

Windham Museum Trustees

March 28,2016

Members Present: Jean Manthorne, Kim Monterio, Wendy Williams, Dennis Root, Eileen Mashimo
Alt. Members: Carol Pynn, Derek Saiffie

Other Present: Joan Normington, Frank Farmer

Meeting opened at: 7:05 pm

Motion to approve minutes of March 7,2016 by Dennis Root seconded by: Wendy Williams.
Approved 4-0 (abstained: Eileen Mashimo)

Discussion of Museum web page with Derek Saffie

Derek said the Windham Museum web page will be confined by the parameters of the Town Website. We can put pictures and contact information on page to make it accessible. Will start with something bare bones including hours of museum opening. If we want to do something more far reaching, we may be able to provide a link to a more robust website.

Town IT director, Eric DeLong is in process of putting in search engine that will connect and search for information with all town websites (Nesmith Library, etc.) Derek will reach out to Eric, and see what is available for us to use in the town website. He will report back to committee next month.

Discussion of protocol for Museum cleaning/organizing and scheduling of cleaning/organizing days for volunteers.

The trustees and town need to come to some agreement on who will do the cleaning. Town will only coordinate cleaning of the floors at our cost only quarterly. But we will need to determine what will be cleaned, who will need to be present when cleaning is done, and what will be need to be put away before cleaning.

Side discussion of the Windham Newspapers in the Museum. The Nesmith Library has digitized many of the newspapers and we have many duplicates. The newspapers take up a lot of room, we have limited storage. Future possibility of selling old newspapers in order to raise money.

Need to look at the pump in basement. It is functional, but it appears to be old and we may need a back up. Jean to follow up with Dave Sullivan about the pump in the basement.

Kim is most familiar with what needs to be done to organize and be cleaned. We need to determine what the major items are in the museum, what needs to be organized and moved; what needs to be cleaned, and what items are no longer needed. We have had many items dropped off over the past several years that we do not know where they came from, are not Windham related, or are in very damaged and poor condition. We may be able to create a list of items we are no longer needed, and provide the opportunity for other historic organizations to acquire them. Jean will check with Town

Administrator Dave Sullivan to see if some items can be sold to provide funds to further our mission.

We need to open up some room in order to be more organized and enable us to rotate the displays. At the present time, we cannot rotate any of our displays as we have no where to put items. Some of storage drawers have very delicate items that we do not have anywhere to display without damage. There are many things that have been packed away and have not been displayed in many years.

Kim will send out an email of what dates we can meet to start the process of cleaning and organizing.

We need to plan in our budget for the cost of quarterly floor cleaning.

For next meeting we should discuss talking about utilizing our budget for the future purchase of archival supplies; archivist software, scanner/printer, storage supplies, cleaning supplies etc. Also, we will look into getting a town email for the Museum.

Discussion of a policy for the use of the Museum.

We don't currently have formal policy for use of the Museum. There are concerns about groups using the Museum for meetings as there are artifacts in the Museum that could be damaged by outside groups. Discussion and agreement there should be a requirement that trustee be present when Museum is being used for other purposes and the use of the Museum should be consistent with the mission of the Museum.

Other

Wendy Williams indicates that Town Clerk N. Bottai wants us to keep hard copies of meeting minutes for the year, and submit the hard copies at the end of each year. Also, once approved, electronic copies of meeting minutes are to be sent to W. Devlin to be put onto the town website.

Meeting Schedule: April 25, May 23, several members have conflicts for our June meeting.

Preliminary Agenda for next month:

Follow up On Website, feasibility of selling unwanted items, cleaning and artifact management.

Motion to Close by Dennis Root, seconded by Kim Monterio
meeting closed at 9:00pm.