

**Butte-Silver Bow Public Archives
Board of Directors
March 13, 2023
12:00 p.m.
Minutes**

1. Call to Order
2. Roll Call: Lee Whitney, Sara Sparks, Abby Peltomaa, Marissa Newman, Bill McKenzie and Brian Holland via phone. Also in attendance: Aubrey Jaap, Clark Grant, Lindsay Mulcahy
Excused: Laurel Egan
3. Marissa made a motion to approve the corrected February 2023 Minutes, Lee seconded the motion, all were in favor.
4. Aubrey presented the Directors Report for March 2023 (please see attached).
 - a. Once the Pay Office records are finished, they will be brought over in waves and staged in 115.
 - i. This will occur in early to mid-April.
 - ii. There are approximately 18 pallets of documents that are four feet tall.
 - b. The next exhibit will be a whole staff effort so each staff member can take ownership of it.
5. Old Business
 - a. The Archives will be getting a new security system.
 - i. This will be funded through the American Recovery Plan Act (ARPA).
 - ii. It should be installed within 4-8 weeks.
 - b. The Archives Assistant Director position closed March 9th.
 - i. Aubrey will be in contact with the interview committee members about applications and interview dates.
 - c. Aubrey will be nominating Ellen Crain for the Montana Historical Heritage Keeper Award.
 - i. Jim McCarthy wrote a letter of support.
 - ii. She will send out to board for review before submitting.
 - d. ARCO Records Review
 - i. Holland & Hart sent a letter with new requests regarding the ARCO records at the Archives.
 1. Aubrey and Brian will attend a meeting with them to discuss these requests.
6. New Business
 - a. The FY2023-2024 Budget is due March 31st, which is earlier than usual.
 - i. Aubrey will send out the proposed budget items for approval by board.
Items will include:

1. Making the Senior Archivist a full-time position. It is currently $\frac{3}{4}$ time.
 2. Funding for Archivera cataloging program.
 3. Front desk computer for the Chateau.
- ii. Aubrey is requesting the Budget Office to attend the April board meeting.
- b. Marissa motioned to approve the deaccession requests for 2022.173, 2022.175, 2023.004, and 2023.022. Lee seconded the motion; all were in favor.
 - c. The board inquired about the Archives and Chateau having Narcan in its possession, in case of emergency. Aubrey will inquire about this request with Cinda Seys.

7. Adjournment at 12:30p.m.

**Butte-Silver Bow Public Archives
Board of Directors
March 13, 2023
12:00 p.m.
Agenda**

1. Call to Order
2. Roll Call
3. Approval of February 2023 Minutes
4. Directors Report for March 2023
5. Old Business
 - a. Archives Security System
 - b. Archives Assistant Director
 - c. Heritage Keeper Nomination
 - d. ARCO Records Review
6. New Business
 - a. FY24 Preliminary Budget
 - b. Deaccessions
 - i. 2022.173 – Lloyd’s of Butte—consists of cancelled checks.
 - ii. 2022.175—Robert Stuart—artifacts.
 - iii. 2023.004—Aerial prints, 1979.
7. Adjournment

**Butte-Silver Bow Public Archives
Director's Report
March 2023**

Summary

	February 2023	January 2023	Year-to-Date
Visitors	131	92	223
Auditorium Patrons	416	603	1019
Auditorium Events	19	16	35
Research Requests	30	44	74
Photos Requested	52	10	62
Gov't Requests	17	16	33
Website Visitation	1158	1067	2225
Facebook Engagement	1138	1415	2553
Instagram Engagement	286	219	505
YouTube Views	1014	1044	2058
Volunteer Hours	348.5	372.5	720.75
Collections Received	13	12	25

General Updates

ACM Pay Office – We've completed the tidying of the pallets in the pay office and now are waiting for warmer weather to begin the process of moving them to the Archives. When we began this project I spoke to the Chief Executive about receiving assistance in bringing them over, which he said he would provide. I will be following up in early April about this.

Brown Bag Lunches - February Brown Bag lunches included a presentation by Mark Johnson on his research on the Chinese and JoAnn Piazzola on researching DAR's records. On March 22, Lindsay will be presenting on Women of Butte.

MTSU Intern-The Archives will be host to an intern from Middle Tennessee State University again this summer from June through July. The student will be working on the Temple B'nai Project. We've secured lodging for them in the O'Rourke building. They will be in Butte from June 4 through July 31.

We have compiled our 2022 annual report information and Lindsay is pulling together the layout for our printed report. We hope to have this completed and schedule the presentation to Council in early April.

I met with our local Rotary Chapter on the process of donating their records to the Archives. The East Ridge Foundation brought in their records as a result, and the Rotary will be working to donate their records as well in the coming months.

The staff has been brainstorming our next exhibit and we're leaning on the idea of "Play." We can feature various activities like ice skating, the Columbia Gardens, and I think we can partner with some other organizations and have some fun activities for people to engage with.

Building Report

We are still waiting for the replacement spring in the door between the 1st floor lobby and processing areas to be fixed. The part has finally been ordered but has not arrived. I bug Government Buildings about this every few weeks.

The exterior banners did not fit when the fire department put them on. This happened with the original banners as well. I've had one banner altered to see if it will fit and then we will restitch the remaining banners once we confirm the fix will work.

