

Town of Franklin, Massachusetts  
Historical Commission

**Meeting Minutes – June 19, 2012**

*Commissioners Present:* Del Arnold, Alan Earls, Marlene Oliver, Mary Olsson, Debbie Pellegrini (Chair), Bob Percy (Secretary). *Absent:* Alice Vendetti (Treasurer)

*Associates Present:* Colette Ferguson, Connie Lawson, Mary O'Neill. *Absent:* Eamon McCarthy Earls, Kai Olsson.

**Last Meeting's Minutes** – Approved.

**Commission Membership** -- Nothing pending.

Al Wahlers of the Franklin Federated Church stated the church's intentions regarding the Old South Meeting House on Washington St., and provided handouts of some key correspondences about the issue. They feel the town did not maintain the property adequately, and would like a settlement from the town of \$80K, in order to release all claim of ownership to the town. The church and town are each consulting attorneys on the matter.

**SUBCOMMITTEE REPORTS**

⊗ **Communications – (Bob)**

Nothing to report.

⊗ **Document Preservation and Policies – (Alan, Connie, Del)**

Commissioners interested in learning PastPerfect have agreed to meet on Thursdays at the museum during open hours, to share their knowledge of the software. This will help us resume the effort to catalog the museum's inventory.

We discussed the general need to self-document small as-needed procedures. These will be enormously valuable for keeping operations running smoothly.

⊗ **Events – (Debbie, Colette, Connie)**

See **Museum Display**.

⊗ **Finance and Budget – (Debbie)**

The town comptroller has \$95. in an account from a donation from Barbara Smith, and would like to close out this account.

⊗ **Grants – (Marlene, Alan)**

Marlene discussed various grant opportunities, particularly those for holographic displays. She provided a visual presentation of past exhibits at other sites for discussion and consideration. She also provided written summaries of the grant opportunities: 3 for holography, one for Chilson film transfer from 16mm to digital.

We plan to discuss and prioritize these and other grant opportunities at our next meeting. One of these was a grant for a collections coordinator (perhaps a 6-month grant funded position for 20 hrs./wk at \$15./hr. for a total of \$7,500). (Another is a proposal for a two-year grant for a curator, a motion passed at our last (May 2012) meeting.)

⊗ **Hosting – (Debbie)**

Debbie will distribute the hosting calendar for July.

⊗ **Museum Display – (Colette, Connie, Alice, Debbie)**

We discussed how best to apply the skills of volunteers to upcoming displays. We recognized the need for adequate prior training, and for matching particular skill sets to particular tasks ahead of time.

We discussed varying the display cycle by providing fewer physical displays, but provide more programming and preparation for each display. This programming could include (for example for apparel displays):

- styles (use RISD research resources)
- social history (social class)
- descriptions of pieces (signage)
- educational outreach (events that pertain to the display)

Because of the workload involve in display setup, we discussed the need to write a list of the typical tasks involved:

- researching history of items
- removing clothes from manikins
- hauling manikins
- laundering items (where needed)
- ironing
- writing signage
- locating frames and inserting signage

⊗ **Museum Operations – (Del, Alan)**

We discussed the need to purchase office materials for the museum.

⊗ **Outreach School Community – (Bob, Alan, Debbie)**

Nothing new to report.

⊗ **Publicity – (Mary Olsson)**

Nothing new to report.

⊗ **Strategic Plan – (Mary Olsson, Connie, Bob)**

Mary and Bob are reading the materials emailed to them by Kate Coyne. These will help us create a strategic plan for the museum.

⊗ **Website – (Bob, Alan, Mary Olsson)**

Mary continues to add to the Facebook page for the Museum. Nothing new about the Museum website (Bob).

**Friends of the Franklin Historical Museum (FFHM)**

We discussed having this group become more involved in volunteer tasks.

**Housing Rehab Requests** – None

**Demolition Requests** -- None

**Research Requests**

**New Business**

Mary O’Neill donated many items to the museum, including coloring books, headbands, picture books, flags, Ben Franklin books for young readers, and a new log book for the museum room.

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