

Butte-Silver Bow Public Archives
Board of Directors
June 13, 2022
12:00 p.m.
Minutes

1. Call to Order at 12:01p.m.
2. Roll Call: Brian Holland, Lee Whitney, Laurel Egan, Bill McKenzie. Also in attendance: Aubrey Jaap. Excused: Abby Peltomaa, Sara Sparks, Marissa Newman.
3. The approval of May 2022 Minutes was postponed until the July meeting.
4. Directors Report for May 2022. In addition to discussion of the other items in the Report, the Board also discussed the following.
 - a. The Chateau building policy was discussed. It will be reviewed at the July meeting.
 - b. Archives staff will work on a draft diversity statement for the Chateau with input from the Board and the County Attorney's Office.
5. Old Business
 - a. ARCO Records Collection
 - i. The proposed records review by ARCO representatives was discussed and will occur within the coming weeks.
6. New Business
 - a. FY 2023 Budget
 - i. Performance Budget was presented.
 - ii. Technical Services Archivist (Jen Petersen) Staffing Allocation will be increased to ¾ time.
 - iii. Aubrey will follow up with the preliminary budget.
 - b. Lee motioned to approve the below deaccessions, Laurel seconded, all were in favor.
 - i. 2022.040 – Doug Schultz – Life Magazines. Does not fit the Archives' collection policy.
 - ii. 2022.047 – Cameron Cray – loose newspapers. In poor condition.
 - iii. 2022.061 – Mark Petritz – East Jr. High annuals. Redundant.
7. Adjournment at 12:45p.m.

**Butte-Silver Bow Public Archives
Director's Report
For the Month of May 2022**

Summary

	May 2022	April 2022	Year-to-Date
Visitors	143	239	815
Auditorium Patrons	489	381	1,533
Auditorium Events	29	22	102
Research Requests	28	43	133
Photo Requests	21	121	232
Gov't Requests	20	30	86
Website Visitation	938	1,046	4,780
Facebook Engagement	2,207	6,620	29,956
Instagram Engagement	281	441	2,201
Volunteer Hours	355.5	348.75	1,725
Collections Received	16	14	61

General Updates

The interns from Middle Tennessee State University arrived on June 7 for the Temple B'nai Legacy project. They have established a schedule for public tours, installed the All Nations exhibit, and are working on brochures and public relations materials. They are also planning public programming for the Temple.

Joe Lynch came in regarding the ACM payroll records in his building (former ACM Pay Office). Cara and I looked at the records. There is a substantial amount of materials. To keep some context and order to the collection we have spoken with the new building owners, Maisie Sulser and Mike Handley, about transferring the records to the Archives when they take ownership in July. They are happy to work with our schedules to allow us to transfer the records in an orderly fashion. The donor of the items will be Joe Lynch.

The server we purchased last year has finally been installed. The install went smoothly.

The Archives is working with Butte CPR on a project called *Story of Butte*, which will feature digital tours and information about historic buildings and/or sites. The site, although not completed is live at storyofbutte.org. A formal launch will take place at the end of June.

Students from the Headwaters Academy in Bozeman spent a day researching in the Archives and taking in other Butte sites. The group has not been to the Archives since covid and is our first student group back doing research.

The National Historical Park committee and Uptown Butte Master Plan has joined to celebrate both groups passing resolutions of support through the Council of Commissioners. The group is planning a public celebration at Headframe Spirits on June 15 at 5:30 p.m.

Building Report

The dampeners in the air handling unit were not opening, causing the unit to be very noisy during our first bout of warm weather. John Sullivan worked on the issue and scheduled Johnson Controls to see why this occurred in the first place as well as to do quarterly maintenance. The maintenance is scheduled for June 13.

Grant Report

No grants to report on.

Chateau Report

The Chateau is now open for their summer hours for tours, Thursday through Sunday, noon to 4. They've been busy with tours already.

This month they continue to have the exhibit of paintings by Elizabeth Bass on display.

The Chateau hosted an Afghan speaker Zia Kazimi and a refugee film festival.

The Orphan Girl Theatre rented the building to hold a 24-hour play festival.

They are continuing their New Songs for the Butte Mining Camp project—this portion of the project funded by a National Endowment for the Arts grant.

They continue Young Creators, tango classes, Ivan Doig book club, and ukulele club. Their full calendar can be found here: <https://www.clarkchateau.org/servicescreative>

Friends Report

The Friends new fundraiser is a copper coin of Marcus Daly. The coins have arrived and will sell for \$5.

