**Town of Lebanon**

**Board of Trustees for the**

**Jonathan Trumbull Jr. House Museum Board LLC**

**MINUTES**

**Regular Meeting**

**Tuesday, November 26, 2019 at 4:00 p.m.**

**TOWN HALL CONFERENCE ROOM, 2ND FLOOR**

Present: S. Martin, M. McCaw, D. Moore and P. Hedwall

Others present: R. Kane and E. Tollman (LHS) and T. Smith

1.0 The meeting was called to order at 4:01 pm. S. Martin noted that T. Smith resigned from the Board so he is no longer able to vote.

2.0 Minutes. Discuss and act on:

2.1 (McCaw/Hedwall) made a motion to accept the Minutes of October 29 Special Meeting as presented. Approved unanimously.

3.0 Old Business. Discuss and act on:

3.1 Review Finance reports – M. McCaw reported that $4424.00 in interest was earned on our endowment fund between January and October 2019.

3.2 Status of new funding request from H.T. Adams Estate – A. Lamb (LHS) confirmed that return receipts have come back so the Trust has received our funding request. M. McCaw reviewed status of remaining funds from all funding requests. $3,186 remains available.

3.3 Status of repairs associated with Minor Funding Request – Per M. McCaw, plaster repairs, ell basement window covers, outside stair installation and bar gate has been installed in barn. Complete.

3.4 Status of Isaac Fitch Woodwork and Storage – S. Martin to get thumb drive to LHS to copy D. Moore’s files to be used when meet with Tom/West River for identification of Isaac Fitch woodwork removed from the Pulz House.

D. Baron has sent a request on behalf of LHS to borrow examples of the Fitch woodwork to be shown at an LHS exhibit to be titled “Made in Lebanon.” The Board agrees that we will be able to supply a few examples. The Board will meet in January to identify possible choices.

3.5 Status of House and Grounds – M. McCaw reported that outdoor furniture and hose have been moved inside.

3.6 Gingko Tree Maintenance – to be addressed

4.0 New Business. Discuss and act on:

4.1 Reimbursements – M. McCaw to be reimbursed for postage to send last funding request to Trust representatives; receipts to be presented at next meeting

4.2 Invoices to Pay – (McCaw/Hedwall) made a motion to approve General Builders Invoice dated 11/21/2019 for $7285, funding to come from the Minor Repair Request account administered by the Lebanon Historical Society. Approved unanimously.

(McCaw/Moore) made a motion to approve the expenditure of up to $1700 for pathway delineation standards to rope off areas for safety purposes in attic, funding to come from the Minor Repair Request account administered by the Lebanon Historical Society. The LHS will order them for us on their credit card to save on taxes and to pay directly instead of requesting a personal reimbursement. Approved unanimously.

4.3 Director’s Position – LHS and Board agreed we should work together to create a proposal since LHS will be taking over the House’s ownership soon. S. Martin to contact D. Baron to discuss and plan.

Board is concerned about school group educator. Pat Hedwall volunteered to cover these needs until a new Director is hired/a decision is made about staffing the House. E. Tollman is also willing to learn lessons taught by former Director and to assist P. Hedwall.

We do not have any coverage for weekends at this point.

(Martin/Hedwall) made a motion to add the Dec. 9 Town Holiday Tree Lighting to the agenda. Approved unanimously.

4.4 Dec 9 Holiday Tree Lighting – T. Smith and S. Martin to meet at House at 4:00 pm to set up candles, outdoor lighting and fireplace. P. Hedwall will make mulled cider and supply cookies.

D. Moore to supply cider. Unknown if we will have band members from high school. The number of students in the band has fallen substantially.

4.5 LHS/Rick Kane and conversion from Lebanon town ownership to Lebanon Historical Society

* The LHS has not received any updates on the sale of the House to the LHS from the Town lawyer.
* The LHS has set up a bank account to accept the Jr House Endowment Funding from the Town. Income generated by the fund will be deposited into LHS General Fund to support the Jr House budget.
* LHS begins budgeting in February. S. Martin will present Jr House budget from this year with Town of Lebanon at February LHS meeting.
* The LHS invited the Jr House Board to their Holiday Luncheon on December 17th at noon at The Log Cabin Restaurant. S. Martin graciously thanked R. Kane for the invitation. Unfortunately, she is out of town. However, the plan to include our Board is very welcome.
* The LHS monthly meeting is usually held the first Tuesday of the month at 7:00 pm. The next meeting is December 3rd. The Jr House Board members are invited to attend.
* The LHS requires that all members of their Board and its committees are members of the LHS in good standing. S. Martin will submit a membership application.
* The LHS intends for the change in ownership of the Jr House to be a “non-event” for our members. Jr House Board will become a Sub-Committee of LHS Board.
* The Town of Lebanon insures the Jr House for $275,000. The LHS will increase the insurance amount to $700,000.
* The LHS would like to invite the Lebanon Garden Club to maintain its rain garden which was installed last year. S. Martin to contact M. Reynolds.

6.0 The meeting was adjourned at 5:10 pm.

Sherri-Ann Martin

Chairman and Secretary