

AIA Meeting Agenda

June 18, 2012

6:00 PM

Secretary's Report –

Treasurer's Report –

Old Business –

Piano – We need to move it. How is this going to be done?

Voting – Went well

New Business -

Yard Sale – Yard sale at Byron's House

Talk to Kathy about putting it in the Albany Column

Linen Tea and Talk in August – Norma will chair this event. August 10th from 11:00

AM until 2:00 PM

Maine Archives and Museums -

Historic Society –

Need a mission statement - Norma has written one

Update webpage

Open up building for outside events

Open meeting to everyone

Displays – divide building into areas ie: becoming a town, schools, photos, maps, factories (spool, grist, Albany Telephone and Telegraph) library, bank, tavern, stop being a town. The museum tack boards have arrived.

Create brochure about the museum.

Museum wall hangers?

Presentation by: Dot Googins

She spoke about her experience with Maine Narrow Gauge Railway Museum

Learned as she went so her experience is all practical–

*Book – Starting Up a Small Museum “An ounce of preservation” by Craig Tuttle. It is nice to have little books to refer to when things come up.

*Reference Sheet: “We want to start a new museum – Where do we start?”

Have three card files: Category Card file, Location card file, and donor file cards for everything. Contains a location so anyone can locate it.

*Collections Policy on the museum: Fifth Maine Regimental museum paperwork.

Maine Archive and Museum should get a membership for this association.

How did the organization get started; they had a vision from the owner of the property of what they wanted to do with 2 footer train rails and cars.

People signed up to pay \$1000 per year for 5 years – 125 people were needed for the start up cost and then a loan was taken out for the rest.

If funds aren't available they pass the hat. Become a 501(c)3 organization. We already are!

Have a collections policy.

Paperwork and limited space: where do we begin? Archives: How to start a small museum. Contains the fundamentals of the beginning process.

A sheet of paper with what it is, who donated it and address, value, etc.

Archives: for example photos year, month and item number for that month (in two digits) (201206-1)

Everything is file by number, donor name and item. Can use one-sheet photo storage pages with archival paper, filed by collection. Photos are stored in a metal file cabinet.

Everything is recorded on a sheet of paper in a loose-leaf notebook – archive number, who did archival work, who donated, and date received.

Pencil on back of photograph, hard goods string tag with name. Staples carries many of the things we need. Make certain they are archival quality.

Look through museum catalogues for dealers such as Gaylords Research Archival supplies and ask for catalogues.

Two layers of tissue paper will create an archival safe storage space.

It was suggested that we display things flat and against the wall for storage.

Suggestion: Do a little here and have Bethel Historical Society store everything and we have copies here at the Albany Town House.

Temporary Displays: Farms, businesses, mills, art, school, etc.

Norma's book suggested we tell a story about the town through displays. Then have special activities to commemorate activities such as the apron talk and linen talk.

Randy Bennett would be our contact at the Bethel Historical Society.

Donations that are unwanted – Resell them for a donation.

Donor and archive use larger size and category card use smaller card.

Next Meeting – Monday, July 16, 2012 at the Town House at 6:30.

Annual Meeting will be Sunday, August 12th