

Windham Museum Trustees

April 25,2016

DRAFT MINUTES NOT YET APPROVED

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

Meeting opened at: 7:10 pm

Motion to approve minutes of March 28,2016 as amended by Wendy Williams seconded by: Dennis Root Approved 5-0

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

Derek says we have three pages on town website. One of those pages has limited information listing some donations. That would be the page we would work on updating first.

Discussion to spend next months' meeting to look at web pages as they are and update the content for the short term. Then look to possibly expand pages with more information in future.

Jean had sent email to Dave Sullivan regarding several of questions from last month's meeting.

Re: Disposal of unneeded items. Mr. Sullivan says we can dispose(sell, give away, or dispose) any items worth up to \$100. Anything worth more than \$100 we need to go to selectmen for permission. All proceeds of any items sold go into the town's general fund.

Wendy Williams pointed out that we need to be sure that if do decide to dispose that prior owners aren't upset it is being disposed. Kim Monterio said that they do provide a donation form for each item, and the right for the museum to dispose of items is on the form. But many people who donate either just drop them off, or get the form and do not fill it out. They do document this.

Dave Sullivan says the town is willing to pay for cleaning the museum floor twice per year. Regarding the need to fix windows and the front door Dave Sullivan said there is a building fund to fix. Discussion that the fund only has a few thousand dollars. We need to explore as the building is owned by town, so the repairs should be done by the town. Will explore further.

Jean Manthorne talked with town IT director, Eric DeLong to get a phone and/or town email address. Not feasible to have phone right now. Eric can set up an email. The email address will be museum@windhamnh.gov. Derek Saffie offered to be person to monitor emails.

There is currently \$4,000 in the museum trust fund, and need to determine what our priorities are for this year. We need past perfect software, a printer/scanner. We see two components to purchases; capital expenses (printer/scanner, cabinets etc.) and ongoing expenses; software upgrades, archive materials.

Further discussion on who is responsible for the maintenance and repairs for the Museum. Windows in basement needs to be replaced, and the front door of the building has to be repaired. The Museum trustees have always only been responsible for the contents of the museum, not the maintenance or repairs of the building. We can get quotes for the replacement and repairs. However, the museum doesn't want to taking on responsibilities, financial burdens that we should not/cannot handle. Jean will contact Dave Sullivan to get some clarification. Ultimately we may have to go to selectmen to determine.

Further discussion on disposal of unwanted items, including old Windham Independents, and DAR books which are now digitized. Dennis Root gave the Windham Independents on loan. He will consider having the newspapers returned and will let us know. Jean Manthorne will contact DAR to see if they want their items returned. We also have some old NH RSA law books dating from 1940's-1980's. It appears that these books came from library. Kim Monterio will contact library to see if they are interested in the return of the books.

We need to continue cataloging our collection and identifying items no longer needed. If we can open up some areas to store items, we can put out a few items in a collection and periodically rotate.

Next meeting is May 23rd. Several members have conflicts on June 27th. Perhaps instead of a formal meeting in June we can schedule another cleaning day.

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