

Archival Review Board

January 29, 2021, 2 p.m.

(via Webex)

Meeting Minutes

Participating: Members Katherine Cocklin and Yasmin Ramirez attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb. Member Richard Lieberman was unable to join the meeting. Commissioner Toole said that the Council had not replaced member Chris Moore.

Agenda Item 1: Comments on 2020-2021 ARB Report:

Commissioner Toole said Katherine Cocklin's edits would be incorporated into the report. Yasmin Ramirez said she appreciated how the illustrations reflected the diversity of the city.

Commissioner Toole asked for a formal acceptance of the report. Katherine Cocklin responded in the affirmative.

Agenda Item 2: Municipal Archives Processing Update:

Sylvia Kollar explained that the only on-site processing that had been taking place during the COVID-closure period was the Manhattan Building plans project. Archivists Amy Stecher and Cynthia Brenwall are cataloging and re-housing plans for buildings in lower Manhattan originally filed with the Department of Buildings from 1866 through the 1970s.

Archivists teleworking have been assigned to the 'transcription' projects, entering data from hand-written or other analog descriptions into searchable inventories. This work will be incorporated into the ArchivesSpace tool, planned for launch later in the year.

Commissioner Toole added that Archives staff had been preparing collections for moving to the new space at Industry City. Planning was also underway to improve storage conditions (HVAC upgrade, etc.) at 31 Chambers Street.

The meeting was adjourned at 2:12 p.m.