

CLEVELAND COUNTY BOARD OF COMMISSIONERS

February 19, 2013

The Cleveland County Board of Commissioners met in a regular session on this date, at the hour of 6:00 p.m., in the Commission Chamber of the Cleveland County Administrative Offices.

PRESENT: Ronnie Hawkins, Chairman
Jason Falls, Vice-Chairman
Susan Allen, Commissioner
Johnny Hutchins, Commissioner
Eddie Holbrook, Commissioner
Eddie Bailes, County Manager
Andrea Leslie-Fite, County Attorney
Kerri Melton, County Clerk
April Crotts, Deputy Clerk
Chris Green, Tax Administrator
Chris Crepps, Finance Director
Greg Traywick, Cooperative Extension Director
Other individual names on file in the Clerk's Office

VETERAN'S: Ben Kittrell

CALL TO ORDER

Vice-Chairman Jason Falls called the meeting to order and led the meeting. Commissioner Holbrook led the audience in the Pledge of Allegiance and provided the invocation.

AGENDA ADOPTION

ACTION: Johnny Hutchins made the motion, seconded by Eddie Holbrook, and unanimously adopted by the Board, to *adopt the agenda as presented by the County Clerk with the following addition:*

9. UPDATE REGARDING GASTON URBAN AREA MPO (METROPOLITAN PLANNING ORGANIZATION)

CITIZEN RECOGNITION

Greg Traywick, County Extension Director, introduced Kristin Duren. Ms. Duren will be doing a twelve-week internship with Cleveland County Cooperative Extension. The internship is sponsored by NC State where Ms. Duren is a student in her senior year.

The purpose of the internship program is to expose potential employees to the real world Extension offices. Ms. Duren has become the county's leading vulture expert. She has been meeting with property owners regarding this recent issue.

CONSENT AGENDA

APPROVAL OF MINUTES

There being no corrections, additions, or deletions to the Minutes of *January 22, 2013 Work Session and January 29, 2013 meeting*, motion was made by Johnny Hutchins, seconded by Susan Allen, and unanimously adopted by the Board, to *approve the minutes as written*.

TAX COLLECTOR'S MONTHLY REPORT

The Tax Collector provided Commissioners with a detailed written report regarding taxes collected during *January 2013* (copy found on Page _____ of Minute Book ____).

TAX ABATEMENTS AND SUPPLEMENTS

The Tax Assessor provided Commissioners with a detailed written report regarding tax abatements and supplements during *January 2012*. The monthly grand total of tax abatements was listed as (\$12,327.91); and, the monthly grand total for tax supplements was listed as \$16,587.26.

ECONOMIC DEVELOPMENT: BUDGET AMENDMENT (BNA #052)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.492.4.350.00/ONCID-7185	Econ Development/State Grants	\$630,000.	
010.492.5.700.00/ONCID-7185	Econ Development/Grants	630,000.	

Explanation of Revisions: To budget NC ONE Grant award to Cleveland County from NC Department of Commerce for Schletter Inc. County match is obtained through an incentive agreement with Schletter Inc.

ECONOMIC DEVELOPMENT: BUDGET AMENDMENT (BNA #053)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.492.4.350.00/ONCID-8481	Econ Development/State Grants	\$ 50,000.	
010.492.5.700.00/ONCID-8481	Econ Development/Grants	50,000.	

Explanation of Revisions: To budget NC ONE Grant award to Cleveland County from NC Department of Commerce for STEAG Energy LLC. County match is obtained through an incentive agreement with STEAG Energy LLC.

ECONOMIC DEVELOPMENT: BUDGET AMENDMENT (BNA #054)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.492.4.350.00/ONCID-7777	Econ Development/State Grants	\$150,000.	
010.492.5.700.00/ONCID-7777	Econ Development/Grants	150,000.	

Explanation of Revisions: To budget NC ONE Grant award to Cleveland County from NC Department of Commerce for Greenheck Fan Corp. County match is obtained through an incentive agreement with Greenheck Fan Corp.

