

Local History and Archives Advisory Committee
September 7, 2018 minutes

Present: Stephanie Buck, Peggy Calkins, Molly Hardy, Carol Kelly, Beverly McKean, Martin Ray, Grace Poirier, and Deborah Kelsey

Not Present: Sarah Dunlap

1. Called to order at 10:05 am
2. Update on LSTA Preservation Assessment Grant
The preservation needs assessment report was reviewed. Concern was expressed that the report was based on the premise that the archivist position would be filled. Matters are far more grave than the report makes clear. An addendum with clear recommendation from the NEDCC will be requested by D. Kelsey.
D. Kelsey for the Library and the Archives Committee with the City Clerk staff for the City will be writing five-year preservation long-range plans to be submitted to the MBLC as part of the grant port due October 15th. Drafts to the Committee will be emailed by Oct 3rd. Written feedback is expected from members who are unable to attend the next meeting.
3. Discussion of LSTA Conservation and Digitization grant
Provisionally awarded.
M. Hardy moved to accept the \$30,000 grant. C. Kelly seconded. Motion passed with G. Poirier abstaining.
Removal of previously conserved and digitized records from the secure, stable archival cabinets at the library by a member of the City Archives Committee is not holding up the description of stewardship written in the grant application.
B. McKean moved that the City Clerk oversee the return of these conserved and digitized records to the Sawyer Free Library archival cabinets in order to meet the conditions of the LSTA grant. M. Hardy seconded. Motion passed with G. Poirier abstaining.
4. Open discussion
 - a. Need to establish the proper chain of command in which deference is given to the City, not to an individual member of the Archives Committee.
M. Hardy moved that the Records Management Advisory Board be reinstated. C. Kelly seconded. Motion passed unanimously.
 - b. Needed training. Currently S. Buck, C. Kelly, and P. Calkins are comfortable using digitized records.
S. Buck moved that every volunteer in the City Archives should receive training on accessing digitized records. M. Ray seconded. Motion passed unanimously.
 - c. Possible reuse of Saunders House as a local history center and archival repository. Confirmed aspiration for a central repository.
5. Meeting adjourned at 11:15 am
6. Next meeting October 5, 2018 at 10 am

Respectfully submitted, Deborah Kelsey