

**WHS Board of Directors Meeting**  
**May 15, 2018**  
**Steele Community Room, 4:00pm**

*In attendance:* Jan Gendreau, Jim Walton, Betty Jones, Tracy Haerther, Barb Farr, Steve VanEsen, Jack Carter, Cheryl Casey

- I. Call to order, Barb - 4:02 p.m.
- II. Approval of minutes from April BoD meeting -
  - A. Motion by Steve
  - B. Seconded by Jim
  - C. Motion approved unanimously
- III. Financial report - Jan (in Paul's absence)
  - A. checking account balance \$27,736.33
  - B. savings account was closed out
  - C. T Rowe Price \$77,598.73
  - D. Capital Campaign 25,350.47
  - E. Total assets = \$130,685.53
- IV. Voting item: PastPerfect online searching for \$450/year hosting fee plus a one-time setup fee of \$285, connected to our website
  - A. Motion to purchase this package - Steve
  - B. Seconded by Jack
    1. Tracy: The list of documents we have in PastPerfect wouldn't need to be included in this online search until we start scanning the actual documents
    2. Barb: recommends this, along with Paul
    3. Tracy: There is tons of stuff that can be listed in the online searchable archive.
    4. Jim: Serious researchers can at least see the list of what we have and then come in to look at the documents.
    5. Barb: This increases our presence online in terms of what we have as an historical society and resource for researchers and those interested in history.
    6. Jan: I'd like to know what we have before we decide what to put out there.
    7. Jim: Is the PastPerfect item entry directly related to the online public search?
    8. Tracy: No - the public will only see what we want them to see. These criteria are available, via checkboxes, in the entry form. We can determine that information.
    9. Jan: What wouldn't we want to put online?
    10. Tracy: The PastPerfect people are a great resource for this question. They would be able to advise us about what people tend to be looking for. Images of the item are probably really important, even for documents.
    11. Jim: For privacy purposes, we can make lists of what we have, especially for things like state hospital records, and researchers or family members can come at look at those documents privately.
  - C. Motion approved unanimously
- V. Voting item: new computer, proposal from Bob Butler
  - A. Barb: Bob recommended getting rid of what we have now and getting one good computer, and one refurbished. Bob will donate the refurbished computer. He will

network them. The cost would be \$1891. Paul indicated support for this purchase to Barb.

B. Jim: I have two HP scanners I haven't used a couple of years but they were working the last I checked. The WHS can have them for the archiving.

C. Motion to approve - Jim

D. Seconded by Steve

1. Tracy: If we did this, we could have multiple people working at the same time, which is key.

E. Motion approved unanimously.

#### VI. Curator's report - Jack

A. The refresh at the train station is finished for now.

B. Barb: It was in incredible grand opening! Standing room only.

1. Jack: We have our own slatwall which I will change out to inform about the programs we are running.

2. Barb: This is great visibility for both the Historical Society and RW.

C. Jack: The total cost is about \$15,500, with \$12,000 coming from RW. Of course, we donated more than \$3500, in terms of labor and time. We put out a box of books, and they were all gone. We still have 4 cases of the hardcover and 2 of the softcover. The security cameras aren't yet set up; RW needs a nudge.

D. Barb: Betsy Ayers Shapiro has one of the old pictures of the trains that she found in her attic. She would like to see it on exhibit - and she can loan it to us for display.

1. Jack: It's a great picture with an engineer, and some color.

2. Barb: Betsy is looking for a frame and is thinking about loaning it to us.

E. Jack: Open house is June 30. What timing do we want? The NQID parade is that day at 4pm.

1. Barb: What about noon-4 so that people can leave here and see the parade if they want.

2. Jack: will put up buntings - they should go up for Memorial Day and can be left up through Independence Day.

3. Barb: Let's see how this one goes before we determine hours for the other open houses.

4. Jack: Volunteers are Jack, Jim, Cheryl, Steve, Barb. We can go in two hour shifts.

#### VII. Archivist report - Tracy

A. Trying to hit boxes that are labeled for accession, but then constantly distracted by other stuff. Things come in and people leave them on the desk - Some leave notes that say "I know you don't want all of these things, but do as you will."

1. Jack: Why don't we have a flea market on June 30 open house?

2. Barb: Not everyone signs the documents for accession.

3. Jack: We have so many duplicates of things, and our form/policies say we can do with things what we want with them once they are signed over to us.

4. Tracy: Things are starting to pile up from people just dropping stuff off. Do I just throw things out if they are duplicates?

5. Barb: There is a process to deaccess items.

6. Tracy: People should be required to fill out the form right away, when they drop off the items. Then I can contact people if we already have the items.

7. Barb: Let's table for the next meeting, and in the meantime we can evaluate our accession/deaccession policies. The checkbox for what to do with duplicate items might be a good solution.
- VIII. Program committee report - Betty
- A. We got a lot of thanks and compliments for a great evening. Members talking about their parents was meaningful and the dinner was successful. I also gave away a box of the book, as well as sold \$25 worth of books and maps.
  - B. Cost-wise, the dinner was \$650 and we had to pay rooms and meals tax to the Legion. We took in over \$660, which paid for the dinner.
    1. Barb: We are non-profit, so we need to get that money back.
    2. Betty: Paul took care of the bill, so I will check with him to see if he took care of the taxes issue.
  - C. Betty: Disappointed in local media, who didn't do anything in advance. *The Record* at least came to the event and will be in the next issue.
  - D. For the July meeting, it will still be a potluck at Hope Davey, with the program committee providing dessert.
    1. Handouts from the annual meeting will be available for people to pick up there, too. Lindy made a lot of them.
    2. We've been trying to stick to the theme of music. The committee has several ideas and is meeting later this evening.
  - E. The meeting will be Wednesday, July 25.
- IX. Ghost Walk report - Jan
- A. Everybody has their assignment and now we're just fine tuning the program.
  - B. Barb: Paul was going to try and consolidate program content for the printed program.
  - C. Jan: The new speaker system came on Saturday. A handout of the people who died from influenza might be better than reading out all of those names. We don't need another meeting; I just need to do some editing. We found the Wallace's grave, which is cool.
    1. Jack: Two zinc stones, which is different.
    2. Jan: We also found the baby that died from influenza.
    3. Jack: We've asked to have that stone cleaned. Patients from the hospital are down there as well, but unmarked.
  - D. Jan: Need about 100 copies of the program, and Barb will provide.
- X. Newsletter report - Cheryl
- A. Priority stories include the annual meeting and the train station refresh.
  - B. Barb: RW is about to kick off the fundraiser for the final piece of the art over the railroad tracks. Karen Nevin will write something for the newsletter.
  - C. Cheryl: I'd like to have Florence Lindner as the featured figure. Then also the Ghost Walk and the July program information. I'd like to see the Letters to the Editor section grow more robust.
    1. Jim: What about the mystery photos or objects?
    2. Cheryl: If people send something like that to me, I print it.
    3. Tracy: I have tons of such things and will send them along.
- XI. Other business:
- A. Barb: The town has hired a preservationist consultant to add more homes to the historic register.
    1. Jan: What qualifies as "historic," datewise?
    2. Barb: I think technically it's 50 years or older, but the criteria for this project are much older. The historic national register for the neighborhood is separate from the project of "downtown designation." The WHS will

have opportunity to review the recommendations for the historic register  
at a presentation.

- B. Barb: Our next meeting is June 19.
- XII. Motion to adjourn - Cheryl
  - A. Seconded by - Jack
  - B. Motion approved unanimously
- XIII. Call for adjournment, 5:17