ECONOMIC DEVELOPMENT: BUDGET AMENDMENT (BNA #055)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.492.4.350.00/ONCID-7775	Econ Development/State Grants	\$ 56,000.	
010.492.5.700.00/ONCID-7775	Econ Development/Grants	56,000.	

Explanation of Revisions: To budget NC ONE Grant award to Cleveland County from NC Department of Commerce for Kings Plush Inc. County match is obtained through an incentive agreement with Kings Plush Inc.

ECONOMIC DEVELOPMENT: BUDGET AMENDMENT (BNA #056)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.492.4.350.00/ONCID-7776	Econ Development/State Grants	\$400,000.	
010.492.5.700.00/ONCID-7776	Econ Development/Grants	400,000.	

Explanation of Revisions: To budget NC ONE Grant award to Cleveland County from NC Department of Commerce for Baldor Electric Co. County match is obtained through an incentive agreement with Baldor Electric Co.

COOPERATIVE EXTENSION: BUDGET AMENDMENT (BNA #057)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to approve the following budget amendment:*

<u>Account Number/Project Code</u>	<u>Department/Account Name</u>	<u>Increase</u>	<u>Decrease</u>
010.495.4.810.00	Cooperative Ex/Contrib/Donation	\$ 250.	
010.495.5.790.00	Cooperative Ex/Contrib/Donation	250.	

Explanation of Revisions: Budget funds received from Bayer Corporation to be used to provide a meal for Cotton Growers meeting that was held on 2/6/13.

TAX DEPARTMENT: ADVERTISE OF TAX LIENS ON REAL PROPERTY

Per NCGS 105-369, uncollected taxes for the current year that are a lien on real property must be advertised in a newspaper having general circulation in the taxing unit. Upon receipt of the Tax Collector's report in February, the governing body must order the Tax Collector to advertise tax liens.

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to authorize the tax collector to, on or about March 18, 2013, advertise tax liens on real property that remain unpaid as of March 8, 2013.*

PLANNING DEPARTMENT: ZONING MAP AMENDMENT 13-01~ PREGNANCY RESOURCE CENTER (Set public hearing for March 19, 2013)

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to set the public hearing for March 19, 2013.*

SPECIAL RECOGNITION

RECOGNITION OF KEVIN GORDON

Commissioners recognized Kevin Gordon for being recognized as the NC Association of Fire Chief's 2013 Volunteer Fire Chief of the Year. Mr. Gordon is currently the Chief of Waco Volunteer Fire Department. Commissioners spoke kind words of the work that Kevin does for the volunteer departments throughout Cleveland County.

**CERTIFICATE OF RECOGNITION
FROM THE
CLEVELAND COUNTY BOARD OF COMMISSIONERS**

PRESENTED TO

KEVIN GORDON

For being recognized as the NC Association of Fire Chiefs

2013 Volunteer Fire Chief of the Year

Presented this the 19th day of February , 2013

REGULAR AGENDA

CLEVELAND COUNTY HISTORICAL COLLECTIONS POLICY

Meloni Wray, a member of the Museum Archival Committee, presented a copy of the Cleveland County Historical Collections Policy. This document was developed by the Curator of Collections, County staff and the Museum Archival Committee before being presented to Commissioners.

ACTION: Susan Allen made the motion, seconded by Eddie Holbrook, and unanimously adopted by the Board, ***to approve the Cleveland County Historical Collections Policy.***

Cleveland County Historical Collections Policy

Section 1 GENERAL

1.1 Historical Objects Statement of Purpose

The Cleveland County Historical Objects Collection, preserves, and interprets artifacts that document the history of Cleveland County. Through educational services, exhibits at the Earl Scruggs Center and loans to museums throughout the county, staff will preserve its cultural material for the future generations of Cleveland County.

