

**Town of Lebanon
Board of Trustees for the
Jonathan Trumbull Jr. House Museum Board LLC
MINUTES
Regular Meeting
Tuesday, March 26, 2019 at 4:00 p.m.
Town Hall Upper Conference Room**

Present: S. Martin, M. McCaw, P. Hedwall, T. Smith

Absent: D. Moore, L. Hogan Ruckdeschel

1.0 The meeting was called to order at 4:03 pm.

2.0 Minutes. Discuss and act on:

2.1 Minutes of February 26 Meeting

(McCaw/Headwall) made a motion to accept the February 26, 2019 Meeting Minutes as presented. Approved unanimously.

3.0 Old Business. Discuss and act on:

3.1 Review Finance reports – no new reports received

3.2 Status of Minor Repair Funding Request – no updates to share

3.3 Status of Couch Upholstery and Matching Pianoforte Cover – couch is complete and P. Hedwall is using left over material to cover the pianoforte stool.

3.4 Status of Pianoforte – T. Fallon from Fallon and Wilkinson is coming to make recommendations on repairs; P. Hedwall has a melodium we can take ivory keys, if needed for repairs.

4.0 New Business. Discuss and act on:

4.1 Program planning for 2019 – children's' school groups are scheduled with the Lebanon Historical Society and the Lebanon Consortium members; a Board member will be needed to assist with crossing children over Route 87 from the Green, to the House.

4.2 Reimbursements – none

4.3 Invoices to Pay – none

4.4 Directors' Job Description and Salary: (McCaw/Smith) made a motion to approve the changes to the Job Description. All approved. Amended document is attached.

4.5 Status of House and Grounds-

M. McCaw thinks we should spray errant weeds in driveway areas to keep clear delineation between lawn and parking and driving areas. S. Martin to pick up some spray.

Also, one of front lights is out. M. McCaw will contact Town.

All discussed concerns regarding Isaac Fitch woodwork stored in garage. The lock is always unlocked whenever one of us comes to the House. We are stewards of this woodwork. It is our job to protect it. M. McCaw to inquire about moving Isaac Fitch woodwork to separate storage area with separate lock in garage. She will contact American Legion about taking snow fencing no longer needed by LHS and will contact Selectmen for approval to do so.

M. McCaw attended a tour of the renovated Jonathan Trumbull House operated by the DAR. We should get info on how they tested the wood beams in the building to prove its building time period.

S. Martin and M. McCaw: Beam that is splitting in basement was to be repaired by General Builders and is rising higher in Keeping Room. M. McCaw will contact Gilbane to discuss.

D. Moore and S. Martin to coordinate and move spool bed from Girls' bedroom to attic and cover with sheet to safeguard. Rope bed to be moved from War Office to upstairs Girls' bedroom.

S. Martin to complete finishing installation of Jr bedroom bedding before school groups attend.

S. Martin to clean house prior to school groups attending. (Need to check with Town about cleaning company hired to clean.)

5.0 The date of the next Regular Meeting is April 23, 2019.

6.0 (Hedwall/Moore) made a motion to adjourn at 4:39 pm. Approved unanimously.

Respectfully submitted,

Sherri-Ann Martin
Chairman and Secretary

Director, Jonathan Trumbull Jr House Museum Job Description

Prepared by Jonathan Trumbull Jr House Study Committee

Revised by Committee 1-22-08

Revised by Jonathan Trumbull Jr House Museum Board LLC 3-26-19

Responsibilities:

The director's responsibilities include, but are not limited to, the following:

- 1, Open the museum to the public on Saturdays and Sundays from noon to 4 pm during the season which includes 22 weekends from mid-May to mid-October. (Weekends may be taken off occasionally as approved by the Board.)
2. Open the museum to school groups on dates coordinated with the LHS Consortium. This includes up to (10) dates. Prepare handouts/educational materials and programs in conjunction with other museums.
3. Prepare and conduct tours of the House based on documented historical interpretations that provide a learning environment for people of all ages. (Including disabled who cannot access our second floor or attic.)
4. During periods when there are no visitors, the director will:
 - a. Under the direction of the Board, organize one or tow special events during the season in coordination with activities of other organizations, including the Town, the historic sites and museums around the town Green and the Connecticut Commission on Agriculture and Tourism.
 - b. Publicize the museum and special events through outlets such as press releases, calendar notices, and articles for Lebanon Life, the LHS Museum newsletter and the internet.
 - c. Update and maintain the collections inventory.
 - d. Update and maintain a docent training guide.
 - e. Work on special projects to be selected in consultation with the Board
 - f. Keep up-to-date on current events in the museum world by reading newsletters and literature from professional organizations.
5. Meet with the LHS Consortium and the Board, as needed, to organize events and to provide reports and proposals in such areas as: increasing attendance, enhancing public relations and developing strategies to attract visitors.
6. Open the museum for the Holiday Tree Lighting on the first weekend of December. Includes onsite hours and preparations. (ie. Installing outdoor lighting, prepping fireplace, coordinating with high school musicians etc.)

7. Provide a summary report at the end of each year/season to document the attendance and activities of the Museum.

Requirements

- Bachelor's degree, preferably in museum studies, history or a related field. (Master's degree is preferred)
- Museum experience, either paid or volunteer, required. Relevant work experience can be substituted
- Must demonstrate the desire to learn the significance of the contributions of Jonathan Trumbull Jr. during the Revolutionary war and the early national period, the story of his family and life in Lebanon during this period, and the architectural history of the house and the career of master joiner, Isaac Fitch.
- Ability to prepare knowledgeable guided tours based on these topics
- Outgoing personality and public speaking skills necessary to communicate effectively with visitors with diverse backgrounds and levels of historic knowledge.
- Ability to partner with, and report to, a volunteer committee/board.
- Enthusiasm for the Museum's and Lebanon Consortium's programs and capable of encouraging support for them; requires resourcefulness, persuasiveness, persistence and determination in pursuit of goals.

Salary

The salary for the director's position will be at the rate of \$23.35 per hour for a part-time position with no benefits. The maximum annual salary will be \$8,000.00. This is based on the following hours:

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| 8 hours per weekend X 22 weekends | \$ 4,109.60 |
| 5 hours serving late arrival visitors | 116.75 |
| 25 hours for special projects | 583.75 |
| 60 hours for school groups | 1,401.00 |
| 6 hours for Holiday Tree Lighting | 700.50 |
| 24 hours for monthly LHS Consortium Meetings | 560.40 |
| 20 hours for publicity | <u>467.00</u> |
| Total | \$ 7,939.00 |