

**Archival Review Board
May 31, 2023, 11:30 a.m.**

Meeting Minutes

Participating: Members Richard K. Lieberman, Jeff Lowell and Yasmin Ramirez attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb.

Agenda Item 1: Review of Minutes from February 15, 2023

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on February 15, 2023. None were voiced and the Minutes were approved.

Agenda Item 2: Commissioner's Report

Commissioner Toole apprised the members of the recent award for public service presented to Kenneth Cobb by the Fund for the City of New York. She added that ARB member Richard Lieberman had previously won the award, and archivist Leonora Gidlund and former DORIS Commissioner Eugene Bockman were also recipients.

-The agency had made significant progress with the Electronic Records Management System (ERMS), noting its relevance to the ARB in that most records are now born digital. To date, 32 agencies have been onboarded and more than 8 million records are under management. The system applies record retention schedules and indicates when series are designated for transfer to Municipal Archives.

Agenda Item no. 3 - Update on Activities in the Municipal Archives- Sylvia Kollar

-Sylvia Kollar reported that the Municipal Archives had received a grant from the Stackpoole Foundation to digitize the 1890 census. The Archives had successfully completed a pilot project funded by the Foundation and the second award will finish the work.

- The National Parks Service, "Saving Americas Treasures," program (administered through the Institute of Museum and Library Services) is supporting conservation and photographing of Brooklyn Bridge drawings during a three-year project. To date, 1,500 items had been repaired and custom shelving needed for long-term storage of the drawings is being installed.

-Archivists recently indexed the Theatre Matron License collection. The intellectual content is a rich resource for under-documented women.

-The agency is coordinating with the City Service Corp. to engage staff who will remediate inventories of archival collections to better inform the diversity of subject matter.

-The Archives has contracted with a vendor to digitize 1,700 at-risk videotapes from Channel L, a local cable station that recorded Community Board, Mayor's Office and City Planning Department meetings from the 1970s to the 1990s.

-The Municipal Archives is implementing Preservica, a digital content management system. Archivists are setting up workflows to perform preservation and collection analysis functions. Member Lieberman said he remembered the Theatre Matrons and suggested that the Archives try to gather anecdotes about them from people who were kids in the 1950s. Commissioner Toole said that the Neighborhood Stories initiative might be a good place to follow-up with this suggestion.

Commissioner Toole added that the work of Sylvia Kollar's team had been extraordinary, citing the Old Town Records Collection and the Brooklyn Bridge drawings as just two examples of their great work.

Agenda Item no. 4 – Archival Review Board Report

Commissioner Toole asked if there were any comments on the report (previously circulated). Member Jeff Lowell questioned the image on the last page. Commissioner Toole said captions would be added to all of the pictures.

Commissioner Toole asked for authorization from the Board to transmit the report. Member Lieberman said yes, authorized. He also asked about upcoming celebrations related to the Erie Canal (1825). Commissioner Toole said she would provide an update at the next meeting.

The meeting adjourned at 11:50 a.m.