



Present via ZOOM:

Boas, Keith
Davis-Fritsch, Doris
DeMeis, Jane
Hunt, Robert
Laurence, John
Lee, Suzanne
McCormick, Lucy
Profitt, Vicki
Unckless, Jim
Wells, Matt
Wiener, Linda

Absent

Bill Poray

Others Present

**PHS Board of Trustees Meeting Minutes
August 25, 2020**

A regular meeting of the Board of Trustees was held on August 25, 2020 online via Zoom due to the COVID-19 pandemic.

The meeting was called to order at 7:01 PM by President Robert Hunt.

Secretary's Report and Minutes. Suzanne Lee

Minutes of the regular Board of Trustees meeting from June 23, 2020 were presented. *Minutes were accepted on a motion made, seconded, and carried.*

Treasurer's Report. Linda Wiener

- **Treasurer's report for July 2020** was presented as follows:

Balance sheet – Total assets and equity = \$140779. Total cash of \$54,664 (increase of \$5,333 from June and an increase of \$10,986 from PY cash).

Profit and Loss for month: net income of \$1,481 versus a net loss of \$2,828 in June 2020. YTD net income is \$5,196.

Profit and Loss actual compared to budget: Year-to-date through August 31, 2020

Income \$27,708 compared to \$27,345 budgeted for 2019-2020 (101% of budgeted amount)

Expenses \$22,745 compared to \$21,673 budgeted for 2019-2020 (105% of budgeted amount)

- The increase in investments in the CD (plus renewal) was completed in January.
- Community Foundation transfer is on hold.

Reports for both June and July were accepted on motions made, seconded, and carried.

Committees

Property - Catherine Angevine

- This is Catherine's final property report, summarizing ongoing duties by month/season for her replacement to reference. A copy is appended to this report.
- Bob Hunt suggested re-establishing a property committee to monitor the duties, rather than trying to find one person to do everything as Catherine has done.

Technology – Vicki Profitt

- Two items that we needed to purchase are on backorder, so they won't hit until next year's budget.
- Need to get MS 365 access to get the membership data on there so it's not on Jim's personal computer.

Website - Doris Davis-Fritsch

- Adding several biographies to the website.
- Updated calendar with fall events.
- Unique visitors for July were 806.

Vice President's Report – Vicki Profitt

- All presentations this fall will be virtual through the library. This may continue past December based on the pandemic. The September program is already full, and the October one is almost full.
- Yuletide will likely be cancelled. The committee will meet soon to decide for sure.
- Gift shop sales and Museum visitor numbers are both good – close to average for August.
- Facebook – our page now has almost 3,000 followers, thanks to Bill Poray's wonderful posts.

Communications – Jane DeMeis

- Released publicity about our reopening.
- NextDoor getting a good response.
- Will publicize fall programs.
- Published an article on the LiDestri donation of masks and hand sanitizer.

Membership – Jim Unckless

- Memberships are running about average, although there are more Patron-level sponsors than usual, which is good.
- With the House Tour not happening, total annual memberships will likely be lower this year.
- Members should forward the Historigram to friends to try to generate new memberships.

Historigram – Jim Unckless

- A new acknowledgement section was added to list memorial gifts, as we have had several lately.
- There will be a socially-distanced folding party for the Historigram next Tuesday morning at 9 am at the Museum.

Elections

- All candidates nominated were elected via mail-in balloting. There were a few write-ins, but the nominated candidates won (Vicki Profitt, John Laurence, Bill Poray, Lucy McCormick). There were almost 200 ballots cast, which is much better participation than we usually get at the annual picnic, because we are limited to 65 people at the pavilion for that event.

Next meeting: The next regular meeting of the PHS Board of Trustees will be held Tuesday, September 22nd at 7:00 pm, possibly in person at the Museum, but possibly via Zoom.

Meeting ended at 7:40 pm.

Respectfully submitted,

Suzanne Lee, Secretary

Property Information – from Catherine Angevine August 2020

Issues Within the Building

Paul (DPW) and I developed a process for (electrical or heat) building issues. I call him first, the village makes the decision on what to do. I have not called him on plumbing issues in the past, but I think we should from now on. The pipes/fixtures are old and fragile. The Village is far better equipped to handle plumbing issues and emergencies than we are.

Annual Interior Spring Cleaning (Feb/Mar)

I would keep this up for the foreseeable future. Reliable Cleaning Inc. Two volunteers help with a light cleaning again in the fall before the annual Xmas doings. You will have to contact them (Marilyn Moran/Anita Rubsom) to see if they wish to continue.

Window washing (inside and out) as needed. Rochester Window Cleaning. Last done in 2018.

Annual Gutter Cleaning

This is essential. Monroe Gutter Cleaning comes 2x per year (May/Nov). Contract through 2021.

Make sure the angled downspout on the north side is THOROUGHLY cleared. If it is blocked it is a major contributor to the water issues in the basement on the north side.

Gutter Repairs

As you know we had an extensive analysis done of the gutter and water issues in 2019. I have photos/paperwork and will provide to whomever wants them.

Wall Repair Basement

Get through the fall and spring and see if the north side stays dry before beginning any repairs. The major concern is the Meeting Room walls. The tile floor is damaged as well but I doubt there is any interest to repair that. Hopefully the village will help with the wall repair. I am concerned about mold. It will require a professional to repair the unique wall covering (stucco?).

When all is repaired and water issues solved, PHS should purchase a new carpet for the floor. It has been water soaked many, many times.

I would give the south side another year before embarking on any repairs. The south side has the most water issues and should be monitored closely in the spring. The interior wall has been thoroughly soaked (for years) and will need time to dry out.

Museum Grounds

I will continue to monitor the hedges and keep the Board President informed. Probably another treatment in the fall and again in the spring. The affected hedges were struggling to begin with. Hopefully they will come back. A volunteer trims the hedges during the year. Mike Degoey.

I strongly suggest that PHS contract with a landscape firm for weed control and mulching for the front of the building. The rest of the property is overrun with invasive weeds and it is useless to try to maintain the rest of the property. Mike does his best to cut the weeds back when he trims the hedges.

The front trees were trimmed and shaped in 2018. Fall leaf cleanup is contracted out because the leaves drop very late and then lay there over the winter. Since we finally have the grass looking decent, I recommend that the fall leaf clean up continue.

The wild maple on the north side will continue to be an issue for the foreseeable future.

Trash Barrels

The trash is picked up Wednesday am. It is necessary to keep the barrels and lids tethered to the back railing, otherwise they blow all over the yard. The Garden Club does maintenance during the year and fills them up regularly. Pat Beckwith alerts me if they have been working in the garden so that I can get the barrels to the curb for pickup, and I check them occasionally as well. Mike Degoey also lets me know when he has been hedge trimming.

Maintenance and Business Files

I have done my best to organize the PHS and Museum (insurance/lease etc) business files. It is important to keep the organization files in a central place. These are located in the attic file cabinets to the far right of the door.

The building maintenance information is located in two binders located on the workbench in the basement. The Village takes care of the furnace maintenance.

Supplies

I do not purchase supplies for the building.

Carbon Monoxide Detectors

These are located on all three floors. They are required by the Village safety code. Make sure the batteries are working.

Insect Control

There are wasp nests located around all the downspouts along the roof. There was a serious incident with the gutter maintenance folks a year ago and we hired an exterminator to deal with the infestation. Surely the Village has a contract with a similar business that would do an annual spray for us. Good question for Paul.

PHS Contact List

A volunteer to keep this up to date?