

BROOKLINE TOWN HISTORY COMMITTEE

April 26, 2019

MEETING MINUTES

A meeting of the Brookline Town History Committee was held on Friday, April 26, 2019 at 4:00pm.

Members of the Board Present: Keith Thompson, Louise Eldridge, Roy Wallen, Nancy Reinbold, Bob Ottavi, Jack Fallon, Peter Webb, Eric DiVirgilio

Members of the Board Absent: Donna Corey, Vicki Pope, Dan Marcek

Also in attendance: Gail Chaddock, Sid Hall

Sid presented his information for printing; explaining what the quotes include, how the printing process works, recommendations, etc. We reviewed the three quotes he received for printing; Thomson-Shore, Sentinel and Sheridan. According to Sid, all three are highly reputable companies and the freight charge to ship the books to Brookline are comparable. The major publishers such as Random House use these printers.

Sid explained that the major cost of printing is in the setup; making plates, etc. The cost then reduces with the quantity printed. We discussed the cost of printing in black and white versus color, weight of paper, type of paper which is good for text and pictures, experience with these printers in preparing the print files and how they have attention to detail, etc. As Sid explained, part of the quotes for the books is the acceptance for the price of "overs and unders". Over and unders are an amount either more than or less than the requested quantity of an item. For example, if an order is placed for 10,000 books, the printer can deliver more or less than the order. The price per book is then adjusted accordingly.

We then voted on three items:

1. Whether the book should be black and white vs color.
Peter motioned to have the book printed in black and white, Roy seconded. All in favor.
2. Choice of vendor.
Jack motioned to have Thomson-Shore as the printer, Peter seconded. All in favor.
3. Quantity of books.
Peter motioned to have 1,250 printed, Jack seconded. Roy brought up that the amount might be too high. We considered storage, cost, "overs and unders" and the cost to reprint if needed. One of our concerns is that it is best to have a little more versus not enough due to the cost to reprint. Peter rescinded the motion for 1,250 books. Peter then motioned to order 1,200 books, Nancy seconded. All in favor.

Keith will present the Selectboard our choice for vendor, number of books and what the cost will be. This will happen the first Monday in May.

Keith will talk to Tad when he returns next week about how the billing to the town would be handled. Billing direct to the town will probably be the best way. He will also talk to Tad about storage at the town hall. The historical society will also be able to store some books. The books will roughly be 2"x6"x9". Someone will also have to be in charge of the inventory as time goes on; how many sold, where they are, etc. The ideal storage location is a cool room that does not fluctuate in temp and does not have high humidity.

We will need to move the boxes out of the truck when they arrive from the printer. The boxes should be small enough for us to handle, maybe 10 books per box or smaller.

We then discussed that the committee should continue to be active through at least the 250th celebration. Since our charter is year to year, we can elect not to redo our charter for next year. There should also be something in place as the years go on, for the historical society to continue to collect pictures, stories, notes, etc. so that information can be ready for the next time a town history book is done.

ADJOURNMENT

At 5:20 pm, Roy moved to adjourn the meeting. Nancy seconded. Passed unanimously.

Submitted,
Bob Ottavi, Secretary