



**Windham Museum Trustees
Meeting Wednesday, January 11, 2023
Armstrong Memorial Building, 7:00PM**

Present: Bob Coole (Alternate), Diane Farmer (Regular), Jean Manthorne (Regular), Derek Saffie (Regular), Dana Snow (Alternate), Wendy Williams (Regular)

Mr. Coole was seated for Ms. Pynn.

Ms. Farmer motioned to accept the minutes of the November 9th meeting; second by Mr. Coole, 5 - 0.

Ms. Snow gave an update on the status of the high school volunteer program. She has reached out to the volunteers about scheduling work from home opportunities and availability to work in the museum. Mr. Coole shared that he had talked with a couple of the volunteers and they suggested they would like the volunteer program to be more scheduled with fixed meeting times. He suggested the possibility of a second meeting each month as a workshop for volunteers and an open house.

Ms. Snow will also determine which volunteers are interested in photography and the overall cataloging process, as well as helping with open houses.

Ms. Manthorne suggested a scavenger hunt or activity to help the volunteers feel more comfortable with talking about artifacts in the museum.

There was discussion of the Girl Scout and Boy Scout tours. Ms. Manthorne suggested reaching out to other groups that may be interested in tours.

Mr. Saffie updated the Trustees on the prospective donations of photographs by Chuck Swierad. After discussion with the IT director it was determined that Mr. Swierad's concerns are outside the scope of the Trustees and would need to be addressed by the town administration.

Ms. Williams asked if the Trustees should purchase an external hard drive to back up artifact photographs. Mr. Gumaskas suggested considering the lifespan of the device.

Ms. Williams suggested documenting and photographing everything in the basement of the museum. There was discussion of what to do about the basement stairs. Ms. Manthorne will draft an email to get on the agenda for a future Board of Selectmen meeting to discuss the replacement of the basement stairs and other items concerning the Trustees.

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Mr. Gumaskas provided a camera and photography workshop. There was discussion of how to document the artifact catalog number with each photograph. Ms. Williams suggested something like a whiteboard where the number could be written and photographed with each artifact.

Ms. Williams motioned to adjourn at 8:50PM; second by Mr. Coole, 5 - 0.