

**Town of Lebanon
Board of Trustees for the
Jonathan Trumbull Jr. House Museum Board LLC
MINUTES
Regular Meeting
Tuesday, September 24, 2019 at 4:00 p.m.
TOWN HALL CONFERENCE ROOM, 2ND FLOOR**

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

(L. Hogan Ruckdeschel is no longer a member of our Board; her term expired September 15, 2019.)

1.0 Call to Order.

2.0 Minutes. Discuss and act on:

2.1 P. Hedwall had a correction to the August 27 Minutes. The motion to pay the invoice for the flooring from Floor Covering Shop Inc. was made by herself and seconded by D. Moore. (Hedwall/Moore) made a motion to approve the Minutes of August 27 Regular Meeting as corrected. Unanimously approved.

3.0 Old Business. Discuss and act on:

3.1 Review Finance reports – M. McCaw reported that we have not received Finance reports from the Town to review for some time. This is most likely due to fact that Town is actively seeking a new Finance Director.

M. McCaw reviewed our monthly income from our endowment investment administered by the Town. We are making less than we spend. Currently, making about \$770/month X 12 = \$9240 per year and our current year budget is \$23,000. There are funds that cover us currently, but they will run out in time.

We identified Lawn services, snow shoveling and Liability Insurance for the Museum as the only items for which we do not directly receive a charge.

3.2 Status of repairs associated with Minor Funding Request

The bathroom is completed. A new floor and molding as well as new toilet workings were installed.

Plaster repairs by General Builders in front stairwell to begin September 25, 2019. Work is to be performed while Museum is closed.

(M. McCaw/Moore) made a motion to request two additional quotes from General Builders:

1. Gate to lock for Lebanon Garden Club to store their supplies in our shed since they maintain both of our gardens and we want Isaac Fitch Woodwork to be stored separately and securely.
2. Build Basement Window covers for underneath ell of building so that can be removed/installed easily.

Unanimously approved.

3.3 Status of Isaac Fitch Woodwork and Storage – details of what to be done in last month's minutes. Working to obtain thumb drive and schedule movement of woodwork with Board and West River Restoration.

3.4 Status of House and Grounds

a. weeds in crushed stone walkways, driveway and parking areas – we will work to spray the weeds every couple of weeks to keep them down.

b. U/V Film for window at top of main staircase - none of us actually likes this idea. After discussion, decided to get a set of shutters made. The house originally had them and a set of them here would showcase their use in the time period and stop direct sunlight from hitting staircase woodwork. We will place in next Funding Request, if received.

(Martin/McCaw) made a motion to add discussion of possible next Funding Request as 3.5. Unanimously approved.

3.5 Possible Next Funding Request

The Board agreed to research costs of:

1. Repairing Pianoforte – need playing mechanisms repair. Fallon & Wilkinson gave us a quote for repairing the wooden casing.
2. Constructing period correct shutters for top of stairwell window to protect Fitch woodwork; sample of past shutter is in the attic.
3. Ground penetrating radar survey of JT Jr House property to establish if there are any other foundations, wells, etc. on the property.
4. Core test of original wood timbers in House to determine/verify age of House.

3.6 Ginkgo Tree Maintenance – Town is responsible for tree but we would like an arborist's opinion. S. Martin to contact three arborists. No work can be performed without approval of Town.

4.0 New Business. Discuss and act on:

4.1 Reimbursements – none

4.2 Invoices to Pay – none

4.3 Director's Position – C. Brashears had tendered her resignation as of our last open day of the season, October 13, 2019. She has been with us for ten years and she will be very missed.

S. Martin to email Director's Position Description to Board members for review and discussion in next meeting.

4.4 Status of Board LLC – the Town of Lebanon may not want to own a museum directly anymore and we could be come part of the Lebanon Historical Society. The endowment would stay with us. Details are not known or sure. More information will come to us over time.

4.5 (Martin/Hedwall) made a motion to approve the Meeting List for Calendar Year 2020 as presented. Meetings will continue to be held on the fourth Tuesday of the month at 4:00 pm with the exception of June, November and December, when the meeting will be held on the third Tuesday of the month to work around holidays and a planned vacation. The list is attached at the end of the minutes. Unanimously approved.

5.0 The date of the next Regular Meeting is October 29, 2019.

6.0 (McCaw/Moore) made a motion to adjourn. Unanimously approved. The meeting adjourned at 5:15 pm.

Sherri-Ann Martin
Chairman and Secretary

**Town of Lebanon Board of Trustees
for the Jonathan Trumbull Jr. House Museum, LLC
Meetings for 2020
at 4:00 pm Town Hall Conference Room, 2nd Floor**

January 28

February 25

March 24

April 28

May 26

June 16

July 28

August 25

September 22

October 27

November 17

December 15

Meeting list approved at the September 24, 2019 Regular Meeting of the Jonathan Trumbull Jr House Museum Board LLC.

Submitted by,
Sherri-Ann Martin
Chairman and Secretary
Jonathan Trumbull Jr House Museum Board LLC

