

**Windham Museum Trustees
Meeting Wednesday, June 8, 2022
Armstrong Memorial Building, 7:00PM**

Present: Bob Coole (Alternate), Diane Farmer (Regular), Jean Manthorne (Regular), Dawn Orlando-Kelly (Alternate), Carol Pynn (Regular), Derek Saffie (Regular), Wendy Williams (Regular)

Meeting opened with welcoming Dawn Orlando-Kelly, the newly appointed alternate, followed by introductions of each of the trustees.

Ms. Farmer made a motion to accept the minutes of the May 11th meeting; seconded by Ms. Williams, 5 - 0.

The Trustees discussed scheduling the next CatalogIt workshop and open house, which extended to a discussion of more frequent open houses and the recruitment of volunteers. Mr. Coole suggested other town organizations may have interest in volunteering. Ms. Manthorne recommended placing an ad in the Windham Independent asking for volunteers who may want to help with an open house or assist with cataloging.

Ms. Orlando-Kelly volunteered to coordinate with the Windham High School guidance department to recruit students who may be interested in volunteering at the museum to fulfill their community service requirements.

Ms. Manthorne suggested using the Trustees regular July meeting as an open house and CatalogIt workshop. As part of the workshop, Ms. Williams recommended a review of the donation and inventory procedure.

There was a brief discussion of locating volunteer field scanning services.

Mr. Saffie delivered a technology update. Eric DeLong resolved all issues with the office telephone. Mr. DeLong recommended the Trustees purchase a new desktop computer and printer if the budget allows. Mr. Coole will verify the remaining 2022 budget.

The Trustees discussed planning of the 2023 third grade museum tour. Mr. Coole offered his opinion that past tours were too rushed and disorganized due to the fast pace of the class rotations through the museum. He suggested each group could tour the museum on a different day.

Ms. Williams suggested demonstrating the flax break as part of the next third grade museum tour.

Ms. Farmer provided an update on the "Fellows" lilacs planted near the museum; there will be stakes placed around the flowers to prevent accidental damage.

Mr. Coole informed the Trustees that the African American Memorial Committee discovered Nicholas Vicksham, one of the Revolutionary War soldiers named on the memorial plaque at the museum, was an African American.

Mr. Coole and Ms. Williams discussed the damaged granite post of the Depot's fingerpost sign, and Ms. Williams will contact the General Services director to confirm plans to repair the post.

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Ms. Williams extended an invitation from the town of Pelham to view a restored 1833 map of Mammoth Road. She suggested doing a field trip to determine if the museum should try to purchase a copy.

Ms. Williams made a motion to acquire additional flax; seconded by Ms. Farmer, 5 - 0.

Ms. Manthorne will contact the Conservation Commission to attempt to schedule a joint meeting for August to discuss the Campbell Farm artifacts.

There was a discussion of adding a third alternate position. Ms. Manthorne will work with the Town Administrator to determine the process and timeline for adding the third alternate. If it is a length process, the Trustees will consider adding a member-at-large.

Ms. Pynn made a motion to adjourn at 8:31PM; second by Mr. Saffie, 5 - 0.