1.2 Scope and Uses of the Collection

1. The collection consists of all historical objects, artifacts, and archival materials relating and/or pertaining to Cleveland County history.
2. The interpretive scope of the collection includes all regional history and historical objects and artifacts that meet the criteria set forth in the "Statement of Purpose." Objects, artifacts, or archival material already on loan to the museum that do not meet that criterion shall be returned to the owner. An object in the collection that does not meet the criterion shall be deaccessioned, respectively.
3. The various sub-collections shall be used for scholarly research including the following: teaching or interpreting purposes in conjunction with lectures, field trips, and visiting groups, outgoing loans to appropriate non-profit, educational institutions, or exhibition or display within the museum.
4. The collection is divided into the following sub-collections:
 - a) Permanent Collection: non-replaceable and/or monetarily or historically valued objects subject to special handling, storage, paperwork, and exhibition.
 - b) Teaching Collection: replaceable and non-historically valued objects not subject to special handling, storage, paperwork, or exhibition.
 - c) Loans: borrowed objects for an exhibition. While these objects are not considered part of the permanent collection, they are given the same high standard of care as those objects that are owned by the museum. Each borrowed object is subject to special handling, storage, and paperwork and is tracked in the same way as the permanent collection. These objects are only available for exhibition at the museum and are not to be used for research, teaching tools, in programs, or loaned to other institutions.

1.3 Exhibition

Exhibition is the primary means by which the public has access to the collections. Cleveland County acknowledges that exhibition of collections within a historic site format places objects at greater risk than in a gallery situation.

Cleveland County will exercise a special responsibility to care for and exhibit the collections placed in its trust in a manner which ensures the preservation of the objects, and respects the objects and the traditions of the peoples who produced them. All attempts will be made to protect exhibited collections from physical harm, disaster and natural agents of deterioration. Guidelines and procedures will be established for exhibition, monitoring and maintenance, disaster preparedness and environmental control.

Section 2 AUTHORITY

2.1 Museum Archival Committee

The Museum Archival Committee is appointed by the Cleveland County Commissioners. The committee:

1. Reviews proposed deaccessions from the curator of collections and recommends deaccessions to the commissioners for final approval.

2. Provides input and feedback on outgoing loans as needed by the Curator of Collections.
3. Visits the off-site storage facility on an annual basis and presents a report to County Commissioners.

2.2 Curator of Collections

Cleveland County will appoint a Curator of Collections. The Curator of Collections will be responsible for maintaining collections records and for registering, accessioning, and cataloging artifacts, archival materials, and as well as the physical care of the collections objects. The Curator of Collections also catalogs and maintains the archival materials. The Curator is responsible for the non-accessioned objects, reproductions, objects for educational use and exhibit props.

Section 3 ACQUISITION OF COLLECTION MATERIALS

Cleveland County maintains and cares for over 15,000 artifacts in its historical collection and in order to care for the collection properly Cleveland County will no longer be accepting artifacts to its pre-existing collection.

3.1 Documentation

CLEVELAND COUNTY is committed to the prompt recording of all collection management actions, detailed documentation of all items in the collections and the preservation of records and materials in its care. Historic artifacts and archival materials are managed by the Curator of Collections.

3.2 Exchange

Historical artifacts may be acquired through exchange with another not-for-profit educational institution only if CLEVELAND COUNTY and the other institution believe the transfer to be in the best interests of both repositories. The institutions will follow proper deaccessioning procedures as outlined by their respective Collection Policies, and will fully document all aspects of the exchange. Formal appraisals may be required to ascertain the equality of the transfer, and all exchanges will require approval by the museum archival committee and the board.

3.3 Non-Documented Artifacts

From time to time, historical artifacts will be found in the possession of CLEVELAND COUNTY for which no documentation can be found. CLEVELAND COUNTY will first try to determine if the items are on loan. If the items are determined not to be on loan, they will be classified as "non-documented" and accessioned into the collection.

3.4 Loans

As part of its professional responsibility to make its collections available to the public, CLEVELAND COUNTY may lend objects from its collections.

