

## JERICHO HISTORICAL SOCIETY

### BOARD MEETING MINUTES | MAY 11, 2023

Board members present: Ann Squires, Sue Richardson, Stacie Griffiths, Nancy Spier, Shelly Dionne, Keiko Williams, Betty Koshinsky. Board Member attending virtually: Cheryl Thomas.

The meeting was called to order at 6:06 PM. Agenda Old Business; Board Reports; New Business; Community members to be heard.

#### **Old Business:**

Craft Shop Manager job description:

The board discussed draft versions of the manager's job description. Board members agreed that a more specific description is preferred. Discussion included salary range, hours worked and FTE percentage.

Keiko's version is modeled after similar jobs in other nonprofit organizations, including a Craft Shop manager position. The manager will track hours over 90 days, to figure out average hours worked, and the Board will review the document for fine-tuning.

Itemized Job Duties and Knowledge, Skills and Abilities documents were reviewed by the board. Each item was approved or amended for clarification / overlap in content.

In Job Duties - Item 5 was removed. "Recommends and implements strategies to maximize revenues and control costs" is also included in item 1: "Develops a retail vision and long-range goals for the Craft Shop; Builds strategies and support systems to accomplish goals".

In Skills/Abilities - Items 2 and 3 overlap; Item 8 eliminated (Bookkeeping falls under Treasurer's duties.)

Vote to approve the amended documents: Motion by Stacie Griffiths, second by Shelly Dionne. Motion passed with 6 votes in favor.

Craft Shop manager COI (Conflict of Interest) statement – Keiko Williams read the COI statement to be voted. Sue Richardson recused herself from discussion. Motion to approve COI statement by Betty, seconded by Keiko. Motion passed with 5 yes votes. Sue's contract includes a signed COI statement.

Update on lights:

Exterior lights (town light posts) are still not working. The board discussed if we need to call the Town again and how we would be notified.

There's a question of whether a timer box was on the post that is now leaning toward the river – consultants cannot check it safely.

Mike Dionne will go to the Mill basement and look for a time on the electrical box – if lights are on a timer located in Basement is TBD. Mike is also working on a replacement track light for the Bentley Room. Stacie's husband Steven will come in to help with the globe lighting in the hallway.

Update on property maintenance contract: Stacie will update the Board on scheduled mowing days.

Updates: Fire Inspections & Extinguishers | Disaster Plan

Discussed establishment of a Disaster Plan for Mill and other buildings, and periodic required inspection visits by the Fire Marshal. Nancy will reach out to the fire marshal to confirm the most recent inspection date and report from that inspection.

Fire Extinguishers – Inspections: Next inspection of fire extinguishers will take place on May 18<sup>th</sup>. The Board is working on setting up a contract with Impact Fire to inspect on a regular schedule.

Disaster Plan Committee: The Disaster Plan Committee will be charged with identifying the most valuable JHS and Bentley items to be retrieved in a disaster, and preservation planning to create digital backups where possible. Specific action steps were discussed.

Sue will look for the original Bentley microscope in the fireproof cabinet at the town office. One of the keys to the cabinet is broken, and a locksmith may have to open the cabinet

Card catalog drawer is missing – but there was a past project transferring cataloging to a computer program that is in an obsolete program file. Can we contact the known individuals involved with the project to find the resources they used?

Keiko recommended that JHS purchase a new computer. The new equipment will be a centralized access point for inventory and archival records. Keiko will work with Stacie to access our Tech Soup account - the subscription offers discounts on computer equipment. Ann noted Sue also has access to discounts.

Updates: Town of Jericho updates on Riverbank destruction / Recovery

Ann and Sue reported that no response to our inquiries about project status was received from John Abbott. However, we should continue working with the Town to stay connected with all phases of the engineering project. Keiko recommends reviewing the project synopsis by Gary Irish, that explains the scope of the work. Engineering reports are available to the Board on MS Teams for reference.

Updates: Old Red Mill Maintenance/Repairs

Sue Richardson reported that a meeting is scheduled for May 16<sup>th</sup> with Jackson Evans, a representative from Vermont Preservation Trust. Jackson will tour the building with Sue and issue a report. The report will be used to prioritize repair projects. Keiko suggested inviting Gary Irish to attend the follow up meeting. The last inspection took place about 4 years ago, when Brad met with a State historic preservation rep. No written report from that inspection is on file.

