

Kingston Historical Museum Committee
Minutes of the Meeting held on March 28, 2023

Members present: Ruth Albert (via phone), Kathy Clark Chase, Christine Hume, Jef Flanders-McDougall

Friends present: Jane Christie (via phone), Lesley Hume, Chuck Geary, Walt Roy, Steve Sousa

Guest present: Dan Doyle

Ruth called the meeting to order at 5:45pm.

Meeting Items:

1. President's Report

- a. Election of Officers: Ruth Albert was elected as Chair. Jef Flanders-McDougall made the motion and Kathy Clark Chase seconded it. Jef was elected Vice Chair. Ruth made the motion. Kathy seconded it. Kathy was elected Secretary. Ruth made the motion and Jef seconded it. All three motions passed.
- b. Museum Budget Report: The museum total expense to date in the 2023 fiscal year is \$283.80 with funds taken from the line items of Archival/Office Supplies and Archivist Consultant. The Museum Committee is concerned that a 2022 invoice submitted in a timely manner was paid under the 2023 budget. Jef will talk with the town Finance Director, Paula Mahoney, as regards regular processing of invoices. Steve Sousa, chairperson of the Museum Oral History Project, will talk with transcriptionist Marissa Federico about the timing of project transcriptions and the submission of invoices.

2. Secretary's Report

- a. March 1, 2023 minutes: Ruth made the motion to accept the minutes as written. Jef seconded it. Passed.
- b. March 6th Board of Selectmen (BOS) Meeting Update: At the meeting, the BOS clarified the need for The Friends of The Kingston Historical Museum, a 501C (3) organization, to have an insurance policy for fundraising events in the town. The Friends of The Kingston Historical Museum is presently planning three fundraising events to take place in 2023: August 5th – Kingston Museum Heritage Day Flea Market; October 14th and 15th – Kingston Museum Fest and Craft Fair; and December 2nd – Kingston Museum Festival of Trees.
- c. March 27th BOS Meeting Update: Jef and Kathy reported what they learned from the presentation by town staff members and focused on the purchasing policy and the reimbursement form. Moving forward, the committee will follow the new policy. Kathy reminded members that any person who leaves the committee for any reason should submit a written letter of resignation to the Town Clerk's Office. Jef will speak to Caitlin Milhomme about updating the present committee membership on the town website. She will also monitor the museum committee's email correspondence.

3. **Walt Roy- Updates on Heritage Commission Projects:**

- a. Grace Daley Barn Project: Walt reported that work on the barn restoration is likely to begin this spring. Dan Doyle has graciously offered to temporarily store the carriages (presently stored in the Grace Daley Barn) in his barn while the restoration is taking place. Ruth will talk with Public Works Director Phil Coombs as regards the timing, so that museum volunteers can plan for moving the carriages. (Ruth will also talk to Phil for an update on the installation of the new furnace and planned electrical work in the Nichols Memorial Library.)
- b. Nichols Memorial Library Stained Glass Windows Project: The Nichols Memorial Library stained glass windows should be refurbished and reinstalled by mid-May. Sponsors will receive a certificate that includes a photograph of the window that they sponsored. Walt is in the process of creating these. Presently there are six (6) sponsors. The Heritage Commission is still taking individual donations for the project.

4. **2023 Event Reviews:**

Presently there is a need for museum volunteers and for volunteers in general to help with town organization events. Jef suggests that we have a volunteer fair to recruit volunteers. She will speak with Library Director Melissa Mannon as regards collaboration on such an event. Jef will also look into purchasing two large cotton bunting for the 125th Anniversary of the Nichols Memorial Library, an event scheduled for June 10th of this year. The Friends will further discuss and continue planning for the 2023 fund-raising events.

5. **Old Business:** Kathy suggested that we have a special museum committee meeting to further discuss the Five Year Strategic Plan and the Museum Committee By-Laws. Walt added that we also review the museum mission statement to more accurately reflect the museum's collection and exhibits. Date and time to be determined.

Meeting adjourned at 6:38pm.

Respectfully submitted,
Kathy Clark Chase