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MEETING NOTICE AND AGENDA

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Archives Advisory Committee

Name of Board/Committee

Address of Meeting: Abbot Hall, 188 Washington Street
188 Washington Street

Room: Town Administrator

THURSDAY	July	26	2018	9:30	AM
Day of Week	Month	Day	Year	Time	AM/PM

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

Agenda:

1. Approve minutes of June 28, 2018 meeting
2. 2018 Summer Intern status
3. Recent communications - Johnston
4. Dashboard update – including LoI and archival materials measurements status – Johnston
5. PEM Collections Center impressions - Johnston
6. Requirements Documents Issues - discussion and recommendations
 - 6.1. Specialized processing areas
 - 6.1.1. Digitization and photography –
 - 6.1.1.1. recommend have internal ability to digitize by scanning flat archival materials using standard flatbed scanner and/or multi-function device along with OCR software
 - 6.1.1.2. recommend have internal ability to digitize by scanning larger flat archival materials such as maps using roll scanner
 - 6.1.1.3. recommend that book scanning be done externally, such as through BPL and Digital Commonwealth
 - 6.1.1.4. recommend that book and archive transcription be done externally
 - 6.1.1.5. recommend having a fixed photography setups to image large flat items and to provide catalog images of 3D objects
 - 6.1.2. Receiving – recommend receiving dock with weather protection, but may be an exterior dock
 - 6.1.2.1. mold, pest assessment
 - 6.1.2.2. mold refrigeration
 - 6.1.2.3. pest fumigation
 - 6.1.3. Conservation – recommend use contractor such as NEDCC
 - 6.2. Shelving:
 - 6.2.1. Recommend begin operation with fixed shelving (for boxed archival materials and 3D objects), flat file/map cases, artwork stored in racks. Quantities dependent on measurement of existing materials

- 6.2.2. Recommend study of cost to prepare 50% of collections storage area for future use of mobile shelving
- 6.2.3. Recommend plan for 15 year growth without use of mobile shelving
- 6.3. Staffing and Office Space
 - 6.3.1. Recommend plan for full-time Archival Director and assistant archivist (may be part-time) – both paid
 - 6.3.2. Recommend plan space and work stations for 6 trained volunteer archivists from MHC and MM (includes potential volunteers from other participating organizations as well)
- 7. Potential sites screening and architectural study plans recommendations – Cutting, Nilsson
- 8. PR sub- committee report – Peterson, Doliber, Cutting
- 9. Open action items status (see June 28, 2018 meeting minutes) – all
- 10. Other business /New business
- 11. Next meetings –
 - 11.1. Thu., August 23, 2018 at 9:30am, Jason Silva’s Conference Room
 - 11.2. Thu., Sept. 13, 2018 at 9:30am, Jason Silva’s Conference Room (date change)
 - 11.3. Thu., Oct. 25, 2018 at 9:30am, Jason Silva’s Conference Room

Correspondence, Public Participation, Old/New Business

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Posted by: Kyle Wiley Date: July 18, 2018