The Friends are sponsoring our next exhibit on WWII, scheduled to open on June 20.

PROGRAM DESCRIPTION:

The Butte-Silver Bow Public Archives is the official repository for all non-current government records of Butte-Silver Bow. The Archives further acquires, maintains, and preserves historical documents, photographs, and manuscripts pertaining to the history of Butte-Silver Bow. The Archives is required to provide public access to collections within its holdings, work with educators to enhance the classroom experience, and provide access to the documentation of the Historic Landmark District. (See Ordinance 2.56.01 through 2.56.160).

The Clark Chateau staff and building are managed by the Archives. The Clark Chateau's mission is to preserve and maintain the historic building under the ownership of Butte-Silver Bow and encourage its active use by providing a space for the community and visitors to gather and engage in cultural, artistic, historic, and humanities programming.

The Archives and the Charles Clark Chateau are governed by a seven-member Board of Directors, three full-time and six part-time professional staff and manages a team of more than 50 volunteers.

The Archives is housed in Butte Fire Station No. 1, constructed in 1900. In 2010, the Archives opened the doors to a \$7.5 million dollar renovation and addition. The Clark Chateau was built in 1898-1899. The Chateau was the home of Charles Clark and most notably, U.S. Senator James Murray.

MAJOR OBJECTIVES:

- Begin the process of a collections review to best utilize the Archives' physical storage.
- Complete cataloging of the backlog of government record in storage.
- Develop a digital records policy for use across Butte-Silver Bow departments.
- Increase volunteer and youth participation at the Clark Chateau.
- Replace the west side door of the Clark Chateau through a SARTA-funded grant.
- Complete the New Songs for the Butte Mining Camp grant-funded project at the Clark Chateau.

FY 2022 ACCOMPLISHMENTS: (Update with new info from FY2022)

- Established a Twin City with Allihies, County Cork, Ireland and a virtual student exchange with Butte, Montana and Allihies, Ireland high school students.

SPECIAL REVENUE FUND**Archives & Charles Clark Chateau**

- Completed a feasibility study of Temple B'nai Israel in regard to establishing a cultural center and keep the building a viable piece of Uptown Butte.
- Archives staff contributed to the effort to establish a National Historical Park in Butte.
- Clark Chateau staff completed physical improvements to the historic building by replacing worn carpets, refinishing the ballroom floor, and painting.
- Aided 12,946 people through in-house and remote requests, public access, and website visits.

PERFORMANCE MEASURES: (Narrow down to 3-4 most important)

INDICATORS	ACTUAL FY 2020	ACTUAL FY 2021	BUDGET FY 2022	RECOMMENDED FY 2023
<i>Volume (Number of...)</i>				
Collections accessioned and cataloged	195	198	125	150
Responses to remote research questions	536	686	*	500
Public presentations to local and statewide groups	17	3	*	5
Archives exhibits and public programming	188	9	12	25
Clark Chateau exhibits and public programming	32	46	8	25
Tours provided at the Clark Chateau	821	813	900	900

* Indicates a new performance measure not previously budgeted in FY 2022.

FY23 STRATEGIC PLAN: (List 2-3 goals that are tied to the Strategic Plan)**Archives**

- 1.2.c Identify a new content management system vendor to better serve remote patrons by providing more detailed information about the Archives' collections and remote access to multimedia materials.
- 1.2.b Establish a diversity/reparative description statement on the Archives' collections homepage and include statement within collection records.
- 5.1.b Host Middle Tennessee State University interns for a five-year effort to establish the B'nai Israel Cultural Center as a venue for humanities programming.

Clark Chateau

- 4.1.c Develop a virtual tour of the Clark Chateau to ensure inclusivity for people of all abilities.
- 5.1.a Seek grant-funding for repair of the Chateau's ballroom wood paneling and wallpaper.

- 4.1.a Work with local youth on arts and humanities programming.

FINANCIAL SUMMARY:

Budget office will provide.

