

## Butte-Silver Bow Public Archives Board Meeting

May 11, 2020

Board meeting was via Zoom to follow the current social distancing guidelines in place due to COVID-19. Meeting was called to order at 11:58am.

1. In Attendance: Brian Holland, Bill McKenzie, Sara Sparks, Laurel Egan, Abby Peltomaa, Marissa Newman, Lee Whitney, Ellen Crain, Aubrey Jaap, Lindsay Mulcahy

2. Marissa Newman made a motion to approve the minutes of the April 2020 Board Meeting. Lee Whitney seconded. The minutes were approved.

### 3. Director's Report

- a) The past month's numbers were reviewed.
  1. There was one auditorium event for a local government meeting.
  2. The Archives had two visitors.
  3. There were 80 research requests.
  4. There were 479 website visits.
  5. The Archives Facebook page has 1,600 followers.
    - a. Harriet is managing the Smithers Photography Collection account on Instagram and is doing a great job with relevant and well researched posts.
  6. There were 90 volunteer hours
- b) Staff ended work-from-home and began working at the Archives as of May 4, 2020.
- c) The All Nations radio programming is done. All programs have aired and are now available to listen to on the Archives website.
  1. Aubrey wrote the Jewish, Finnish and Hispanic programs.
  2. Lindsay wrote the German program.
- d) The Archives is scheduling appointments for patrons beginning May 11<sup>th</sup>.
  1. Only seven patrons will be allowed in at a time to provide proper social distancing.
  2. Patrons are required to wear a mask. If they do not have one, a mask will be provided. Employees will also wear a mask when interacting with a patron.
  3. Employees have been given cleaning assignments to perform throughout the day, including when a patron departs.
- e) Volunteers will be phased back in, beginning the last week of May.
  1. The front desk volunteers will be brought back first.
- f) The Friends donated money to the Montana Tech Library in honor of Scott Juskiewicz's father, Bernie, who passed away recently.
  1. Bernie Juskiewicz's obituary was sent to the board via email.
  2. The next time the board meets in person a card will be passed around to send to Scott.

- g) Christine Martin and Cari Coe, employees of the Clark Chateau, assisted the Clerk and Recorder's office with ballots and will look for other opportunities to contribute while the Chateau's operations remain impacted by the coronavirus situation.
- h) Aubrey is working on the Humanities Montana grant to do an Irish government exhibit.
- i) The Road Grant money is finished at the end of the fiscal year in June. They will be working from the road department's budget after this point.
  - 1. The database will be available to the public as soon as possible.
  - 2. There will be a presentation on the project on May 20<sup>th</sup> at 12:00pm to a small group of people, including the county attorney, the planning department and the road department.
    - i. The presentation will be on YouTube.
- j) Ellen applied for the NEH grant. If awarded it will begin June 1 and end in December. Money was requested for:
  - 1. Putting educational materials online with teacher instruction
  - 2. Salaries for Harriet, Aubrey and Lindsay
  - 3. Hiring an intern for scanning and other tasks
- k) Aubrey will be creating a Disaster Policy & Procedure Manual
  - 1. Including how to handle floods, fires, working from home, etc.
- l) Abby will call Aubrey to discuss the Hike Through History program.

#### 4. Old Business

- a) It has been a productive last two months at the Archives.
- b) Laurel mentioned if meeting with others can be structured to limit meeting times. The longer the meeting time with other people the higher the chance of infecting or becoming infected with coronavirus.
- c) The Annual Report was submitted to the Chief Executive.
  - a. The chief executive was not comfortable making Harriet's position into a fulltime position right now.
  - b. The Chateau needs new computers, which were included in the original proposed budget, but given the budget situation due to coronavirus, they applied for them in a grant.
    - i. If not awarded with the grant the Archives will pursue buying two laptops for the Chateau (but split up over two fiscal years)
- d) The Archives is awaiting the next steps in budget approval
  - a. The Budget Office is trying to assess the loss of money for costs associated with COVID-19.
- e) The Archives needs to provide masks, gloves, etc,
  - a. The county provided some disinfectant and will provide some hand sanitizer.

## 5. New Business

- a) RM 88 for Walkerville Records
  - a. Ellen sorted through what to keep and what to deaccession.
  - b. Marissa moved to deaccession, Lee seconded, all were in favor. Motion passed.
- b) Room 115 - over time what was stored there had increased..
  - a. Ellen called an independent person for advice on what to keep
  - b. Items were moved and a film transfer space was created
  - c. The World Museum of Mining took items that do not apply to the Archives mission
  - d. Marissa moved to deaccession the film equipment to the World Museum of Mining or for appropriate disposal, Lee seconded, all approved. The motion was passed.
- c) MIS will pick up old computers and technology to recycle.
- d) The Friends authorized a garage sale on the Facebook Marketplace
  - a. Kim will be doing this beginning with donated items.
  - b. The annual garage sale event generates approximately \$2,000 for the Friends.
    - i. The Friends holds the garage sale instead of the county doing it
      - 1. Donors must agree to let items be sold upon intake if the Archives later determines it already has the item or it does not meet the Archives mission.
  - c. The success of the online sale will be evaluated at the end of summer.
  - d. There will also be a traditional garage sale in September if appropriate.
- e) The Friends have had a quorum at the last two meetings.
- f) The next board meeting will hopefully be held in person but will continue to have Zoom meetings as an option for those who are not able to or are not comfortable with attending in person meetings.
- g) Follow-up to the March Strategic Planning meeting will be discussed at the next board meeting.
  - a. The strategic plan will begin to be implemented beginning on July 1.
  - b. All board members have a Janet Cornish's summary of the Planning meeting.
  - c. Some of the ideas went into the budget proposal for the year (e.g.: increasing hours for staff)
- h) The Clark Chateau is doing guided tours of four people by appointment only
  - a. The Chateau applied for grants for online programming
  - b. The staff is doing online Young Creator Programming