Outgoing loans will be for periods of not more than 5 years, though the loan agreement may be renewed on a five year basis should the borrowing institution or CLEVELAND COUNTY require the artifacts for a longer term. All loans will be presented by the Curator of Collections, and renewed by the Museum Archival Committee.

3.4.1 Outgoing Loans

Type 1: Items from CLEVELAND COUNTY artifact and archival may be lent to any institution which meets the American Association of Museums' definition of a museum (i.e., a nonprofit institution essentially educational or aesthetic in purpose, with professional or volunteer staff, and capable of maintaining objects). Borrowers are required to demonstrate high professional standards in their interactions with other museums and historical agencies and in their care and treatment of objects. Archival manuscript collections may be loaned to qualified archives or libraries. Collection items may be loaned to an institution whose purpose is not educational or aesthetic if the purpose of the loan conforms to the educational mission of CLEVELAND COUNTY and the treatment of the items by the institution complies with the American Association of Museums standard facilities report. Institutions borrowing for exhibition purposes will be required to submit a standard facility report and a brief statement of exhibit methods. Library materials are circulated to staff members and qualified researchers at the discretion of the Curator of Collections, but will generally not be loaned outside CLEVELAND COUNTY.

Type 2: Items from the collections may be lent to private individuals or organizations that are not open to the general public, if they meet the following conditions:

1. Items may be lent to an individual when that loan is at the request of CLEVELAND COUNTY for the conservation, restoration, research or identification of the item. In these instances, the person to whom the item is being loaned fulfills the criteria established in the conservation section of the Collections Policy. CLEVELAND COUNTY will maintain insurance on all items lent for research, conservation or restoration. A facilities report will not be necessary. Any proposals for such a loan shall be made in writing for review by the museum archival committee. The request shall minimally include an item description, purpose of the loan, benefits to CLEVELAND COUNTY, the loan period, transportation and storage conditions and the names and resumes of involved individuals.

Loan requests are to be presented by the Curator of Collections to the Museum archival committee. The purpose and conditions of each loan must be presented along with any restrictions.

Criteria (All apply to both the Type 1 and 2 loans, except where noted):

Items will be considered for loan only if all of the following conditions are met:

1. Removal of the items from CLEVELAND COUNTY does not significantly diminish interpretation, exhibition or research during the period of the loan.
2. The item is in stable condition and will not be damaged by shipment, exhibition, use or a change in environment.

3. The object will remain in the condition it was received by the borrower and will not be unframed, removed from mats, mounts or bases, cleaned, repaired, retouched or altered in any way without the written permission of CLEVELAND COUNTY.
4. The borrowing institution or individual will be able to provide adequate physical care of the object insuring it against loss, damage or deterioration.
5. Type I only: The borrowing institution provides proof of insurance, including wall-to-wall coverage subject to standard exclusion throughout the loan period unless the loan request originates with CLEVELAND COUNTY. CLEVELAND COUNTY shall be named the beneficiary. The borrowing institution must demonstrate its ability to safeguard the item while in transit and during exhibition or other use, in accordance with acceptable museum standards.
6. The item has been properly accessioned and bears a permanently assigned identification number.
7. A condition report on the item is prepared prior to the loan
8. Type 1 only: All handling, packing, transportation and insurance costs incurred during the loan are to be paid by the borrowing institution.
9. Approval of a loan does not grant any photographic, publication or reproduction rights, which must be negotiated separate from the loan following established procedures.
10. CLEVELAND COUNTY reserves the right to recall any items during the loan period.

Section 4 CARE

CLEVELAND COUNTY recognizes its responsibilities to preserve and care for its collections. Responsibility for collection care lies with the professional staff and the Museum archival committee, as does the responsibility to request condition improvements and required treatment. Basic activities will be performed routinely to maintain and monitor collection condition. The Curator of Collections will work with the maintenance staff to establish schedules of routine building inspection. A housekeeping program will be established to provide for the cleaning of collection, exhibition, and storage areas. Collection objects are not to be handled by the public except under guidelines established by the curator of collections. Guidelines for handling of collections by staff are to be established. Food and drink are not allowed in any collections storage area. Public consumption of food and drink is prohibited in exhibit structures except those designated by administration. Food and drink will be allowed only where there will be minimum impact on collections.

