
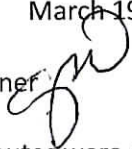


Westport Island History Committee

March 19, 2019

  
**Present:** Jeff Tarbox, Deb Williams and Gaye Wagner 

Because there was not a quorum, last month's minutes were signed but not approved.

Jeff reported that the Selectmen have approved the expenditure of \$1,400 from the History Committee Trust Account for the development of a standalone website for the Friends of Westport Island History (FOWIH). Amy, Jeff and Mary Ellen have met and agreed on a design that makes minor modifications to Amy and Mary's initial design to make it more consistent with the design of the Town website. This will help keep costs down. The initial payment is being processed so that development can begin.

In other financial news, the FOWIH has completed the 501(c)3 filing; the fee was \$275.

Jeff is proposing that the History Committee sponsor a monthly "History Room Open House" at the Town Hall to allow the public to view our holdings; to accept donations; and to provide scanning services for those who may be willing to share -- but are not prepared to donate -- historical photographs or documents. This would be staffed by Committee volunteers during the summer months -- perhaps from May to October. Those present were supportive; this will be discussed further when a quorum is present.

The next order of business was a progress report on monthly cataloging work sessions and a discussion of issues that have arisen with numbering. Issues include:

- How to differentiate items on loan within the numbering system, including photographs and documents we have been loaned to scan and have been given rights to "use", but which we do not possess/or own;

**Discussion:** It was agreed that we use a dedicated accession number series for "items on loan". Jeff proposed an accession number beginning with "50". The accession number would later change to a year-based number if the item was later donated.

Also, for those photographs/documents loaned for scanning, we should develop a deed of gift that specifies our rights to use and share the reproduced copy or notes any restrictions.

- How to best accession "dribble" donations -- i.e., a succession of different donations that come in over a period of years from the same donor.

**Discussion:** It was agreed that there should be separate accessions for each gift that reflect the year the item/or items were donated, since the items can be combined as a "collection" by sorting in the database by donor.

- For further discussion: how to handle duplicate donations; how to handle donations of photocopies of an item when we possess the original item.

Gaye reported that a data logger has been placed at the Ferry Landing house to record humidity and temperature data, to help decision makers evaluate whether the upper floor might ever be a viable storage/exhibit space for any part of the history collection. (Helping Hands' food pantry is now located in the lower level.)

There was some discussion of supplies needed for preservation of both Town archival records and History Committee records with the end of the fiscal year approaching. Those with materials requests should contact Jeff.

Gaye made a motion to adjourn at 8:30 pm; Deb, 2<sup>nd</sup>; unanimously approved. **The next meeting will be on Tuesday, April 16, at 6:30 pm at the Town Office.**