

Westport Island History Committee

January 15, 2019

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Present: Dedee Greenleaf-Hodgdon, Julie Casson, Mary Ellen Barnes, Jeff Tarbox, Joan Bradford, Judy Hughes, Amy Mussman and Gaye Wagner

JHT JB
(Mary County)
The meeting convened at 6:33 p.m. at the Town Office. Mary Ellen motioned to approve the December 11 minutes; Amy, 2nd; unanimously approved.

Jeff reviewed the January 5th cataloging session which focused on the Dorothy Malone real estate files, The Malone files include documents and photographs that provide insight on island development in the 1970's and 1980's. Per a request:

- Town Office staff approved temporary storage of History Committee boxes in the Town Office vault so that cataloging can be continued beyond the monthly work sessions in a warmer, more serviceable environment.

To assist cataloguers, Jeff is working on a "cataloging cheat sheet" with examples of how items are documented to try to maintain consistency in terminology, etc.

It was agreed that updated cataloging and accession templates and databases will be available in an administrative file in ZOOZ. Instructions for accessing ZOOZ will be resent once this information has been added.

The next cataloging session will be Saturday, February 2, from 10 am to 2 pm at the Town Hall.

Discussion turned to a review of 2019 goals and target dates. Jeff presented his work plan for a new edition of "The History of Westport Island Maine"; see attached handout. He would like some help with selecting photographs and possible biographies. Gaye will send him some news articles for possible biographies. Jeff also briefly addressed a "New Acquisitions" display at the Town Hall as a public event this year. He has spoken with Dick Barker about simultaneously opening the Community Church with a reprise of Dick's House Tour history narration.

On another note, the Comprehensive Planning Committee is considering the establishment of a limited "Island Historic District" – perhaps from the Town Hall or Center School property to the Squire Tarbox Inn – further discussion to come.

Amy met with town website developer, Pedro Guimares, about the History website. Pedro suggested that using the same template for the Friends of Westport Island History as the Town website would reduce costs. He will develop the site for \$1,500; his usual fee is \$3,000. (The Town website will be updated by Gaye and Amy to add an Island history page (which currently is only a link to the "History Committee" page.) For the "Friends of" site, Pedro suggested opening a PayPal account (which requires a bank account) to facilitate a "store" on the site. He will do a mock-up of the "Friends of" at no cost if we are interested. He will need to know our "banner name" and domain name to proceed. Mary Ellen suggested a meeting to review the options. **Website Committee Meeting: February 5 at 6 pm at Amy's house.**

Mary Ellen is working on applying for the IRS 501c3 registration, which is a one-time \$600 fee, and opening a bank account. She would like this in process before committing to a website budget. As a part of developing a Memorandum of Understanding, she is revisiting the distinctions between the History Committee and the "Friends of" that we worked on last Spring. A clear vision is important for the IRS application, the Memorandum of Understanding and the website.

It was decided to put cataloging software on a back burner until more cataloging is done and there are people ready to be trained and to implement it.

Gaye reported that the first two valuation books (1828-1847) have been preserved and the digital copy has been put on ZOOZ. She has also trained at the Maine State Library to scan the oversized valuation books from 1898 to the 1940's.

Jeff made a motion to adjourn at 7:51 pm; Julie, 2nd; unanimously approved. **The next meeting will be on Tuesday, February 19, at 6:30 pm at the Town Office.**