STAFFING SUMMARY:

Position Title	ACTUAL FY 2020	ACTUAL FY 2021	BUDGET FY 2022	RECOMMENDED FY 2023
Administrative Assistant	1.00	1.00	1.00	
Archives Director	1.00	1.00	1.00	
Archives Scheduler	0.75	0.75	0.75	
Archives Technician	0.75	0.75	-	
Assistant Manager	1.00	1.00	1.00	
Museum Curator (Clark Chateau)	0.75	0.75	0.75	
Program Director (Clark Chateau)	0.50	0.75	0.75	
Senior Technical Services Archivist	-	0.75	0.75	
Technical Services Archivist	0.50	0.50	0.50	
Total	6.25	7.25	6.50	-

DEACCESSION REQUEST

Accession No.: 2022.040

Collection No.: N/A

Collection Name: N/A

Donor: Doug Schultz

Item(s) to Remove: all (see list attached)

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: Clara Magney Date: 5/27/2022

Final Disposition:

- Retain
- Deaccession

Authorized by: _____ Date: _____
(Archives Director)

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

Edgings for handkerchiefs, Clark & Coates Book No. 271, 1951

Edgings, Clark & Coates Book No. 236, 1947 (cover only)

McCall's Needlework, Spring-Summer 1965

Day By Day, Barton Music Corp, 1945

Life Magazines (1938-1957, bulk 1940s)

January 17, 1938 – Texas Tanks

March 28, 1938 – German Bugler

January 2, 1939 – Wimple

March 20, 1939 – Joe Martin: Ablest Congressman

April 17, 1939 – Hildegard

May 22, 1939 – Girl Guide — World's Fair

June 26, 1939 – Girls' New Fads

July 3, 1939 – Swim Suit in Pacific

July 10, 1939 – Japanese Home Guard

September 4, 1939 – Rosalind Russell

October 2, 1939 – Cordell Hull

October 9, 1939 – Kid's Football

December 4, 1939 – Dancing California Co-ed

December 18, 1939 – Commander of the Canadians

January 1, 1940 – Great Britain's Queen

January 8, 1940 – Bowdoin Houseparty

January 22, 1940 – Dutch East Indians

February 5, 1940 – Swedish Aviators

February 19, 1940 – King of Rumania & Heir

March 11, 1940 – Poilu

March 18, 1940 – Chorus Girl

April 1, 1940 – Spring Training: Rookie Rucker

June 24, 1940 – Italy's Army Chief

July 1, 1940 – Red Cross Girl

August 12, 1940 – McNary of Oregon

September 2, 1940 – Quins' First Communion

September 16, 1940 – Flight Across America

October 14, 1940 – Football Flowers

October 21, 1940 – Season for Sweaters

November 11, 1940 – Michigan's Great Harmon

November 18, 1940 – The Winner

March 10, 1941 – Washington Worker

May 19, 1941 – Floppy Hats

December 1, 1941 – Air Power

January 19, 1942 – North Atlantic Patrol

August 17, 1942 – Ace Guerrilla
March 29, 1943 – Special Issue: USSR
April 12, 1943 – Jefferson Memorial
April 26, 1943 – “Jango”
July 26, 1943 – 8th Air Force Bombers
August 23, 1943 – The Lindy Hop
September 13, 1943 – Leotards
October 4, 1943 – Tony Biddle
October 18, 1943 – Picture Romance
November 15, 1943 – Fur-Lined Coats
November 22, 1943 – Foot Soldier
November 29, 1943 – Lieut. General Eaker, Eighth Air Force
January 3, 1944 – Alaska Holiday
February 7, 1944 – Portrait by Karsh
June 12, 1944 – Invasion By Air
October 30, 1944 – Newest USS Iowa
July 6, 1945 – Most Decorated Soldier
April 21, 1947 – Student Veteran
April 28, 1947 – Alice in Wonderland
April 9, 1956 – Grace Kelly

DEACCESSION REQUEST

Accession No.: 2099.047
Collection No.: N/A
Collection Name: N/A
Donor: Cameron Craig
Item(s) to Remove: All

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: *Cara Thomas*

Date: 5/27/2022

Final Disposition:

- Retain
 Deaccession

Authorized by: _____

(Archives Director)

Date: _____

Authorized by: _____

(Archives Board of Directors)

Date: _____

DEACCESSION REQUEST

Accession No.: 2022.061

Collection No.: MC1295

Collection Name: Mark Petritz Collection

Donor: Mark Petritz

Item(s) to Remove: Five Bullpup/East Junior High Yearbooks
1973, 1974, 1976, 1977, 1978

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: f Petr Date: 5/11/2022

Final Disposition:

- Retain
- Deaccession

Authorized by: _____ Date: _____
(Archives Director)

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