Town of Franklin Massachusetts

Historical Commission

Meeting Minutes, March 11, 2020

Commission Members Present: Phyllis Malcolm, Paul Pisani, Brock Leindecker, Mary Olsson

Guest: Sophie Olsson

Minutes of the February 12, 2020 meeting were approved.

CITIZENS COMMENTS: None

APPOINTMENTS: None

PRESENTATIONS: None

DEMOLITION REQUESTS: None

FFHM: No one in attendance – No report

DISCUSSION AND VOTE: FHM Policy and Procedure manual was discussed and a motion was made and passed to approve the Policy and Procedure manual as put forth by archivist Rebecca Finnigan with the following changes and questions:

* Change the cover logo to the new museum logo
* New Mission Statement accepted, with the change ‘FHC’ instead of ‘FHM’ seeks to create …
* The new Vision Statement was accepted but the question came up as to whether the museum can, on its own, attract increased financial support (3rd paragraph) or should the FFHM be mentioned?
* Collections Policy,
	+ 9th bullet, replace ‘Past Perfect’ database with ‘software’ database
	+ 4th paragraph of the Collections Policy mentions a ‘Collections Committee’. When is that to be established? Who sits on that committee?
* Deed of Gift –
	+ more space is needed for ‘description of materials’ or reference should be made to use other side.
	+ Seems very technical and cumbersome ‘copyrights’ ‘sensitive materials’ ‘…restricted for use by others for a limited and clearly stated amount of time’
* Processing Plan – is this to be filled out by Rebecca for each collection?
* Finding Aids – Are these already in place? Are they available and user friendly? Is there is guide to using the finding aids? Are they to be made available online?
* Collection Title, Dates
	+ Under Restriction to Access, it states there are no restrictions. Collection is open for research. Is that physically? Online? There would have to be some limitation as far as time and availability of qualified personnel.
* Deaccession Policy
	+ We have many things that have not been accessioned – do they need paperwork?
* Disaster Management Plan
	+ It should be added that the current chair of the commission or a commission member should be contacted in the event of any disaster. A list of phone numbers should be included (and periodically updated) with names of commission members, facilities dept manager, etc. etc.

SUB COMMITTEE REPORTS:

* Treasurer’s report: $2,803.77 remaining for the fiscal year
* Archivist Report – Nothing reported

EVENTS:

* Second Sunday Speaker Series
	+ Sunday March 8th Speaker was Phil Grove who did a very interesting presentation on hand turned wooden bowls and other projects and crafts. We’d like to invite him to present again.
	+ Sunday, April 12, no speaker scheduled, Easter Sunday, museum closed.

OLD BUSINESS:

* Jim Johnston donation – update on recent meeting
	+ Alan Earls send out Minutes from last meeting and Agenda for next meeting to be held Wednesday March 18th at 10:30. Things are moving forward with planning. It was discussed that anything suggested by the subcommittee must first be approved by the commission. We will invite Rebecca and Jamie to our April Meeting for clarification of donation and direction.
	+ Stationary – Mary to research and place order
	+ Basement cleanout – need update from Rebecca
	+ Volunteer meeting – nothing scheduled
	+ CPA Update – The Town Council had a presentation at a recent meeting. They are hoping to get the initiative on the November ballot. Volunteers are needed to help support the program and information sharing.
	+ American Legion Materials: Debra Martin will stop by the museum to see what we have, they would like to use items for the Town Hall display.

NEW BUSINESS:

* The glass negatives of Franklin from the early 1900’s by local photographer Nathan Wales were purchased privately. The Commission could not secure money to purchase them for the museum.
* “Mini Franklin Event’ on the Common is being planned by the library.

COMMISSIONER’S COMMENTS:

* Phyllis said that books by Dr. Maki on the town of Franklin were left at the museum as a donation for the gift shop to sell.
* Brock asked if we are allowed to accept sponsorship money? Would like confirmation on how the commission can accept money for use in instances where items of interest to the town and the museum come up for auction or sale. The commission would like the freedom to be able to make such purchases. Can we apply for grants? Accept donations? We will have to look into our options.

There being no further business, a motion was approved to adjourn the meeting. 8:00PM