

Archives, Reference and Research Advisory Board
Archival Review Board
October 14, 2025, 4:00 p.m.
Joint Meeting Minutes

Present:

ARB Members: In-person—Pauline Toole, Jeff Lowell.
Via Remote—Chotsani Sackey

ARRAB Members: In-person—Pamela Cruz, Alison Cornyn
Via Remote—Marco Carrion, Eric K. Washington, Jason Bauman, Glenda Grace,
Sarah Gonzalez, Rebecca Pou, Brian Carlin

DORIS Staff: Pauline Toole, Sylvia Kollar, Kenneth Cobb.

- Review and Approval of Meeting Minutes

Marco Carrion announced there was a quorum and called the meeting to order at 4:04 p.m. He asked for a vote to approve the agenda, and the 08 July 2025 meeting minutes. The agenda and meeting minutes were approved. (Pamela Cruz noted one typographical error in the Minutes.)

- ARRAB Chair Report- Marco Carrion

Marco Carrion began the meeting by referencing the new administration noting that changes can signal a new chapter in DORIS and the importance of the Municipal Archives.

- ARB Report -Commissioner Pauline Toole

The agency had hired a new librarian, Lauren Gilbert, and that going forward she will attend the Board meetings.

Content about the agency on the Bloomberg Connects app has been approved and will be deployed shortly.

Commissioner Toole asked Board members to be on the lookout for the LinkNYC ad.

- Board Merger- Jeff Lowell

Jeff Lowell reported that the Law Department had reviewed the draft legislation and forwarded it to Council Member Gale Brewer. He expected that the Legislative Affairs Office would shortly supply a timeline for further Council action.

Commissioner Toole asked if Board members had comments regarding the amended legislation. Several Board members questioned and discussed whether “staggered” terms for the proposed professional archivist and public historian would be beneficial. At the conclusion of the discussion Commissioner Toole said she was persuaded that the terms of those the positions should not turn over at the same time.

Members Jeff Lowell and Chotsani Sackey agreed, but also questioned whether the terms should be reduced from four to three years. Lowell said he would take that back to the Law Department for their input.

- Archives Report- Sylvia Kollar

Archivists were processing the records of the Commission on Human Rights, with grant support from the National Historical Publications and Records Commission. The processing team would be conducting a special tour next week as part of the Archives Week program and will make a presentation about the collection to the current leadership of the Commission on Human Rights.

The Municipal Archives is working with the City of Amsterdam in the Netherlands to transcribe the “Dutch” records using the Transcribus application.

The project to index New York District Attorney Felony Case files from 1790 through 1878 is approximately two-thirds complete.

The projects to transcribe the records of enslaved persons found in several Municipal Archives collections is also proceeding well.

The Archives will welcome a new City Service Corp member, “Joel,” soon and he will work on mediating Preservica datasets.

- Outreach Report – LaTonya C. Jones

Commissioner Toole read information supplied by LaTonya Jones, Director of External Affairs, who was unable to join the meeting:

Since the last quarterly meeting in July, the agency hosted or participated in 12 events, including public programs, tours, and community outreach activities. Highlights include tours of the *New Visions of Old New York* exhibit and collections at both Industry City and 31 Chambers, a recording of Person Place Thing with Randy Cohen, as well as a few Lunch and Learn sessions.

In preparation for the upcoming DORIS Trivia Night on December 2nd, staff have been researching and drafting questions. The content will highlight unique aspects of city government, draw from the Archives and Library collections, and feature hyperlocal pop culture elements.

Due to recent federal decisions, recruitment for the 2025-2026 AmeriCorps cohort was delayed. However, NYC Service, our local agency partner, secured City funding to ensure continuation of the program. In September, DORIS interviewed and selected three members who will begin service on October 27th in volunteer management and recruitment, community outreach and engagement, and program development.

For the Neighborhood Stories project, over the summer, with support from staff, interns, and volunteers, we continued to collect interviews from residents across all five boroughs. We are currently developing an online platform to make these stories accessible - as part of an effort to return the stories to the community. This includes uploading approximately fifty interviews, designing a public-facing webpage, and creating an ArcGIS map interface to visually connect stories to their neighborhoods. Significant administrative work is also being completed, including ensuring release forms are on file, gathering participant preferences, editing audiovisual files, transcribing interviews, and generating metadata for each story.

In September, Caren Hinckley and Linda Wyatt from External Affairs presented DORIS educational resources and programming to the District Point leaders for NYC Public Schools.

- To close the meeting Commissioner Toole let members know about the upcoming book sale on November 7 and 8, with gifts received by the mayor and other books not relevant to the Library mission. She also promoted the Trivia Night on December 2nd noting the previous year's event had been very popular and fun.

The meeting was adjourned at 4:51 p.m.