6. Meeting Adjourned at 12:44pm.

## Directors report for the Month of April

May 11, 2020 Board meeting

Visitors	2
Auditorium events	1
Auditorium attendees	6
Research requests	80
Website visits	479
<u>Facebook</u>	<u>1,656</u>
Total services	2,233

Volunteer Hours 90

Collections received 17

The month of April reflects the governments directives on Covid-19-- the Archives closed to researchers, volunteers, and sent six staff members home to work. It was Lindsay Mulcahy's third day of work which, was unfortunate, she has done an excellent job with the at home contributions.

All staff members have been doing a great job at home; However, I feel that it was a good time to get more structure into everyone's day by calling all staff members back to the office.

The accomplishments under the closure have been fairly good. I have cleaned out and organized room 115, all non-archival government record will be stored in that space. The exhibits have been placed in 113, and a map plan is progressing per Jim McCarthy's plan.

Kim has emptied her file basket.

The Greater Montana Project is completed the four radio spots were prepped by Archives staff, aired by Ron Davis at KBOW, and are online, see [buttearchives.org](http://buttearchives.org)—All Nations for the radio programs.

We have prepared the German exhibit for an on-line platform. This has been a bit of a struggle but hopefully we will launch the exhibit by Tuesday. The Mexican exhibit is under development. Aubrey and Lindsay have been doing the majority of this work and it has been excellent.

Aubrey is looking at our policies and procedure manuals and will be bringing them up to date. The Archives is applying for a NEH grant to off set some salaries for the next few months by placing our education programs on our website. Aubrey is working on the Hike through History which may turn into a google tour. Aubrey, Lindsay and Mary McCormick will be preparing tours and presentations for the History conference, which will be here in September.

Cara and Harriet are finishing up the scanning of the Smithers collection and editing the online catalog. Harriet's Instagram posts have been excellent, and we have posted two blogs as well as the radio programs.

We had our regular maintenance with Johnson Controls.

Christine and Cari have been stuffing ballots at the Clerk & Records office –this effort will alleviate some of the costs of their salary and conserve their budget. They are writing a NEH grant to conduct a google tour and place some of their educational material on their Website. They have been hosting ukulele on zoom and their members have doubled many from out of state. Christine is posting craft projects for her students and linked into reading rainbow.

The road grant ran out of dollars and Mark Neary has gifted us 4K to finish this project up. Very cool project.

We have had both re-opening plans approved of by the health department and we will begin letting the public in by appointment beginning the 18<sup>th</sup> of May.

# RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE 1 OF 2 PAGES

**1. AGENCY NAME AND DIVISION/PROGRAM:**

Butte-Silver Bow

**2. AGENCY CONTACT:**

NAME: Ellen CRain

PHONE #: 406-497-3280 EMAIL:bsbarchives@bsb.mt.gov

**3. NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

- Delete     
  Incinerate     
  Shred as Classified     
  Toss without Restriction  
 Other: Explain

**4. SUBMITTED BY:** I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society.*

**SIGNATURE:**

NAME AND TITLE: Board Chairman

DATE: May 11, 2020

**5. LIST OF RECORD SERIES**

**NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.**

a. Retention Schedule Number	b. Item number listed on Retention Schedule	c. Record Series Title	d. Retention in months/years	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date completed after Authorization
8	2.	Journals--Appropriation & Expenditures	5 years	1983-2003	1 ft	Burried at landfill
8	4	Federal Community Developemnt Block Grants	3 years	1976-1994	2ft	Burried at landfill
8	2	Journals -- Revenue Ledgers	5	1980-1990	1	Burried at landfill
8	4	Fianancial Tax & Assessments Distribution and collection	5	1978-1983	<1ft	Burried at landfill
5	11	Disbursement reports	7 years	1984	<6 inches	Burried in Landfill
5	31	Warrants--outstanding	7 years	1984-2002	1 ft	Burried in landfill
5	3	Audit Reports	3 Years	1981-1989	<1 ft	Burried at landfill
4	4	Cash Reports & Treasurer Receipts	7 years +	1984	6"	burried at landfill

**6. DISPOSAL AUTHORIZATION:** Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name:      Date:

Signature:

**7. DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

