

## Archives, Reference and Research Advisory Board

### Meeting Minutes 12.11.2018

- I. Call to Order at 9:35 by Joan Millman
- II. Introductions
  - a. Present: Lillian Jean Baptiste (by phone), Pamela Cruz, Kayhan Irani, Glenda Grace, Idillio Gracia-Pena, Gregory Jost (by phone), Sylvia Kollar, Joan Millman, Richard Moylan (by phone), Tom Shcherbenko (by phone), Pauline Toole, Peter Williams (by phone)
- III. Review/Adoption of Minutes: Approved and accepted.
- IV. Report from Pamela Cruz on Annual Report:
  - a. Framework created to be circulated: background and historical context, activities of the department and metrics. Should the annual report include archival and library metrics or those of the outreach and communications division of the agency. Should the board focus on escalating the work of the public programming.
    - i. Glenda Grace believes reflecting what is going on -doesn't need to be extensive.
    - ii. Toole noted Kollar would connect and report on public programming events. Integrated outreach and building a strong Municipal Archive are part of the same work- support for the collections can evaporate.
- V. ARB Consolidation:
  - a. Toole provided draft of Archives Review Advisory Board. Municipal Archives and Library Review Board, size, membership, transitions of the board, and how to retain aspects of both boards. Recommended public historian and archivist.
  - b. Composition of the board reflects diverse communities in the city, and a representation of media, education, and community engagement professionals with such experience.
  - c. Appointments would be 3 year terms, and hope that those that are interested continue to serve. A staggered approach to appointments. Dual appointments by speaker or mayor. No compensation, but expenses could be reimbursed according to administration rules.
  - d. The responsibilities includes access to inspect and appraise collections, annual reporting.
  - e. Consideration of the ARB
  - f. Gracia-Pena recommends a librarian to be on the board. Agreement on one librarian, one archivist and one public historian.
  - g. Millman asked how 2 people would be appointed a year. Toole explained polling people's current responsibilities. Maintaining continuity would be important.
  - h. Millman, statement that there are no term limits. Lillian- term limits recommended as a way to keep ideas etc. fresh. Moylan agrees with current written term limits suffices. Jost- mayoral and council changes will protect continuity. Challenges with oversight and things going rogue are handled by the term limits.
- VI. Discussion on structure, language. Next steps will be to circulate to the archival review board, and then city legislative affairs:

- a. Options: change to local law
  - b. Propose to 2019 charter revision commission
  - c. Report review committee to consider
  - d. Everyone agreed.
  - e. Idilio to review the entire chapter review and make changes. The Municipal Library change.
  - f. Options can be concurrent, and we will get guidance from city legislative affairs office. Determine council member that may be ideal to sponsor.
- VII. Update on Outreach and Programming Activities:
- a. Director of Public Programming to be invited to next meeting.
  - b. Summer- launched program to solicit community stories in Bed-Stuy Brooklyn. Successful and digested into the public programs drive and part of the archives. Human counterpoint of decision made by government.
  - c. Current exhibit, Feeding the City, WPA manuscript. Book series talks scheduled.
  - d. Building construction is complete. Lobby is open. Next Tuesday, city hall in your borough, will display blueprints of the building original from 1896, along with DORIS Tours of the building.
  - e. Gracia-Pena suggest the rotunda for exhibits. The conflict is that DCAS rents the space for big events. Gallery is dedicated to exhibits. We will hold our events there.
  - f. Womens Activism: Kayhan focused on getting to community organizations, created a tool kit for libraries and change-makers activist is broad – no title etc.
  - g. Partnering and events- Wikipedia Afro-crowd event encouraging stories of women of African diaspora. Other opportunities with Wikipedia- supporting and joining.
  - h. Pauline Toole reached out to women’s caucus in state legislature to populate stories. Millman will identify current chair.
  - i. Feeding the City will be up through March. Panel about social media and food. She bakes in Brooklyn made a recipe from the exhibit. Jan. 3 panel on efforts in the city about food deserts and food insecurity. Feb. event will be a history of pizza.
  - j. Social media is a huge take-up on Instagram. Work on twitter to push out information on what archivists are doing. Blueprint project preservation. Maps project at industry city. Glenda Grace commented on tax photo collection. It showed up in French and Belgian blogs.
  - k. Archives.nyc blog- samples of exhibits and a blog that is written by staff and 3 outside contributors. Recent blog by head of conservation about a map one of the longest cases in NYC history.
  - l. Finally, the sale of redeemed stocks and bonds – hundreds of boxes- and as we move, we will be sampled following archival practices. Piloting the sale of the bonds over the holiday season.
  - m. Other agencies on how they sell/market – Kayhan. Toole- umbrella group is interested in trademarked content. City Store conversations- but still pursuing. Generate revenue will have more take up.

- n. Sale of original materials will go to the MAARF not the city's general fund. Sale of copies of blueprints of Ebbets field and the other is the tower of the Brooklyn bridge. That will go to general fund.
  - o. Next exhibit about the Lung Block themes around public health, immigration, and housing in April. Kerri Culhane and Stefano Morello are curators.
  - p. In March, our Central Park book is being published. Conservancy partnership discussions. Self-guided tour in park as an idea.
- VIII. Jost- think about programming around it- special ones – interesting, getting people involved in looking through the records and find a gem.
- IX. Met life grant- financial literacy or documents programming to do it. Archives Education Institute around money.
- X. Gracia- Pensa suggest 'artifacts' as language instead of archives so you get away from selling archives.
- XI. Next meeting quarterly. Second Tuesdays of the month proposed. Gerald to circulate suggested dates. March 12 would be the next meeting.
- XII. Topics: Moynihan preservation archives project NPS, city planning, and other.
- XIII. Millman, adjourned meeting at 10.33