

CITY OF GLOUCESTER ARCHIVES COMMITTEE

Committee Meeting Minutes

May 23, 2019

City Hall 1st Fl. Council Room

Meeting open 9:05 AM

Attendees: Joann Senos, City Clerk; Moderator
Sandy Williams
Stephanie Buck
Sarah Dunlap
Susan Wright
Lois Hamilton; Absent
Jim Destino; walk-in at 9:15

2019 AUG 29 AM 10:31
CITY CLERK
GLOUCESTER, MA

1st Meeting of the year Agenda:

1. Committee Organization
 - a. Appoint Committee members to positions including Chair/ Vice-Chair, Recording Secretary; Discuss frequency & timing of Meetings
 - b. Sarah Dunlap & Sandy Williams are voted in as Co-Chairs; Lois Hamilton voted in as Recording Secretary absentia by attending Committee Members unanimously; no Vice-Chair was deemed necessary
 - c. Scheduled meetings voted by attending members to be "as needed basis"; ie. Qtly a year until at a future time when the Committee decides otherwise.
2. Plan & Identify Prioritize Policy that were deemed necessary by the NEDCC [New England Documents Conservation Center] reports of 2005 & 2018
 - a. High priority is climate controlled vaults with better access, shelving & larger size vaults
 - i. Joann: "possibly something will be done within the 400th celebration". Sandy: "the Rotary Club indicated helping us with vault costs by pushing the 400th committee to help us".
 - ii. Sarah: "Architect Max Fero did a rendering of extending out underground from the office to the street, but was never looked at or discussed as a possible viable solution for a vault".
 - iii. Joann: "a current study is being done of City Hall for another renovation, maybe it could include Archives need for vault space." It should be brought to the Administration's attention.

- iv. Jim D.; "We're asking the State right now for money for renovations."
 - v. Many ideas were discussed as to solutions for the preservation of our documents, including making City Hall a museum to display our holdings publicly & build out another City Hall to house the "working" offices of the city's government. Also, taking a look at the Fire Station for conversion to Archives Dept. storage vaults and offices.
 - vi. Jim D. "We, the City" have a capital spending plan of about \$250,000,000.00 for the next 4-6 years and we have funding and we should get the Archives interests into that plan as well.
3. Getting a new Archivist specific to the Archives Dept. to control the preservation techniques & procedures for proper storage of our vital records & holdings. A Request for Archivist TBD
- a. Strategic plan put on the table til next meeting; Susan Wright would like time to review it
 - b. Policy of how we accept donations, ie. Policy & procedure of such items; Prepare a document with right of refusal of items and signed by donor; Joann; must have a meeting to accept items & get monetary value;
Susan Wright: Required insurance for our holdings?; How are the Vital Records insured? General City Liability covers all items currently in the City Hall. Shouldn't these be insured separately? Part of the original required Disaster Plan for the City Hall by the NEDCC.
 - c. Stephanie Buck; will come up with a form for donations, item # & signature of donor, maybe acceptance/ denial of items form?
 - d. Stephanie Buck;? of fire Drills performed by the Fire Dept.; There should be 1 per year, we have them at the Cape Ann Museum every year. Joann will bring it up at council's meeting.
 - e. There is Surveillance cameras around the building
 - f. Susan Wright; providing training for volunteers on handling of Archiva handling; where or when can we get some according the report by the NEDCC; We will check with the Mass. Historical Society that Sarah Dunlap thinks had classes available.
4. Joann Senos; says the Archives has several accts., Sandy would like the account #'s since she does the budget for the Archives
5. Everyone has to take the Ethics test; Stephanie & Sarah need to renew theirs

Archives Committee Meeting adjourned @ 9: 56 AM

Sandy Williams motioned to adjourn; Stephanie 2nd the motion

Voted unanimously on:

Archives Committee Officers; Co-Chairs & Recording Secretary
Date & Times of Meetings

Next Meeting:

TBD