

**Archives Board of Directors  
Agenda  
February 13, 2017  
Archives**

Call to Order

The Roll Call

Minutes of the last meeting

Guest—Chief Executive Dave Palmer

    The Mission Relocation

    Salaries

    Government Records

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    Goals & Objectives

Reports

    Directors Report for the months of January, 2017

        Friends of the Archives Report

        Chateau Report

Old Business

New Business

Adjourn

Archives Board of Directors  
Minutes  
February 13, 2017

Call to Order 12:00 p.m.

The Roll Call: Laurel Egan, Sara Sparks, Justin Ringsak and Brian Holland. Also in attendance: Chief Executive Dave Palmer; Archives Director, Ellen Crain; and Archives Assistant Director, Nikole Evankovich. Excused: Jim McDonald, Bill McKenzie, and Marissa Newman.

A quorum was present, Brian Holland in the chair.

The Archives hosted special guest Chief Executive Dave Palmer for the meeting. The following items were discussed:

Mission relocation – Ellen Crain provided perspective on behalf of the Archives on mission relocation plans. Chief Executive Dave Palmer brought the Board up to speed on the background of the relocation decision. Sara Sparks brought up safety concerns that Dave Palmer addressed.

Laurel Egan noted that she would like to see a long-term plan for Butte businesses to grow, particularly in the Uptown area. Justin Ringsak brought up the fact that there is extreme poverty throughout the area from Front St. to Centerville. He also discussed that BSB consider zoning action to provide for a mandatory distance between buildings where social services are provided to people and bars, etc.

Sara Sparks made a motion for the Board to work with Ellen to craft a letter regarding mission relocation plans. Justin Ringsak seconded, and the motion was passed unanimously.

Staff Salaries – Ellen Crain brought Dave Palmer up to speed on staff salaries, union positions, and grant funding to cover salaries for those employees working on the Smithers project for a limited time. The salary matrix is attached.

Government Records – Ellen Crain and Nikole Evankovich discussed the Courthouse Government Records Management Plan. Dave Palmer supports the plan, and initial records management meetings with department heads will begin in early March. The plan is attached.

Goals and Objectives 2017 – Ellen Crain shared the Archives goals and objectives for 2017. The goals and objectives are attached.

The Director's Report (see attached) was provided by Ellen Crain. Ellen updated everyone on the support the Friends of the Archives provides the staff for projects. Ellen also discussed the Chateau and its successes.

#### New Business

A records disposal request was submitted to the Board regarding certain BSB LED records (see attached). Sara Sparks made a motion to approve of the disposal. Laurel Egan seconded, and the motion was passed unanimously.

The meeting adjourned at 1:05 p.m.

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<b>Personnell</b>	<b>Current Salary</b>	<b>Proposed Salary</b>	<b>Difference</b>
Nikole Evankovich	35,511.00	54,565.00	19,054.00
Aubrey Jaap	31,092.00	46,369.00	15,000.00
Harriet Schultz	10,608.00	23,620.00	13,012.00
Irene Schiedecker	22,495.00	37,491.00	14,996.00
Kim Kohn	22,940.00	35,431.00	12,491.00

<b>Potential steps over 3 years</b>	<b>year one</b>	<b>year two</b>	<b>year three</b>
Nikole	\$6,351.00	\$6,351.00	\$6,351.00
Aubrey	\$5,000.00	\$5,000.00	\$5,000.00
Harriet	\$4,337.00	\$4,337.00	\$4,337.00
Irene	\$4,998.00	\$4,998.00	\$4,998.00
Kim	\$4,163.00	\$4,163.00	\$4,163.00

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## **DRAFT COURTHOUSE RECORDS MANAGEMENT PLAN**

### **SITUATION**

- Storage areas in the basement and 4<sup>th</sup> floor of the courthouse have become a non-approved records repository for departments; and the boxes, furniture and miscellaneous items are growing out of control.
- In an ongoing effort to ensure that all government record is properly safeguarded, the Archives would like to implement a plan to include management, consolidation, and if required, government-approved disposal of records at the Butte-Silver Bow Courthouse in these storage areas.

### **PROPOSAL**

- Our proposal is to work with Government Buildings Manager Pat Holland on creating a space in the Courthouse basement to store department records before they are ready to come to the Archives.
- This space will include shelving provided by the Archives and will be fenced in with only Pat Holland having a key to enter.
- The Archives, with the support of Chief Executive Dave Palmer will work with each department head, on their records management, providing guidance on what records should be kept and what records will need disposal.
- We will provide each department head, or their designated representative with records disposal schedules and paperwork to pare down unneeded documentation.
- Under the direction of the Archives, each department will be responsible for moving and managing their records in the basement of the Courthouse.

### **TIMELINE**

- Chief Executive Dave Palmer and the Archives will pull together a meeting with department heads to discuss our plan by early-March, 2017.
- By mid-March, 2017, we would like to begin implementing our Courthouse records management plan with department heads.
- This process will take approximately two months, and we would like to see our plan fully implemented and functional by mid-May, 2017.

## 2017 Goals & Objectives

### The Mission of the Archives is to:

- Be the official repository for all non-current **government records** of Butte-Silver Bow
- Acquire, maintain and preserve **historical documents, photographs, and manuscripts** pertaining to the history of Butte-Silver Bow
- Provide public access to the photograph and manuscript collections at the Archives
- Work with educators to enhance the classroom experience
- Provide service to the preservation community of Butte-Silver Bow

### **Government Records**

#### **Staff-- Nikole & Ellen**

1. Implement a county wide records management plan
  - a. Write a planning document to address government department storage areas.
  - b. Obtain the support of the Chief Executive in implement and enforce the plan.
  - c. Work with the Buildings Manager to establish appropriate and secure storage in the Courthouse basement.
  - d. Work individually with each Government department head to have records inappropriate places scheduled for disposal and then transfer to Archives.
2. ~~Work with the Archives Director weekly on scheduling, archiving and appropriately disposing of government records in the Archives.~~
  - a. Review the schedules of all government records.
  - b. Review our lists of approved record dispositions.
3. Work with the Local Government Committee to effectively manage the government records.
  - a. Establish contact with the committee and follow up on potential changes in the management of government records.

### **Acquire, Maintain and preserve Historical Documents Manuscripts and Photographs**

#### **Staff-- Irene, Kim, Harriet and Aubrey**

1. Continue the acquisition of historical documents pertaining to the history of Butte-Silver Bow
  - a. Work with potential donors to create collections
  - b. Work with our Friends and donors to ensure the public is aware of our acquisition policy.
2. Identify potential sources of historical documents and work with them to gift their holdings to the Archives
3. Continue our Community Outreach activities

### **Smithers Photograph Preservation Project**

#### **Staff -- Irene and Harriet**

1. Work with the volunteer teams to capture intellectual control of the Smithers Collection.
2. Work with the interns and volunteers to clean, rehouse, and preserve the Smithers Collection.
3. Work on identifying images for the coffee table book.
4. Work at digitizing the mining pictures in the Smithers Collection.
5. Work at cataloguing the collection and making the images public.
  - a. All of these goals meet the goals and objectives of the grants.
  - b. Report on all grants per contracts.

### **Provide Public Access to the Document and Manuscript Collections**

#### **Staff -- All**

1. Catalogue all collections in Past Perfect Software per the Archives criteria and place online.
2. Provide quality public programming through our brown bag lunches and exhibits using our collections.
  - a. The All Nations Exhibit
  - b. The Granite Mountain 100<sup>th</sup> Anniversary
  - c. The 100 Objects Exhibit
3. Provide access via social media. (Aubrey)
  - a. Staff postings of blogs
  - b. Postings on Facebook
  - c. An image a week from Smithers
  - d. You Tube postings
4. Improve our web site (Nikole & Aubrey & Harriet)
5. Continue our established community outreach activities

### **Work with educators to enhance the classroom experience**

#### **Staff -- All**

1. Work with local educators on using primary source materials in the classroom.
2. Host students of all schools in the Archives and assist them with research projects.
3. Work with the School curriculum office to engage teachers and students in our 100 Objects Exhibit.
4. Work with the No Greater Love group to provide materials for its student project.

### **Provide service to the preservation community of Butte-Silver Bow**

1. Ensure the documentation of the Historic Landmark district gets catalogued and placed online.

### **Staffs Individual Professional Goals**

#### **Nikole**

1. Implement a county wide records management plan.
  - Write a planning document to address government department storage areas.
  - Obtain the support of the Chief Executive in implementing and enforcing the plan.
  - Work with Buildings Manager to establish appropriate and secure storage in the Courthouse basement.
  - Work individually with each government department head to have records inappropriately stored scheduled for disposal and then transfer to archives.
2. Work with the Archives Director weekly on scheduling, archives and appropriately disposing of government records in the Archives
  - Review the schedules of all government records.
  - Review our lists of approved record disposition.
3. Work with the State Local Government committee to effectively manage the government records.
  - Establish contact with the committee and follow up on potential changes in the management of government records.

4. Conduct research for our patrons and follow up on all billing
5. Work with the Archives team on Web page development
  - Prepare grants to secure funding for the Webpage.

#### **Aubrey**

1. Web development --develop a web page that meets the needs of all Archives users.
2. Work with professionals to build a suitable platform for our databases. Proposed date for completion December 2017.
3. Develop the Thomas Frances Meagher interpretive piece. Proposed date of completion July of 2017.
4. Complete the digitization and cataloging of 90 Oral Histories in 2017.
5. Work with the design team to have all banners ready for exhibition by June 1, 2017 for the All Nations Exhibit.
6. Develop and publish a minimum of two documentaries using the oral histories and the photograph collections.

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#### **Irene**

1. Manage the C. Owen Smithers grants and grant activities.
2. Ensure that all grant deadlines are met as well as all matches accounted for.
3. Identify and note Smithers images that may work well for the final product— a coffee table book.
4. Continue to ensure all records are catalogued as they come in.
5. Provide quality public programming through our brown bag lunches and exhibits using our collections
6. The Granite Mountain 100<sup>th</sup> Anniversary

#### **Harriet**

1. Work constructively with all team members to ensure the work on Smithers is progressing as planned.
2. Develop the cataloguing criteria for the Smithers project and train the interns on the cataloguing methods.
3. Ensure the Mining images are scanned and catalogued by the fall of 2017
4. Train and manage all interns working on the Smithers.
5. Assist and advise with the Webpage Development

#### **Kim**

1. Continue the acquisition of historical documents pertaining to the history of Butte-Silver Bow.
  - a. Work with potential donors to create collections.
  - b. Work with our friends and donors to ensure the public is aware of our acquisition policy.



2. Identify potential sources of historical documents and work with them to gift their holdings to the Archives
3. Provide quality public programming through our Brown Bag lunches and exhibits using our collections.
4. The 100 Objects Exhibit.
5. Provide access to collections via social media,
6. You tube postings.
7. Work with the School curriculum office to engage teachers and students in our 100 Object Exhibit

#### Ellen

1. Ensure the Archives has sufficient financial resources to provide services to the public.
2. Work with the administration, Human Resources and the Budget Office to normalize the staff Salaries.
3. Work constructively with staff and Volunteers to ensure the Archives mission is met.
4. Provide resources and guidance to staff members and volunteers to ensure they can meet their goals for 2017.
5. Work with the local government departments on records management concerns.
6. Work with the Board of Directors to ensure the Archives is able to meet its mission statement.
7. Work with the staff of the Clark Chateau to ensure they have sufficient resources to meet their goals and objectives for 2017.
8. To work within the community to collect, and preserve historic manuscripts, records and photographs. Meet with potential donors to solicit collections and offer to assist churches and organizations to care for their records appropriately.
9. Maintain the Archives Building and grounds to ensure it is operating well and in good repair at all times.
  - a. Maintain the Chateau Building and grounds to ensure it is operating well and in good repair at all times.
10. Work with the Friends of the Butte Archives and provide support to the Board and ensure they are in good standing and have enough resources to meet their needs.
  - a. Ensure the All Nations Exhibit is completed by June of 2017
  - b. Ensure that the Copyright issues surrounding Smithers are resolved by December of 2017
  - c. Plan and execute a Black & White Event for grant matches.
  - d. Continue with the digitization of oral histories
  - e. Continue with the Newspaper binding project.
11. Work with the Chateau Programming Director to ensure that the public programing is well planned and executed.
  - a. Grant reporting and management
  - b. National Park Service Grant
  - c. Cultural Trust Grant
  - d. NHPRC Grant
  - e. Sarta Grant
  - f. Humanities Montana Grant
  - g. Montana History Foundation Grant

Directors Report  
Month of January, 2017  
Prepared for the  
Board of Directors Meeting February 13, 2017

<b>Patron activity</b>	
Patrons	229
Research	77
Auditorium 23 events	523
Auditorium events	23
Subscription	12
Web visits	577
<b>Total</b>	<b>1,441</b>
<b>Volunteer hours</b>	705
<b>Collections</b>	15

The Archives Brown Bag series in October featured: Dick Gibson and a movie "Worth the Wait".

#### **Friends of the Archives Report**

The Friends of the Archives hosted the volunteer dinner, the event was great, well attended and very fun. The Friends is prepping the annual financial information for Prigge and Otten.

The Friends will continue with the All Nations Exhibit, newspaper rebinding, oral history digitization projects.

#### **The Chateau Report**

The Chateau hosted a Missoula theater group and had an excellent audience. Callison is back as well as Carson and they are prepping away on the next summer's programming. They will be working with Father Beretta on the history of tea as well as a series of 17 voices to carry through the summer. They will be offering another internship and dependent upon the enrollment they may offer two.

The Mining City Writers is progressing well at this point. Meaghan McNamee has published her story in the Standard and is coming back to assist with the summer internship. Sid Gustafson has spent his week here and will be writing for publication. David McCumber is getting eh 3<sup>rd</sup> writer in place for March. All is well with this project.

#### **The Smithers Grant**

The internships (2 part-time) have been advertised and a slate of great candidates have applied. The three grant mavens will be making the selection- because they will be working the most closely with the individuals. Given the tight space, the various team's personalities and the grant criteria and requirements, I believe and agree that this will be the best way to handle these two hires.

The Archives has been very busy.

Both the Chateau and the Archives have had safety work inspections and a full list of small work orders and some larger have been . This will be a great method of keeping everything in good shape.

We are working with HGTV on their Butte program which should be a great advertisement for the community. We also have a couple of film makers in Butte Charles and the Thomas Manning fella. Very interesting groups of creative people have been researching here.





I hereby attest that I have destroyed, transferred or retained records as designated by the Local Government Subcommittee. If transferred, I have noted in the "Comments" field above, the entity to which the records have been relocated.

**Name:**

**Title:**

**Date:**

**Signature:**

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