Grant Report

The MLIA Road Attribution Project is continuing along. JD and Tyler are working on scanning and transcribing the City Council minutes to be mapped into the database.

Chateau Report

The Black Rock exhibit is on display at the Chateau and will be on display until the Chateau puts up a new exhibit for Art Walk beginning in May.

The Chateau has started a first Sunday matinee series where for four months a movie in the public domain will be showed. March's movie had 7 people attend.

Second Halloween was held on February 18. Approximately 150 people attended the event.

Christine and Morgan visited Butte High's Art Club to talk with students about their summer internship program. Last year they did not have any students apply, but this year have had interest already.

The Chateau will be partnering with CFWEP for Earth Month in April. They were thinking of hosting some sort of film and I suggested *Worth the Wait*, which they are leaning toward showing.

Their full calendar can be found here: <https://www.clarkchateau.org/servicescreative>

Friends Report

Brenda Wahler launched her book on Marcus Daly this past week. Brenda was a recipient of the 2020 Carrie Johnson Fellowship. She presented at a Brown Bag that 83 people attended and had an event the same evening at the Archives which about 20 people attended.

The Carrie Johnson and Cristoforo Columbo Fellowship are accepting applications due March 15. We've received one applicant for the Cristoforo Columbo Fellowship and three for the Carrie Johnson Fellowship so far.

DEACCESSION REQUEST

Accession No.: 2022.113
Collection No.: _____
Collection Name: Lloyd's of Butte
Donor: Dana McCarthy
Item(s) to Remove: Cancelled checks 1947-1949

Reason for Deaccession Request

- POOR CONDITION: The item(s) are in such shape that they have lost physical integrity, identity, or authenticity; or are beyond practical conservation and therefore of little or no historical, exhibit, or artistic value; or materials endanger the rest of the collections.
- INAPPROPRIATE: The item(s) are no longer (or never were) relevant to the purposes of the Archives or its collections policy.
- CARE: The Archives can no longer properly store or preserve the item(s).
- USE: It is doubtful that the item(s) will be useful for research in the foreseeable future, or will not be useful for exhibits.
- REDUNDANCY: The Archives has one or more records series, photographs, or items similar to, or the same as, this object. (Note below the object ID numbers of the similar objects.)
- Other: (specify)

Recommended Disposition:

- Return to Donor
- Add to Garage Sale
- Destroy
- Transfer to another Institution: _____
- Other _____

Recommended by: Jennifer Petersen Date: 2.24.2023

Final Disposition:

- Retain
- Deaccession

Authorized by: _____ Date: _____
(Archives Director)

Authorized by: _____ Date: _____
(Archives Board of Directors)

DEACCESSION REQUEST

Accession No.: 2022, 175

Collection No.: _____

Collection Name: Robert Stewart

Donor: Wayne Harper

Item(s) to Remove: Uniform, Railway equipment, 2 lanterns, shaving kit, tacklebox, toolbox, miscellaneou.s

Reason for Deaccession Request

- POOR CONDITION: The item(s) are in such shape that they have lost physical integrity, identity, or authenticity; or are beyond practical conservation and therefore of little or no historical, exhibit, or artistic value; or materials endanger the rest of the collections.
- INAPPROPRIATE: The item(s) are no longer (or never were) relevant to the purposes of the Archives or its collections policy.
- CARE: The Archives can no longer properly store or preserve the item(s).
- USE: It is doubtful that the item(s) will be useful for research in the foreseeable future, or will not be useful for exhibits.
- REDUNDANCY: The Archives has one or more records series, photographs, or items similar to, or the same as, this object. (Note below the object ID numbers of the similar objects.)
- Other: (specify)

Recommended Disposition:

- Return to Donor
- Add to Garage Sale
- Destroy
- Transfer to another Institution: World Museum of Mining
- Other _____

Recommended by: Jennifer Petersen Date: 3.3.2023

Final Disposition:

- Retain
- Deaccession

Authorized by: _____ Date: _____
(Archives Director)

Authorized by: _____ Date: _____
(Archives Board of Directors)

DEACCESSION REQUEST

Accession No.: 2023.004
Collection No.:
Collection Name: Aerial Photos of Butte Silver Bow
Donor: Rick Jordan
Item(s) to Remove: 22 large prints of Aerial Photos of Butte Silver Bow by Horizons 1979

Reason for Deaccession Request

- POOR CONDITION: The item(s) are in such shape that they have lost physical integrity, identity, or authenticity; or are beyond practical conservation and therefore of little or no historical, exhibit, or artistic value; or materials endanger the rest of the collections.
INAPPROPRIATE: The item(s) are no longer (or never were) relevant to the purposes of the Archives or its collections policy.
CARE: The Archives can no longer properly store or preserve the item(s).
USE: It is doubtful that the item(s) will be useful for research in the foreseeable future, or will not be useful for exhibits.
[X] REDUNDANCY: The Archives has one or more records series, photographs, or items similar to, or the same as, this object. (Note below the object ID numbers of the similar objects.)
Other: (specify)

Recommended Disposition:

- Return to Donor
[X] Add to Garage Sale
Destroy
Transfer to another Institution:
Other:

Recommended by: Jennifer Peterseim Date: 2.13.2023

Final Disposition:

- Retain
Deaccession

Authorized by: (Archives Director) Date:

Authorized by: (Archives Board of Directors) Date: