun* totem pole is scheduled to be restored this year. Anita will be reaching out to Dempsey Bob about this project since he is the original carver. Following Anita's report, Abby Bradberry commented that the City is working to bringing in a consultant to look at all of the City's buildings HVAC systems and to possibly find additional funding for replacing all of these at once. Michele commented that the Pioneer Hall is switching over to a heat pump from their HVAC system. It seems to be much more affordable and easier to control internally.

Laurie Pool commented that some of these projects have been on the list for a long time and it will be nice to see some of them to completion. Gloria Burns commented that, when updating the buildings, to keep "universal design" in mind and making sure the buildings and the areas around them are accessible to all people.

4. Persons to be Heard

None

5. Consent Agenda

a. Approval of November 15, 2022 regular meeting minutes

Chet Hugo moved to approve the meeting minutes, seconded by Laurie Pool, motion carried unanimously.

6. Old Business

a. Collections Storage

Anita reminded the Board that it will be crucial in the next couple of years for the Museum to find some type of off-site storage. This space should be a minimum of 20'x25'. Funding may be tricky and there may be a need to find additional funding from an outside source.

7. New Business

a. 2022 Successes and 2023 Priorities

Anita presented the Board with a long list of 2022 successes and 2023 priorities. She highlighted several successes over the past year such as opening the *Sustaining Community* featured exhibit, creating additional content on the Museum's web site, welcoming back over 67,000 visitors in-person, completing 211 research requests, and accepting 2,985 individual items in to the collection. She indicated there are several big priorities for 2023, including identifying off-site storage, planning for the future HVAC and fire suppression installation, convening a teacher advisory committee for a school outreach program, and planning for future featured exhibits. There was also a discussion about the Native Arts Studies Program and the potential for partnering with outside entities for additional resources and instructors. There was a lot of good feedback from the Board members.

Hayley Chambers informed the Board that she will be presenting the Collections Management Policy, which contains the Collections Plan and the Collections Procedures at a future meeting. These are critical internal documents and policies.

There was a discussion among the Board members regarding commissioning five totem poles to be placed along the Salmon Walk and the possibility of getting a grant through an organization such as the Rasmuson Foundation to pay for them.

Alma Parker left the meeting at 6:40 p.m.

8. Advisory Board Comments:

Laurie Pool gave kudos to staff on their 2022 successes. She is impressed with all of the things the museum staff does and it is neat to see all of this happening. She also gave a "thank you" to Michele for her service to the Board.

Chet Hugo is amazed at everything coming together and commented that Gloria is a great resource and he is excited about all that is happening.

Teri Hoyt commented that 2022 went really good and there is lots to look forward to. She is looking forward to better documentation and collaboration.

Gloria Burns is finding herself enjoying this. It's fun to be doing what her mom and her grandmother used to do. She like the ways the community is growing and that the Museum is really a microcosm of the growth of the community. She wished she had more time on the Board with Michele. It has been a pleasure working with her.

Abby Bradberry is excited to learn about the operations and depth of the museum. She has seen the Museum and the Totem Heritage Center from a tour operator's side and now it's nice to see it from this side.

Michele Zerbetz Scott's whole reason for joining the Board was to be around dynamic people. She feels this Board are keepers of the community history and heritage and the Museums are here to make sure that is all held onto. This Board is really helping to be a voice of the people and to make sure that the community knows that the Museums are really their houses. She reiterated that it has been a pleasure and an honor to serve on this Board and she promises to not be a stranger.

9. Adjournment

The meeting adjourned at 6:46 p.m.

The next regularly scheduled meeting of the Museum Advisory Board is March 21, 2023, 5:30 – 6:30 p.m., Tongass Historical Museum.

Respectfully prepared by Stacy Brainard

All Museum Advisory Board meeting are recorded. If you would like access to these recordings, please contact Stacy Brainard, Administrative Secretary at 225-5600 or stacyb@ktn-ak.us



Ketchikan
MUSEUMS
TONGASS HISTORICAL MUSEUM
TOTEM HERITAGE CENTER



COLLECTIONS PLAN

DRAFT

Approved: X/X/2023

Approved by Ketchikan Museums staff
Tongass Historical Society Board of Directors

EXECUTIVE SUMMARY

Ketchikan Museums is the premier repository of historical, cultural, and artistic materials related to Ketchikan and the surrounding areas. Ketchikan Museums is a department of the City of Ketchikan, and operates two museums where collections are housed and displayed, the Tongass Historical Museum and the Totem Heritage Center. The organization owns and cares for the City of Ketchikan collection (City). In addition, Ketchikan Museums cares for a foundational collection of local history owned by the Tongass Historical Society (Society) through a Memorandum of Agreement and a collection of original 19th century totem poles held on behalf of the Southeast Alaska Indian Arts Council (SAIAC) through a Memorandum of Agreement between the Alaska State Museum (State) and the City of Ketchikan. Ketchikan Museums manages all three collections with the same standard of professional care.

To ensure that Ketchikan Museums' collections remain relevant to our mission, the Collections Plan will serve as a guide for systematic growth and refinement of the City's collections. Future growth opportunities of the Society's collections must align with provisions outlined in the Memorandum of Agreement. SAIAC was formed to meet the specific needs of the 1970- 1971 totem pole retrieval project, and no additional collecting is anticipated.

The Collections Plan will guide Ketchikan Museums' collecting activities, help with decision making, increase intellectual control over the collections, and ensure adequate resources are available for collections care. The Collections Plan is used in conjunction with the Collections Management Policy; it does not take the place of that document.

The Collections Plan provides an overview and evaluation of the existing collections, including the history of the relationships between the City with the Society and the State for SAIAC. The plan identifies collections strengths, and offers prioritized suggestions to address gaps and inequities. It is important for this plan to remain flexible to allow for unexpected opportunities.

This Collections Plan is the first such document for Ketchikan Museums to guide collections development. Meetings with the museum staff, the Acquisition Review Committee, Society's board of directors, and the Museum Advisory Board informed the content of this document. The Collections Plan is meant to be an active document, and it is intended to be updated on a regular basis as we continue to inventory the collections and move towards creating a plan for deaccessioning. The Acquisition Review Committee will review the plan every November for relevancy and will include the Society's board of directors and Museum Advisory Board if any significant changes are necessary.

MISSION STATEMENT AND CORE VALUES

Ketchikan Museums' mission is to collect, preserve, interpret and creatively share the history and culture of our region to serve, educate, engage and enrich our community.

In addition, the Totem Heritage Center preserves and perpetuates the living artistic traditions of the Tlingit, Haida, and Tsimshian peoples that gave rise to the original totem poles on display and provides the opportunity to discover, learn, and practice Native arts to inspire cultural understanding.

Our Core Values:

Discovery: Ketchikan Museums will offer relevant experiences to explore, educate, and enlighten.

Community Identity: Ketchikan Museums will safeguard and reflect Ketchikan’s vibrant and diverse cultural landscape.

Integrity: Ketchikan Museums will be credible stewards of the community’s public trust, investment and its most treasured asset, its heritage.

Communication: Ketchikan Museums will serve as a leader to innovatively inspire and encourage meaningful community-wide interaction, participation, and collaboration.

Diversity, Equity, Accessibility and Inclusion: Ketchikan Museums commit to championing policies and practices that *value diversity*, foster *equity*, and provide an *accessible* and *inclusive* environment.

Decolonization: In recognizing past human rights violations, Ketchikan Museums is working towards decolonizing our policies and practices to document the past, to provide a platform to share the present, and to frame the future.

We commit to continued evaluation of these practices at all levels.

COLLECTING HISTORY AND COLLECTION STRENGTHS

Collecting History

Both museum facilities evolved through the efforts of community members dedicated to preserving Ketchikan’s unique history and culture. In 1961, local residents founded the Tongass Historical Society (Society) and began actively collecting objects and memorabilia of historical significance. Early on, the Society developed a relationship with the City of Ketchikan and successfully petitioned city government support for their activities. Between 1961 and 1982, all artifacts housed at the Tongass Historical Museum were under the stewardship of the Society. During this time the City provided minimal staff support, with many positions filled by volunteers. As the museum professionalized, more paid staff was added and the organization was accredited by the American Association of Museums (now American Alliance of Museums) in the 1990s. Additionally, collections management for both the Tongass Historical Museum and the Totem Heritage Center was made the responsibility of the Collections Division, a subset of the City of Ketchikan’s Museum Department, under the supervision of the Curator of Collections (presently the Senior Curator of Collections). Concurrently, the City acquired artifacts related to general Ketchikan history and Native heritage. The partnership between the City and the Society is outlined in a Memorandum of Agreement approved by all parties in 1990 and most recently updated in January 2023.

The Southeast Alaska Indian Arts Council (SAIAC) was created in 1969 to hold title to and bear responsibility for, on behalf of the Native people of Southeast Alaska, certain totem poles and other elements that were brought to Ketchikan in 1970- 1971 from Old Kasaan, Village Island, and Tongass Island. An agreement between SAIAC and the Alaska State Museum designates the State Museum as custodian of the retrieved totem poles on behalf of SAIAC. Through a 1990 Memorandum of Agreement between the State Museum and the City of Ketchikan, the poles are on loan to the City. The retrieved totem poles are housed at the Totem Heritage Center. SAIAC retains ownership of the collection, and the State Museum is their designated custodian.

Independent of the totem retrieval project, Ketchikan Museums owns the following totem poles:

- 68.12.12.1- Coast Guard pole
- 87.2.52.1- Raven Sun pole
- 87.2.52.2- Wayward Husband pole
- 87.2.52.3- Sea Lion pole

- 87.2.52.4- Chief Skowal Memorial pole
- 87.2.52.5- Portions of the Bear Memorial pole
- 87.2.52.6- Original Chief Johnson pole
- 87.2.52.7- Portion of Calm Woman Memorial pole
- 88.2.17.2- Second iteration of Chief Kyan pole
- 88.2.17.3- Fog Woman pole by Nathan Jackson
- 88.2.17.4- Raven Stealing the Sun pole by Dempsey Bob
- 2004.2.45.1- Honoring Those Who Give pole by Nathan Jackson
- 2014.2.11.1- Honoring My Grandparents pole by David Robert Boxley
- 2022.2.39.1- James and Lillian Leask Memorial pole by Warren Peele

Separate from Ketchikan Museums, the City of Ketchikan also owns the third iteration of the Chief Kyan pole at Whale Park and Thundering Wings at Eagle Park. Because of our unique area of expertise with totem poles, Ketchikan Museums can provide professional advice and support for cleaning and restoration projects.

Collections Strengths

Collections strengths are areas where the collection excels, either by subject matter, format, quality of material, or sheer quantity of material. When we refer to collections strengths, we reference artifacts from all three collections being cared for by Ketchikan Museums—the City, Society, and SAIAC.

The following list of collections strengths was generated from conversations with museum staff, the Society’s board of directors, and the Museum Advisory Board.

Overall Strengths

- Early Ketchikan history from the late 1800s to 1950s
- Central Ketchikan or downtown corridor
- Analog materials (paper-based and non-digital)
- Research materials (genealogy, library books, vertical files, etc.)

Topic Strengths

- Alaska Native (primarily Tlingit, Haida, Tsimshian; may include art and history)
- Archival (newspapers, phone directories, yearbooks, etc.)
- Art
- Basketry
- Business-Related Items (ephemera, business cards, etc.)
- Household Items (clothing, cookware, toys, etc.)
- Industries (fishing, timber, mining, aviation, tourism, etc.)
- Institutional Records (Institutional photos, Native Arts Studies Program class records, etc.)
- Ketchikan Spruce Mill
- Oral History
- Photographs, Photographers, Photography Equipment

- Salmon Can Labels
- Totem Poles

In addition to physical artifacts, a common thread in our discussions was the public perception of our collecting habits and museum activities. During the group conversations, the following areas of intangible strengths or perceptions were noted:

- Improving or gaining public trust
- Strong community investment
- Improved community awareness of museum activities
- Documented local history
- Emphasis on storytelling in exhibits
- Increased care of the collection through grants and storage improvements

COLLECTING PRIORITIES

Ketchikan Museums seeks artifacts that meet the mission, are original, in good condition, are accompanied by strong provenance, and have clear ownership. We focus on collecting from Ketchikan and the nearby islands of Pennock, Gravina, Annette, and Prince of Wales, as well as the neighboring communities of Metlakatla, Hyder, Loring, Meyers Chuck, and those on Prince of Wales.

Ketchikan Museums uses the following principles to guide our collecting activities:

- Emphasize meaningful stories
- Build relationships with new audiences and strengthen existing relationships
- Increase representation in the collection
- Increase accessibility of the collection through digitizing analog formats and seeking born-digital materials

Further, the rationale for collecting consists of three priorities. First priority for acquisition shall be given to artifacts that are referenced in this Collection Plan, especially in areas threatened by inflation in value, irreversible action by humans, disappearance into private collections, or any other reason that might challenge future acquisitions. Second priority shall be given to artifacts that may be useful for ongoing research, exhibition, and educational programs. Third priority shall be given to artifacts that fill gaps, improve, and enhance existing collections.