#### Updates: Tax Exemption status

Sue met with the Town of Jericho lister, Lorrie Dykema. Lorrie supplied application paperwork for a tax exemption from the town. The action taken by the Town to shorten JHS's tax exempt status was discussed.

Sue reached out to the State of VT Tax Department to obtain clarification on state law, and whether the Town has legal authority to override state law on historic buildings' tax-exempt status.

Keiko suggested outreach to the representative from the Masonic Lodge, who spoke at Town Meeting about why the Town grants a 5-year exemption, for background information.

#### Updates: Vermont Snowflakes contract with Ray Miglionico

Stacie reported that Keiko, Sue, and Ann met with the attorney who is handling contract negotiations with Ray for Vermont Snowflakes merchandise. The earlier contract between JHS and Ray was not valid because it was never signed by Ray. The scope of the contract will include Bentley slides and other equipment that should remain JHS property. Sue reported on ongoing efforts to re-purchase Bentley works that were sold long ago to art museums and collectors.

#### Update: Speakers/Events

Memorial Day Parade – Board members are not available to take part in the Memorial Day event. Discussed creating a miniature Red Mill display that could be put on a float for future parades.

Speaker Event: Nancy Spier reported that she spoke with Professor John Crock from UVM. John is working with Terry Hook to develop a topic for a historic talk. The date for the lecture will be set asap. Events committee – Nancy, Ann and Keiko – is working on more lecture dates and topics. Sue wants to offer Featured Artists talks in the Mill.

#### Finance Updates: Stacie Griffiths

Stacie reported sales through 4/30/23.

Craft Shop sales for April: \$4,467, up by \$1,494 from same month in 2022.

YTD sales are \$16,691, also higher YOY from 2022. Sales numbers are trending upward.

More volunteers are needed to cover shifts at the craft shop for June and through summer.

991 tax forms are being reviewed and should be completed by month end.

State of VT Tax Dept confirmed that we have no VT state tax liability (prior tax years had a minimum tax due of \$300 due to scoop shop operation).

A Trust distribution gift of \$2,000 to JHS was gratefully received by JHS from the estate of Patricia Keith. Funds will be deposited into the Money Market account.

## New Business

Stacie gave an update on transferring Craft Shop merchant processing system to Square. Sue will work with Comcast to increase bandwidth for Square system to function correctly.

Stacie reported that the subscription for Tech Soup was renewed at \$75.00/year.

Shelly reported on advertising in the free Vermont Map. To be included as a featured business we need to buy the “package” deal from the advertiser. Shelly negotiated the Craft Shop listing to show location as Route 15 and not Red Mill Drive. Shelly asked to have Snowflake Bentley.com removed from our business listing, sales on the site don’t benefit the Craft Shop.

## Upcoming events/Networking:

Sue reported on an upcoming history open house event invitation. The event is sponsored by Essex Historical Society in Essex Center, on Sunday, June 4<sup>th</sup> from 1 to 4 PM. More information to follow. Sue also plans to attend a League of Local Historical Societies and Museums event in Barre, VT on May 19<sup>th</sup>.

## New Building Maintenance:

Shelly reported that Mike Dionne inspected the lightning rod on the Mill building. Ground wire is missing, possibly stolen for its copper content. Mike will try to get drone photos to see if any lightning rods are present on the building's river side. More information will be brought to a future meeting.

Sue reported that she had an idea to sponsor a Shred Event that will be offered to the community at large. Shredding would be free with a suggested donation to JHS. She will reach out to Secure Shred to arrange the event. Old JHS craft shop sales records will also be securely shredded.

Motion to adjourn by Shelly Dionne, seconded by Sue Richardson. Meeting adjourned at 8:24 PM.

- Approval of revised meeting minutes for April Board meeting was inadvertently left off the Agenda for May. A vote to approve revised April and May minutes will be added to June’s meeting agenda.

Respectfully submitted,

Betty Koshinsky

Secretary