

**WESTON ART & INNOVATION CENTER  
ADVISORY BOARD (Weston AIC-AB)  
For the meeting held on  
Tuesday, September 3rd, 2019 – 3:00 PM  
Weston Public Library  
87 School Street, Weston, MA 02493**

**Meeting called to order at 3:00 pm**

**Minutes taken by:** Joel Angiolillo

**Members in attendance:**

Present		
P	Cecily Cassum	AIC Board, Chair
P	Joel Angiolillo	AIC Board, Clerk, Treasurer
P	Audrey Pepper	AIC Board
P	Nicole Mordecai	AIC Board
	John Thompson	AIC Board
	Adam Wisnia	AIC Board
P	Lee McCanne	AIC Board
P	Robert Carter	AIC Manager
P	Jenn Warner	Weston Public Library
P	Alli Palmgren	Weston Public Library
	Susan Brennan	Member of the Public
P	Nathan Suher	Weston Media Center ED

The minutes of the 8/20/2019 meeting, with edits from Cecily Cassum, were approved unanimously.

### **Grand Opening**

Most of the discussion concerned the Grand Opening.

- 9/14 – 10 am to 4 pm
- Yard signs are going up across town. We will put a few in front of the library, but there are still more to distribute.
- We cannot attach the banner on the building. John and Joel will look into building a support for it.
- Nicole will set up a slide show look of her photos taken before, during and after construction.
- We decided not to have music on the open house because it may just be too noisy and chaotic.
- We talked about have handouts/flyers on topics like programming, rentals, fundraising, etc., and whether or not these should have the same look and feel. It was decided that it was not really necessary, but it would still be good to run all the flyers and handouts by Robert for a sanity check.
- The Friends will be providing food and water.
- Nicole is doing a flyer for her upcoming classes. Joel will do one for the Fixit First Clinic. Others are being done as well.

### **Building**

Audrey raised the issue of adding some type of sound dampening material in the makerspaces (e.g., a carpet). This can't happen by opening day, but it will be considered going forward. (This is in addition to having window inserts in the reading room.)

## **Staff**

Jenn and Robert are interviewing students for jobs as part-time lab techs. We have a few good candidates.

## **Programming and Classes**

We discussed having some online overview of the program. Robert will consider this input. Because we (the Town) does not have a process in place for refunding money: (1) We will bill the students' credit card or deposit their check as late as possible, for example, a day or two before the class. If we cancel a class before this time, we won't bill their credit card or deposit their check. (2) We will only give credit (not a refund) toward another class if the student un-enrolls in a class.

## **Rentals**

It might be easier to rent the reading room if we have round tables that seat 6 to 8. Robert thinks we might be able to store the tables above the bathrooms. Jen will look into this.

For the rentals, Cecily and Robert will create a one page handout for the rental process.

## **Membership File, Email and Social Media**

Alli has access to the CivicSend membership list (currently 1128) and the CivicSend mailing software. So we can bring the email "in house" and get the metrics we need. It would be best to have a single membership list (right now Joel has one and CivicSend has one), and clearly this membership list should be in CivicSend. Going forward, in the Membership file we would like to have address and phone number. We don't have this information today. Joel has passed on the membership list he has to Robert. He will also send it to Alli.

Alli is handling all the social media outreach.

Requiring students to have an account (with user ID and password) was discussed.

## **Software and Hardware**

The laptops have arrived. Robert recommended that we get a TechSoup account to lower our software costs, especially for the Adobe Suite products.

## **Next Meetings**

The next meeting will be September 17th at 3:00 pm at the AIC.

## **Adjournment**

Meeting adjourned at 5:10.