

**Archives, Reference and Research Advisory Board**  
**May 17, 2021**  
**Minutes**

Present:

Board Members: Marco Carrion, Idilio Gracia-Pena, Jason Bauman, Brian Carlin, Pamela Cruz, Sarah Gonzalez, Glenda Grace, Richard Moylan, Rebecca Pou, Robert Snyder, Eric Washington.

DORIS Staff: Pauline Toole, Sylvia Kollar, LaTonya Jones, Kenneth Cobb.

1. Introductions

Commissioner Pauline Toole introduced the new Archives, Reference and Research Advisory Board Chair, Marco Carrion.

Mr. Carrion thanked Commissioner Toole and provided additional information about his background -- he had served as Commissioner of the Community Affairs Unit in the Mayor's Office for seven years and was now the Executive Director of El Puente, an organization dedicated to youth development in the Williamsburg, Brooklyn, community. Mr. Carrion said it was an honor to serve as Board Chair.

Following Mr. Carrion's comments, the other Board members introduced themselves.

2. Review of minutes from the January 13, 2021 meeting

The minutes from the January 13, 2021 board meeting were moved and accepted.

3. Report on activities and next steps for committees formed in January, 2021:

- a. Neighborhoods (Eric Washington, Richard Moyan, and Rob Snyder)  
Eric Washington reported that the Neighborhood Committee had not met and would report at the next meeting.

- b. Social Media (Glenda Grace, Jason Bauman, Sarah Gonzalez, and Rebecca Pou)

Rebecca Pou discussed challenges in producing social media content and coordinating campaigns.

- c. Education (Brian Carlin, Pamela Cruz, Rob Snyder)

Brian Carlin reported that the committee met on 31 March and discussed how to connect and leverage the resource of the Municipal Archives with educators. He noted that there were particular strengths in the Municipal Archives collections related to topics such as the health crisis, and immigration that could be explored further. He suggested a TEAMS channel would be helpful for committee members to communicate. The committee also discussed planning professional learning days.

A general discussion followed regarding the committees and their missions:

-Board Chair Carrion asked how the board or DORIS staff can help to support the committees.

-Board member Idilio Gracia-Pena said he would like to join the Education and Neighborhood committees. With respect to the Education committee he saw the primary challenge was how to bring the information to the communities – to the schools, neighborhood organizations, community boards, etc. He observed that different audiences required a different approach in disseminating the information.

-Eric Washington noted that he had curated an exhibition about Manhattanville for City College that he thought could be re-purposed. Gracia-Pena asked if had been digitized; Washington said no, but that could possibly happen.

-Brian Carlin said the National History Day program could also serve as a model.

-Commissioner Toole said that a DORIS staff member had been appointed to each Committee [add names here] to serve as liaison.

-Rebecca Pou said they were looking for ideas for the Social Media committee and LaTonya Jones replied that content for the DORIS channels would be helpful – she and her team could help guide what Channel would be appropriate.

-Eric Washington asked if the Board or DORIS had a relationship with any of the branch libraries to create exhibits and/or to supply content for their vertical files. Commissioner Toole suggested this could be a digital project.

-Rob Snyder said he was working on a how to research the history of a building guide and asked for help getting it into the branch libraries.

#### 4. Update on Agency activities

Board Chair Carrion moved to the next agenda item, Agency activities, and called on Sylvia Kollar for her report:

Ms. Kollar reported that the move of the Archives to the new space at Industry City was proceeding and an added benefit will be that every item in the Archives (box, ledger, map, etc.) will be bar-coded—greatly facilitating future access.

She noted that re-opening the Archives to the public was planned for July. It will be by appointment-only.

Ms. Kollar added that the online information access tool, ArchivesSpace, will also be launched in July. It will include information about every Municipal Archives accession and all extant finding aids.

LaTonya Jones reported on DORIS' recent outreach activities:

-The 'Lunch and Learn' program has been successfully launched. The presentations take place on the 2<sup>nd</sup> Tuesday of every month and feature DORIS staff members talking about their projects. To date, programs have

focused on the Manhattan Building Plans collection and family history research resources.

-The outreach team have developed a virtual version of the 'Ebb and Flow' collaborative exhibit that opened one week before the March 2020 shutdown.

-They have also developed a virtual version of the Brooklyn Bridge exhibit geared to third through sixth grade curriculums

-A new coordinator has been hired for the Neighborhood Voices initiative.

Ms. Jones is also heading-up the DORIS website update project.

Commissioner Toole noted that these activities are all connected to the three AARAB committees. She alerted Board members to the new Artist-in-Residence program and urged them to circulate the announcement.

## 5. Other matters

Board Chair Carrion asked if Board members wanted to discuss any additional matters; none were voiced and he closed the meeting.