Ketchikan Museums is especially interested in collecting in the following areas:

Social History

Social history is committed to understanding the lives of everyday people in an effort to tell a fair and balanced story of Ketchikan and surrounding areas. “Traditional” history disproportionately represented the stories of wealthy white men. On the other hand, social history focuses on diversity of race, gender, age, education, occupation, physical ability, and economic standing. Social history may show the development of ideas, progression of social norms, and the confrontation of challenging topics. Ketchikan Museums seeks to add to the collection stories and artifacts representing the following groups and topics.

- Indigenous history (Tlingit, Haida, Tsimshian, Aleut)

- Non-Indigenous history (Filipino, Black, Norwegian, Japanese, Chinese, Middle Eastern)
- Women's history
- Queer history
- Youth history
- Working class history
- Disabled history

Contemporary Topics

History is not just a celebration of past achievements; history documents the every day experience. In order to be responsive to our ever-evolving community, contemporary collecting documents community life, current events, and activities that might be of historical interest in the future. For our purposes, the time period of contemporary topics is defined by Alaska statehood in 1959 to the present.

- Impact of state, national, or international events on Ketchikan (pandemics, protests, politics, racism, substance abuse, climate change, homelessness, Murdered and Missing Indigenous People movement, boarding and residential school awareness)
- Anniversaries (Hospital 100 year in 2023, Methodist Church 125 year in 2025, Lutheran Church 100 year in 2025, Rotary 100 year in 2025, Blueberry Arts Festival 50 year in 2025, Totem Heritage Center 50 year in 2026)
- Building projects (airport construction, NOAA dock and facility, roadwork)
- Community celebrations (parades, festivals, gatherings)
- Industry development and changes (tourism, fishing, mariculture, mining, timber, marijuana, local food production, military)
- Social media
- Continued active collecting surrounding the Covid-19 pandemic
- Continued active collecting related to businesses and organizations

Oral History

Oral history is a method of conducting historical research through recorded interviews between a narrator with personal experiences and a well-informed interviewer, with the goal of adding to the historical record. Oral history is an excellent primary source material used to complement secondary resources.

- Project-based in conjunction with special exhibits and research projects
- Totem Heritage Center's 50th anniversary
- Stories related to artifact donations

Audiovisual

Audiovisual materials are electronic media that possess either a sound or visual component, or both. Examples include moving images, film, music, or audio. Increasingly we are seeking out audiovisual materials for use in exhibits, research, and for sharing on Ketchikan Museums' website and social media. These items can be born-digital or be derived through the digitization of analog source materials.

- Film and videos

- Music and audio recordings
- Oral history

Outlying Areas

An outlying area is any space outside of the downtown core of Ketchikan. On Revillagigedo Island, this includes areas south from the intersection at Deermount Street and Stedman Street to Herring Cove, areas north from the West End to Settler's Cove, the back side of the island, as well as adjacent waterways. In addition to expanding information outside of the downtown, Ketchikan Museums seeks to grow collections from the following areas off Revillagigedo Island.

- Nearby islands Pennock, Gravina, Annette, and Prince of Wales
- Nearby communities of Metlakatla, Hyder, Loring, Meyers Chuck, and those on Prince of Wales
- Misty Fjords National Monument and Tree Point to the Canadian Border
- Cleveland Peninsula

Culture and Art

Culture is a way of life for a group of people. Culture is a broad term that includes art, language, religious beliefs, food, and social habits. Ketchikan Museums collects artwork in all media made by Indigenous and non-Indigenous people in our area. A rubric of criteria helps us determine artwork selections.

- Endangered materials (e.g. spruce root)
- Silver engraving
- Harvesting
- Traditional clothing (e.g. Barang [a Filipino dress shirt] and dance boots)
- Language preservation
- Digital photographs
- Digital art

Education Collection

The Education Collection consists of hand-on materials that can be used by the public. It is important to note these are non-accessioned items meant to be used and replaced as they wear out.

- Hands-on interactives for educational activities tied to museum curriculum or exhibit programming
- Hands-on interactives to replace Education Collection materials moved to Permanent Collection
- Books and research materials for research libraries

LIMITS

Ketchikan Museums recognizes there are innumerable artifacts reflecting local history that could potentially be offered for long-term care. The organization strives for balance between professional and ethical standards of collections care with the reality that museum resources (e.g. space, staff time, funding) are limited. Ketchikan Museums will not be able to accept all materials offered for donation. Deaccession criteria and procedures are under development and will be outlined in the Collections Management Policy.

The following topic areas and artifacts are well-represented and need careful consideration for further addition to the collections:

- Newspapers and newspaper articles
- Telephone directories
- Yearbooks
- Alaska Sportsman magazines
- Typewriters
- Sewing machines
- Large furniture
- Commercial fishing gear
- Dolls
- Natural history collections