Section 5 PHOTOGRAPHY AND DUPLICATION

CLEVELAND COUNTY will permit photographs to be taken of items from the permanent collections under controlled conditions. A staff member must be present at all times when objects in storage are being photographed. The Curator of Collections must approve the photographic conditions: placement of lights, handling of objects, and method of display and length of time objects may be exposed to light. Objects will not be removed from exhibit for photographing purposes.

Photograph duplications and photos of collection objects will not be made for publication or for the intent of reproducing the object without specific written permission from CLEVELAND COUNTY.

Anyone wishing to duplicate an object in the museum collection must adhere to the following guidelines:

- Anyone requesting for duplication of an object must state, in writing, what the intended use of the materials is for. Staff reserves the right to deny the right to duplicate objects from the collection if it is deemed that the use is not appropriate.
- Photographs will only be made of objects that are deemed to be properly available for duplication.
- All fees associated with creating and reproducing photographs must be paid in advance by the person requesting the photograph. All orders, once paid for, are final.

Section 6 DEACCESSION

Deaccessioning is the process by which an object, artifact, or biological specimen is permanently removed from the collection. Subject to the approval of the County Manager and the County Commissioners, items may be deaccessioned from the collection.

Deaccessioning is exercised by CLEVELAND COUNTY after careful deliberation and with caution. CLEVELAND COUNTY considers the needs of the collection, the best interest of the public, the donor's wishes, the clarity of title, the tax status of the item, and the fiduciary responsibilities. Once a decision to deaccession is made, the method of disposal also is considered carefully.

6.1 Criteria for deaccessioning:

- a) The object is no longer relevant and useful to the purposes and activities as set forth in the "Statement of Purpose."
- b) The museum can no longer properly take care of or preserve the object according to AAM standards.
- c) The object has deteriorated beyond usefulness.
- d) There is a need or an opportunity to upgrade and replace an object in the collection.
- e) The object constitutes an unnecessary duplication of other collections materials.

Considerations

6.2.1 Title:

Cleveland County must have clear title for any item it may consider for deaccession. Any legally binding restrictions contained in the original terms of the gift or bequest regarding disposal will be followed. In cases where no gift agreement or other documentation of acquisition exists or can be found, the material is considered unclaimed, undocumented, abandoned property and deaccessioning may proceed after public notification as defined.

6.2.2 Responsibility:

The recommendation to deaccession an item will originate from the Curator of Collections. Recommendations will be presented to the Museum Archival Committee by the curator following procedures established by the staff. The Committee's decision to recommend deaccession will be submitted to the Board of County Commissioners bi-annually.

6.2.3 Disposal:

Deaccessioned items will be disposed of in a manner most beneficial to the public should the original donor not wish to have the object returned. Methods of disposal may include: donation or trade to a nonprofit educational institution, public sale, or destruction. Preference is given to the placement of an object with a public institution wherein the object may serve the purpose for which it was initially acquired by CLEVELAND COUNTY.

Deaccessioned items may not be acquired for other non-educational uses, such as to furnish offices or housing units. Private sales or gifts to individuals are not permitted. Any sale of deaccessioned items will be publicized.

6.2.4 Proceeds:

All proceeds from the sale of deaccessioned collections of CLEVELAND COUNTY will be placed in a restricted fund to augment and preserve the collections. The original donor of any deaccessioned artifact will be listed as a contributor to the purchase of a new acquisition.

6.2.5 Exemptions:

CLEVELAND COUNTY will not deaccession items lost or destroyed, and will not reassign accession numbers, files or other documentary references of lost items.

6.3 Records:

The Curator of Collections shall maintain a file of all deaccessioned items, including a description, the circumstances of its removal, means of disposal, and photographs. All catalog records pertaining to deaccessioned items will be updated indicating the method and date of disposal. Accession numbers, files, or other documentary references to deaccessioned objects will not be reassigned.

