

Windham Museum Trustees
Meeting Tuesday January 26, 2016
Museum 7:00 PM

Present: Kim Monterio, Carol Pynn, Wendy Williams, Derek Saffie, Eileen Mashimo

Excused: Jean Manthorne, Dennis Root

Guests: Frank Farmer

Meeting opened: 7:10 pm

- Introductions
- Roles and Responsibilities:
 - Chair – Jean Manthorne
 - Motion – Eileen, Second – Kim, all in favor
 - Vice Chair – Kim Monterio
 - Motion – Carol, Second – Eileen, all in favor
 - Recording Secretary – Eileen Mashimo
 - Motion – Wendy, Second – Carol, all in favor
 - Web Design – Derek Saffie
 - Motion – Wendy, Second – Kim, all in favor
 - Publicity: to be discussed at next meeting
 - Record keeping:
 - Kim explained the number system (year, number, letter – 2016.1.a).
 - Past Perfect software is used and needs to be put on the new computer, look at cost to download new version that allows networking accessibility.
- Storage locations:
 - Beneath museum in the basement and possibly beneath old fire station.
 - Wendy suggested museum basement needs better placed sump hole, possibly add concrete barrier between mechanical space and museum storage space, or increase floor height of the storage side several inches to prevent water traveling into it.
 - Frank looked into the dehumidifier cost - ~\$4000
- Museum open times:
 - Sunday evening, weekday evening, Easter time during egg hunt weather permitting, when other events are going on in town center.
- Website:
 - Derek would like to work on this
- Programs:
 - Windham 275th Anniversary exhibits
 - NH Humanities speakers/programs
 - Use the left room of the museum for programs and town hall for larger events
 - Eileen suggested base exhibits on point in time like 1750, 1800, 1850, and rotate museum exhibit every 6 months or annually
 - Carol suggested that when we hold a program, we should have a short “meeting” before like Salem
- New Business:
 - Door has sun rot. Frank talked to Bill Johnson Painting and they estimate the cost to be ~\$300-\$400. Frank will forward on the information.
 - We discussed and want to have Bill tell us what needs to be done and get a solid quote.

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- Need 2TB external drive for the Museum computer in order to store various files.

Motion to close – Carol, Second – Eileen, all in favor, meeting closed 8:47pm

Minutes recorded by Wendy M. Williams