

The Latino Museum

URGENT

Internal memo

Date: September 29, 2000
To: Board of Trustees
From: Denise Lugo, Director 
Re: Museum Security Issues

VIA FAX

EXTREMELY IMPORTANT

I want to take this opportunity to once again bring forth my security concerns. Due to our current financial instability, it is important not to lose sight of the museum's current situation with an inadequate security system.

Some serious thought and financial support has to be given immediately to securing our permanent Collection and the Almaraz Collection in our offsite location (Jerry Solomon).

As you know, TLM's computer files of the collections information is missing in the Registrar Department. However, Mr. Kim provided a hard copy of this information for the request by Araujo and Quinones.

Please refer to the information on the following supporting documents:

- Board Memo dated September 28, 2000
- May 10, 2000 Registrar's itemized list of the Almaraz/Maya Collection, as sent to Janet Warren, our insurance broker
- TLM notification letter to Elsa Flores with TLM's intent to return Almaraz collection.

Until final action is taken by the board, the Chairman advised me to place all of the most expensive paintings and prints on-site in the now clean Bank Vault. Please keep in mind that there is neither humidity nor air conditioning in that space, but it will at least provide somewhat of a secure if not proper temporary place. Since things are rapidly changing with both finances and management, it is now up to the board to decide how to secure, insure and protect both TLM's assets and the work at Jerry Solomon (both TLM's and the Almaraz collection).