Section 7 INVENTORY

As part of its ongoing collection management and care, CLEVELAND COUNTY will conduct an inventory every five to ten years on the collection in its entirety.

Section 8 DAMAGE OR LOSS

If at any time an object suffers loss due to theft, vandalism, or incorrect handling by the staff, the Curator of Collections shall immediately document the loss in the object file. Documentation shall include a written report of the circumstances surrounding the loss, and photographs, where appropriate, of the damage. If it is determined that it is necessary to file an insurance claim, the Curator of Collections shall contact CLEVELAND COUNTY's insurance company. All paperwork regarding the claim shall be kept in the object's file.

Section 9 CONSERVATION OF THE COLLECTION

It is the policy of the museum to adhere to a written preventive conservation policy. Preventive conservation stabilizes all objects, artifacts, and archival material within the collection by maintaining appropriate storage conditions.

Section 10 REPRODUCTIONS

Reproductions may be made of original photograph, prints, paintings and other graphics following the photographic reproduction procedure.

Reproductions crafted or manufactured from items in the collection for interpretive use will be marked as a reproduction, recorded with a reference to the accession number of the collection items they replicate and afforded inventory control. The catalog records of the original item should note that a reproduction of the item was made, when and by whom. Requests for commercial reproduction of an item by an outside vendor or crafts person must be in writing. The request should state whether the new item is to be a reproduction or an adaptation. Items selected for reproduction will be placed on loan to the crafts person or manufacturer. All conditions for an outgoing loan are to be observed, including the completion of a condition report.

All of the following guidelines will be met for the reproduction of any item from the collections:

1. Items may not be dismantled in any manner or subjected to invasive technical analysis for the purpose of reproduction.
2. The condition of the item to be reproduced must be such that it will not be damaged by the process.
3. All reproduction items must be marked as reproductions.
4. The borrower must sign a reproduction agreement indicating adherence to all reproduction situations.

Section 11 ACCESS TO THE COLLECTION

Cleveland County holds its collections in trust for the public. The collection exists for the benefit of all for the advancement of knowledge, and will be as accessible as possible while maintaining proper security and environmental conditions for the objects. The collections are open to researchers or interested members of the public under the supervision of appropriate staff members. Every effort will be made to accommodate researchers and the public, but Cleveland County reserves the right to limit access based on the physical condition and security requirements of the artifacts as well as availability of staff. Collections may be available to the public through exhibitions, by loan to other institutions, or through publications and electronic media. Scholars and special interest groups will have access to artifacts and archival collections, reference materials and appropriate finding aids by advance appointment with the

Curator of Collections following established procedures. Library materials may be shared with researchers as appropriate and feasible. As soon as possible, The Curator of Collections will respond to written inquiries for collections related information. Collections may not be used for personal reasons by Cleveland County staff, committee members, volunteers, or their families or representatives. Collections may not be used by any group or institution for political or non-education functions.

Access to the collections and activities associated with access will occur following all the conditions outlined below:

1. Access to collections is secondary to preservation.
2. All who request access to collections not on exhibition are required to complete the access to collections form, stating their purpose and type of access requested.
3. Authorization for access will lie at the discretion of the Curator of Collections. Refusal may be appealed to the Board of Commissioners.
4. No item from the collection may be moved from site premises unless all the conditions for an outgoing loan are met.
5. Collections will be made accessible based upon the condition of the item and the availability of resources at the site.
6. As part of their accessibility, items may be measured, photographed, or photocopied in compliance with appropriate procedures.
7. Any request for access to collection records will be governed by the same criteria as the access to the collection item. Any records made accessible will shield, as allowed by law, the name of the donor, the value of the item and the stored location.
8. Any request for reproduction of objects, including photographs, must comply with the appropriate guidelines and procedures.

