

Westerlo Heritage Museum  
Board of Trustees Meeting  
Thursday, February 16, 2017  
7PM  
Westerlo Town Hall

Minutes:

Board Members Present: Ron Bryan, Kate Latham, Alicia Malanga, Elaine Nevins

Director: Mary – Jane Araldi

1. Confirmed Museum Board Members and Terms:
  - (a) Elaine Nevins reappointed on Tuesday for a 5 year term – 12/31/21
  - (b) Catherine Latham – term expires 12/31/17
  - (c) Jerald Figel – term expires 12/31/18
  - (d) Diane Figel – term expires 12/31/18
  - (e) Ronald Bryan – term expires 12/31/18
  - (f) Alicia Malanga – term expires 12/31/19 however she wants to remain only until 12/31/17.
2. Bylaws presented to the Board. Motion made by Alicia Malanga to approve bylaws with one revision regarding the annual meeting which will be held on the first Thursday of November. Seconded by Kate Latham. Vote: 1 abstain, 3 yes. Motion carried.
3. Treasurer Report – see attached. Discussion ensued regarding using some of the Savings account money to shore up the porch at the museum so it could at least be used for storage. Also to build a structure to house larger items, such as the Band Wagon.
4. Museum Committee Report:
  - a. The purpose of the museum committee was explained. Members of the committee are Aline Galgay, the Town Attorney; Alicia Malanga, Dennis Fancher, Joe Boone, Member of the Town Board; Mary – Jane Araldi, and Claire Marshall.
  - b. Things that have been accomplished:
    - i. a free archival program has been downloaded on the computer by Alicia. It is a very nice program. Very detailed information can be inputted even pictures of the items. Alicia and Mary – Jane have started to transfer information from the notebooks onto the computer.
    - ii. Telephone has been installed. Phone number: 797-3511. Messages can be left. Alicia and Mary – Jane are going to figure out how to access the messages remotely.
    - iii. An open flag has been purchased – we will need to get a flag pole.
    - iv. Going to buy: a camera, a vacuum and archival shelving.
    - v. Going to order stationary using the logo developed by Don Britton.
      1. Discussed the fact of putting names on the stationary. Alicia suggested a digital file for the stationary so names could be changed as members of the board change.
    - vi. Moving things from the library to the old Town Hall.

- vii. The committee will continue to work on more policies and procedures regarding donations, etc.

5. Website

- a. Discussed what to have put on the Museum Website –
  - i. The phone number
  - ii. The names of the Museum Board Members and their terms
  - iii. Hours – first Saturday of the month from 9am – 11am and other hours by appointment.
  - iv. Meetings – second Thursday of the month at 7pm at the Town Hall. Meetings are open meetings.
    - 1. Will ask Kathy Spinnato to add the meetings to the calendar.
  - v. Mary – Jane will contact Kathy Spinnato at the Town Hall with the updates for the website.

6. Hilltowns Regional Historic Summit

- a. First meeting was held in November in Knox.
- b. Purpose is to host joint events to increase awareness of local history and what is available in our area. Hopefully this will also increase attendance at these events.
- c. The Theme for events for 2017 is Local Businesses; such as Hannay's and the Pill Box Factory in Knox. The theme for 2018 is the Anti-rent wars.
- d. The next meeting is scheduled for Saturday, March 4 in Berne. Possibly at the Berne Library. The meetings are held from 10am – 12noon with a lunch (soup and sandwiches) provided by the host.
- e. Westerlo will host a meeting on Saturday, June 3. Mary – Jane will get permission to use the Town Hall for that meeting.

7. NYS Path Through History Events

- a. June 17-18
- b. October 7-9
- c. Would like to get on the list and have the museum open, most of the day on Sat and the afternoon on Sunday.

8. What artifacts do we want to keep? Just things related to the town or do we want to keep anything that is donated?

- a. Discussion ensued. It was decided by the Board that at the present time, we should keep everything that has been donated until we get a better handle on everything that we have.
- b. Discussion was had about old yearbooks – should they actually be in the Town Library.

9. Keys

- a. We will changing the locks on the back door. It is felt that too many people have access to the museum.
- b. A dead bolt lock will be placed on the inside of the front door.
- c. Mary – Jane will have a key. A key will be available at the Town Hall.
- d. Discussion ensued regarding the availability of the key.

10. Grand Opening

- a. Hopefully we can have a grand opening in the fall and invite all the Town Board Members, County Legislatures and members of other local historical societies and museum.
- 11. Elections
  - a. Think about positions and we can hold elections at the March meeting.
- 12. NYS State Museum Association
  - a. We will be joining that.
- 13. New Business
  - a. Town Wide Garage Sale Days – Saturday, June 10<sup>th</sup>.
    - i. Kate will check to make sure the Town Park is reserved for that day.
    - ii. Ronnie is willing to do the food
  - b. Alarm System
    - i. The need for an alarm system was discussed
  - c. Storm door for front.
    - i. The need for an alarm system was discussed.
- 14. Members present were sworn in by Kathy Spinnato , Town Clerk.
- 15. Next Meeting is Thursday, March 9<sup>th</sup>. At 7pm in the Town Hall.
- 16. Meeting adjourned at 8:30pm.

Respectfully submitted,

Mary – Jane Araldi  
Director