

Local History and Archives Advisory Committee  
April 6, 2018 minutes

Present: Peggy Calkins, Sarah Dunlap, Molly Hardy, Beverly McKean, Deborah Kelsey and Katelynn Vance

Not Present: Stephanie Buck, Carol Kelly, and Martin Ray

1. Called to order at 11 am.
2. Welcome and introductions
3. Approval of the minutes for March 2, 2018. B. McKean moved to approve the minutes as corrected. M. Hardy seconded and the minutes were approved with S. Dunlap abstaining.
4. Announcement:
  - a. Katelynn Vance announced her resignation as the Archivist for the City and the Library effective April 20<sup>th</sup>. Well wishes were expressed as she will be a research associate for George Washington University.
  - b. Molly Hardy will begin her new position as Librarian Archivist for the Cape Ann Museum May 8<sup>th</sup>.
5. Update on LSTA Preservation Assessment Grant  
The consulting archivist from the NEDCC will conduct the onsite needs assessment on June 27<sup>th</sup>  
Following receipt of the preservation needs assessment report both the Library and the City will be writing five-year preservation long-range plans to be submitted to the MBLC as part of the grant report due October 15<sup>th</sup>. K. Vance provided resources and guidelines for writing preservation plans.
6. Discussion of LSTA Conservation and Digitization grant  
Grant application submitted after receiving a quote for the conservation and digitization for the designated city records from the NEDCC by K. Vance.
7. Open discussion
  - a. The intention behind the formation of a Records Management Advisory Board to oversee the handling of archival materials. The archivists explained the difference between records management and archives - the former is usually more concerned with records throughout their 'life cycle', which will probably include archiving some of the records; while the archives is for the long-term preservation of the records.
  - b. Saunders House basement was cleaned and a dehumidification was installed.
8. Meeting adjourned at 12:30 pm.

Respectfully submitted,

Deborah Kelsey