The full text of this Collection Policy will be made available to donors, the press or others upon request. Acquisition and deaccession activity will be fully disclosed to any interested parties.

Section 12 SECURITY AND INSURANCE

Cleveland County recognizes the irreplaceable nature of the collections it holds in trust for the public, and is committed to developing comprehensive preventative security and risk management programs.

Minimally, Cleveland County will provide security for its collections through the following risk management strategies that are used to provide proper security for collections:

- System and devices for deterring and detecting intruders
- Insurance
- Emergency preparedness

Security and fire detection systems will be installed where necessary, and the Curator of Collections will conduct regular inspections and inventories of collections on exhibit and in storage. Though insurance cannot replace the artifacts or original buildings in the collections, it can provide for conservation or restoration in case of a disaster. Cleveland County maintains a combination of insurance policies and self-insurance for its collections, and retains the option of purchasing special policies for borrowed artifacts or exhibits. Cleveland County staff will review insurance policies regularly to ensure adequate coverage is maintained. The Curator of Collections will review those policies pertaining directly to the collections and will recommend any necessary changes to the County Manager. Insurance values assigned to individual collection items are at current market replacement cost. Collections personnel must be capable of determining market value and or be knowledgeable about the sources available for determining market value.

Section 13 REVIEW AND REVISION OF COLLECTIONS POLICY

In acknowledgement that this policy will require revisions to meet the ongoing needs of the collection and those professional standards for collections management will continue to evolve, the Cleveland County Collections Policy will be reviewed on a regular basis. At least every five years the Curator of Collections will review the policy and prepare revision recommendations to the Museum Archival Committee. The final draft will be presented by the Museum Archival Committee to the Board of Commissioners for approval.

Section 14 DEFINITIONS

Accessioning: the formal act of creating an immediate, brief, and permanent record of an object, assembly, or lot from the same source, at the time for which the Museum has custody, right, or title, and assigning a unique control number to it.

Acquisition: the process of discovering, preliminary evaluation, negotiating for, taking custody of, and taking title of an object, assembly, or lot.

Catalog: the curatorial process of classifying and documenting objects usually in complete descriptive detail resulting in extensive information in the form of cards, files, publications, and automated data.

Collections Management: Ensuring the effective documentation, preservation, and access to objects in a Museum collection.

Deaccession: the formal act of removing permanently an object from the collections.

Disposal: the formal act of removing physically and permanently an object from the collections.

Documentation: the process of producing records to identify and enhance the knowledge and value of collections with the intent of maintaining informational and intellectual control over them.

Inventory: the process of locating and listing the accessioned, loaned, and borrowed, objects by location.

Loans: temporary transfers of collections items from the CLEVELAND COUNTY, or temporary transfers of similar items to the CLEVELAND COUNTY for stated museum purposes. The transfers do not involve a change of ownership.

Object: an item that forms part of an institution's collections either permanently or temporarily.

Registration: the overall function of creating, controlling, and maintaining information, immediately and briefly, about all objects owned by, and in the care, custody, and control of the Museum.

Value (accession): the monetary amount assigned as the value of an object, assembly, or lot at the time of acquisition as determined by a professional appraisal, estimate, or prior, recent sale of a comparable object.

Value (market): the dollar value at which an object would be sold assuming an informed, willing buyer and seller.

LATE APPLICATIONS FOR EXEMPTIONS

Chris Green, Tax Assessor, presented the final group of late applications for 2012. All applications meet the criteria for exemption.

