



# Administrative Report

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F.5., File # HI22-4324

Meeting Date: 6/15/2022

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**TO:** HISTORICAL COMMISSION

**FROM:** CAMERON HARDING, COMMUNITY SERVICES DIRECTOR

**TITLE**

AUTHORIZATION TO ALLOCATE \$115 FROM THE HISTORICAL MUSEUM'S DONATION ACCOUNT TO REPLACE THE GLASS IN THE PRESIDENTIAL LETTERS

**BACKGROUND**

At the Commission's April 20 meeting, staff was requested to solicit quotes for the replacement of the glass in the Presidential Letters with museum quality glass that would better preserve them. Unfortunately, one of the letters has begun to fade as a result of sun and light exposure, so this improvement is necessary to prevent any further damage.

With the assistance of Chairperson Maroko, a quote of \$115 was received from 2 For 1 Frame Store located in Redondo Beach. Staff will work with the vendor to order and install the glass on the existing frame using available funds in the Historical Museum's donation account.

**ATTACHMENTS**

None