

## **Kingston Historical Museum**

**Minutes** of the Meeting held at the Kingston Community Library on September 27, 2022

Members present: Ruth Albert, Kathy Clark Chase, Christine Hume

Friends present: Jane Christie, Lesley Hume, Jef Flanders-McDougall, Walt Roy, Steve Sousa

Ruth called the meeting to order at 5:30 PM.

### **Meeting Items:**

1. **The Secretary's Report:** Ruth motioned to accept the Minutes of August 23<sup>rd</sup> as amended. The amendments are the spelling of two surnames: *McDougall* for Jef Flanders-McDougall and *Coppelman* for Glenn Coppelman. Christine seconded the motion.
2. **2022 Museum Budget Update and 2023 Budget Proposal:** See the August 23<sup>rd</sup> Minutes for a description of the 2023 Budget Proposal. This evening meeting's discussion centered on concerns about Line Item #3 Computer Supplies and Line Item #4 Computer Support. As regards Computer Supplies, Jef expressed concern that there is no extra money for repairing and replacing equipment such as the printer. As regards Computer Support, Lesley suggested to Ruth that she contact Trisha Tidd, BUDCOM Chair or Chuck Hart Selectman to see how to proceed. Kathy suggested that the Committee discuss with the BOS how they want us to budget for the loss of equipment. Kathy motioned to accept the budget as proposed. Ruth seconded the motion.
3. **Maintenance:** Walt suggested that we contact Phil Coombs, the Director of Maintenance to check the Nichols Memorial Library (NML) security system as it didn't work well recently. It may have been a momentary error, but it should be checked and perhaps upgraded. It is also time to check and/or replace smoke detectors throughout the NML including the ground/cellar floor. The NML furnace also needs to be replaced and upgraded for efficient heating. However, Phil Coombs informed the volunteers that the old furnace will remain for one more season. He told the group that timers will be added to the thermostats. Ruth stated that we need to confirm that the building will be heated at at 62 degrees Fahrenheit except during volunteer work hours on Wednesday (9:00am – 2:00pm) and the archivist's work hours on Tuesdays and Thursdays (9:00am- 12:00pm), and our open event days when the temperature will be raised to 68 degrees Fahrenheit.
4. **Review and Revise Committee Constitution and By-Laws:** The Committee and Friends reviewed the August 1, 1971 Kingston Historical Museum Constitution and By-Laws, the copies of which are on file in the Selectmen's office. After much discussion, the Committee revised the By-Laws as follows: Article 1. to read as written in the Constitution: *On March 10, 1971 the Town voted on Article 13 to establish a museum to be known as The Kingston Historical Museum.* The Committee revised Article 2.

*Purpose to be more comprehensive and to read as follows: The mission of the Kingston Historical Museum is to increase public knowledge and understanding of the history and cultural heritage of the town of Kingston, New Hampshire from its earliest inhabitants to the present generation. The Committee will communicate that history through an active museum, educational programs, and a research library. The Committee revised Article 3. To state: The museum shall be under a committee comprised of 5 members appointed by the Selectmen for a staggered three (3) year term; and in Article 5. Officers and Duties of each officer, the Committee changed the term President to Chair. An addition includes the statement: The Museum Committee shall be responsible for managing donations and all aspects of collection management according to the policy adopted by the Committee.*

The proposed revision will be presented to the Selectmen for approval.

## 5. Museum Reports

- a. **Kingston History Book Sales:** As of September 27<sup>th</sup>, 672 books have been sold. The remaining count is 108. The Town Clerk's office has 101 books (88 boxed and 13 loose); The Kingston Historical Museum has 4 loose books and the Kingston Community Library has 3 loose books remaining for sale.
  - b. **"What's Happening" Monthly Report/Newsletter:** Steve Sousa presented a draft of a monthly Museum newsletter. The Friends and Committee discussed that a report should be given to the Selectmen, different than the newsletter, analytical and quantifiable, a record of activities and volunteer hours. A newsletter could be produced for the public, one version for the Town – Museum website and one for the Carriage Towne News. The latter would most likely be in column form. Discussion included newsletter content. Some of the ideas presented and included in Steve's draft are informational articles, photographs and videos on: exhibits; Museum programs including the genealogy collection and oral history recordings and transcripts; upcoming events at the Museum and at the Kingston Community Library; new acquisitions; and volunteers. Other ideas introduced are trivia questions and mystery photographs. The Committee thanked Steve for taking the initiative to design and produce a newsletter. Steve will talk to the editor of The Carriage Towne News to determine what is the best format for a periodical newsletter.
  - c. **Kingston Historical Museum 2022 Annual Report:** To be discussed at the next meeting
6. **Museum Open Days:** A proposal to adopt the 2<sup>nd</sup> Saturday Open Schedule for 12 months a year is under discussion. The next Open Day is Saturday, October 8<sup>th</sup>.
  7. **Robert Eastman's Donation Condition: Permanently Display his painting of the Nichols Memorial Library:** The Committee voted not to accept the painting because, unfortunately, there is limited wall space for a permanent display. The Committee and The Friends thank Mr. Eastman for the nice gesture.

8. **125<sup>th</sup> Anniversary of the Nichols Memorial Library – June 9, 2023:** Tabled for discussion at next meeting
9. **5 Year Strategic Plan – 2023 – 2028:** Tabled for discussion at next meeting
10. **2022 Meeting Schedule** – Kingston Community Library 5:30pm

Tuesday, October 25

Tuesday, November 29

Meeting adjourned at 7:45 pm.

Respectfully submitted,

Kathy Clark Chase