ACTION: Johnny Hutchins made the motion, seconded by Ronnie Hawkins, and unanimously adopted by the Board, *to approve the late applications as presented by Chris Green.*

NAME	PARCEL ID.	TYPE
Robert Clary	514	Elderly
Deloma Arrowood Morrow	10878	Elderly
Edna Darlene Hill	6809	Elderly
Harold Lee Ledford	9888	Elderly
Louise M White	5822	Elderly
Linda Meeks Jones	23330	Elderly
Lawrence Wilburn Toney	59907	Elderly
Linda Kaye Mintz	5965	DV
Melba W Boyles	9991	Elderly
Haskel Donald Hale	58340&MKM01-00183	Elderly
Billy Dean Davis	32120	Elderly
Harriet M Ray	46211	DV
Eugene Vinson	6442	Elderly
Lewis Detter	8441	Disable
Marion Elizabeth Wood	13364	Elderly

RESOLUTION TO CHANGE MARCH 5, 2013 MEETING TO MARCH 7, 2013

ACTION: Johnny Hutchins made the motion, seconded by Susan Allen, and unanimously adopted by the Board, *to adopt the following resolution:*

NUMBER 04-2013

CHANGE IN REGULAR MEETING SCHEDULE OF THE CLEVELAND COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Cleveland County Board of Commissioners has decided that it is appropriate to change the meeting date for their regular meeting of **Tuesday, March 5, 2013 at 6:00pm** to **March 7, 2013 at 10:00am** in the Commission Chamber in order for several Commissioners to attend the NACo Legislative Conference to be held March 3rd-6th in Washington, DC.

NOW, THEREFORE, BE IT RESOLVED, THAT, the Cleveland County Board of Commissioners will change the meeting date of said meeting and notify the public of their decision in accordance with the mandates of North Carolina General Statute 153A-40. The regular meeting schedule as adopted by the Board will resume after this meeting.

ADOPTED THIS 19th DAY OF FEBRUARY, 2013.

CLEVELAND COUNTY MEMORIAL LIBRARY BOARD APPOINTMENTS

The Library Board has had several vacancies for quite some time. Carol Wilson has been diligently recruiting citizens to fill those vacancies. She presented a recommendation of appointments to Commissioners.

ACTION: Ronnie Hawkins made the motion, seconded by Johnny Hutchins, and unanimously adopted by the Board, *to appoint Anthony (Tony) Burnette, Robin Brackett, Dr. Rebecca Love and Mark Hudson the Cleveland Memorial Library Board for a three-year term to expire December 31, 2015.*

UPDATE REGARDING GASTON URBAN AREA MPO (METROPOLITAN PLANNING ORGANIZATION)

Commissioner Hutchins has talked to Legislators regarding the area of Cleveland County to be included in the MPO. According to the MPO, they are proceeding to adopt the map presented by Hank Graham on February 5, 2013. Commissioner Hutchins stated there are two options that Commissioners could proceed with. The first option would be a request to local Legislators to override the MPO's request. The second option would be to file a lawsuit. Chairman Hawkins asked whether the lawsuit would have to be filed in Federal Court. Attorney Fite responded that it would have to be filed in Federal Court and it would take approximately a week to prepare it.

ACTION: Eddie Holbrook made the motion, seconded by Ronnie Hawkins, and unanimously adopted by the Board, *to ask the County Manager to draft an letter to Legislators signed by the Chairman asking for a stoppage of the MPO going into Cleveland County and to ask Legal Counsel to review the statutes regarding this and prepare a legal memorandum for Commissioners.*

COMMISSIONER REPORTS

Commissioner Holbrook has been working with American Legion staff while they are in town this week.

Commissioner Hutchins attended the Fair Board meeting where they discussed the E Coli issue. They are preparing for another agriculture fair and are moving forward with state guidance. The Board of Health is in the process of preparing a committee to look at the overpopulation of animals.

Commissioner Falls held the first Veteran's Advisory Council meeting and felt as though the group was off to a great start. The Nursing Home Advisory Committee made some radical changes as far as flexibility of meeting times and dates.

ADJOURN

There being no further business to come before the Board at this time, Ronnie Hawkins made the motion, seconded by Johnny Hutchins, and unanimously adopted by the Board, *to adjourn*. The next regular meeting will be held on Thursday, March 7, 2013 at 10:00am in the Commissioners Chamber.

*Jason Falls, Chairman
Cleveland County Board of Commissioners*

*Kerri Melton, County Clerk
Cleveland County Board of Commissioners*