


## MEMORANDUM

**TO:** All State Parks and Cultural Resources Employees

**FROM:** Milward Simpson, Director   
Wyoming Department of State Parks & Cultural Resources

**DATE:** July 18, 2016

**RE:** Barrett Building Security

Many of you may have already noticed, there is a big change in the lobby of the Barrett building as A&I is currently working to remove the glass walls and doorways leading into the Multipurpose room. This change is happening in order to open the lobby of the building and create a more welcoming environment for visitors, particularly visitors to the museum. The lack of a barrier should help to alleviate some of the confusion visitors to the museum experience when they enter the building. This change is also identified in the State Museum's Interpretive Plan.

The museum hours will remain the same 9:00 a.m. - 4:30 p.m., Monday – Saturday and the doors to the museum and the store will remain locked before and after opening and closing with signage indicating the times.

Also, in light of sensitive exhibits, such as the Shakespeare Folio, coming to the museum over the next few months, we will be taking some measures to increase security on behalf of our employees and the objects and sensitive materials in our charge.

Therefore, beginning Wednesday, July 20, and until further notice, the back door (East) of the Barrett building will be locked 24 hours per day and will require a key card for entry. Please help inform delivery persons and any volunteers of this change. Unless the delivery requires use of the loading dock, all deliveries and entry into the building by anyone other than State employees must come through the front door. Please be sure to have your State ID card with you to enter through the back door.

Thank you for your attention to this memo and please direct any questions regarding the change to the State Museum doorways and glass walls to Mark Brammer or Sara Needles.

