



**Windham Museum Trustees
Meeting Wednesday, May 17, 2023
Armstrong Memorial Building, 7:00PM**

Present: Carol Pynn (Regular), Diane Farmer (Regular), Linda Janulis (Alternate), Jean Manthorne (Regular), Derek Saffie (Regular), Wendy Williams (Regular)

Ms. Williams motioned to accept the minutes of the April 12th meeting; second by Ms. Pynn, 5 - 0.

Thomas Moore of Rockport Technology Group attended the meeting to discuss the Trustees' IT needs. Mr. Saffie shared with Mr. Moore a list of IT concerns. Mr. Moore is in the process of investigating the town telephone system and will address the Trustees' voicemail issues. There was some discussion of backing up the museum's inventory records in SharePoint, but the amount of storage space required is unknown at the present time. There was also discussion of email access and internet access. Following the discussion there was a brief adjournment to the basement where the Trustees and Mr. Moore investigated the current state of internet access in the building.

Ms. Manthorne read an email from Dana Snow that provided an update on the high school volunteer program. The students will be able to continue their volunteer efforts throughout the summer. After some discussion it was agreed that the next volunteer workshop should focus on organizing the existing data entry into a format that can be uploaded to CatalogIt. When the records have been imported to CatalogIt the students can begin to work on locating and photographing the artifacts.

Ms. Manthorne provided an update on the third grade field trip. The tours went very well and the students enjoyed the puzzle sheets Ms. Janulis assembled. The students were also very enthusiastic about the souvenir quill pens.

Ms. Williams asked if the annual historic presence at the Strawberry Festival should be included in the Trustees' budget instead of the Historic District Commission budget. After discussion Ms. Manthorne agreed it will be included in the 2024 budget.

Ms. Williams shared that the town administration had, unbeknownst to the Trustees, attempted to find storage/office space for the Historic District Commission in the Armstrong Memorial Building. Although they agreed there was no room, Ms. Williams expressed significant concern that the town administration would be attempting to relocate another town board into the museum without any communication with the Trustees.

DRAFT - May 19, 2023

Ms. Farmer suggested purchasing an antique coat rack for displaying costumes and garments; the Trustees were in agreement to purchase such a rack for display.

Ms. Janulis asked about the date of the next open house. After discussion it was agreed to postpone scheduling the next open house until the June meeting.

Mr. Saffie motioned to adjourn at 8:43PM; second by Ms. Williams, 5 - 0.