

**Archival Review Board  
January 21, 2022, 2:00 p.m.**

**Meeting Minutes**

Participating: Members Richard K. Lieberman and Kate Cocklin attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb. Member Yasmin Ramirez was unable to join the meeting.

**Agenda Item 1: Review of Minutes from October 25, 2021**

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on October 25, 2021. None were voiced. Member Richard Lieberman moved to accept the minutes; Katherine Cocklin responded in the affirmative.

**Agenda Item 2: Commissioner's Remarks:**

Commissioner Toole said she hoped the next (March) meeting would be held in the new facility at Industry City, Brooklyn.

She noted that the agency had been mandated to cut 3% from its budget and reduce its headcount by five. Fortunately, there were sufficient vacancies to meet this target.

Commissioner Toole said the Archives had received a grant from the National Endowment for the Humanities that would support hiring of four archivists for one year – two for appraisal and accessioning activities, and two for reference. The new staff would commence work soon. The Archives also received a grant from National Parks 'Save America's Treasures' program that will fund conservation and improved storage for the 8,000-item Brooklyn Bridge drawings collection.

Commissioner Toole also added that publishing the vital record collection on-line, planned for March, would greatly expand available online content.

Board member Lieberman praised the Commissioner and all the accomplishments in the agency.

**Agenda Item 3: Update on Archival Transfers/Accessions Archives Activities:**

Sylvia Kollar explained that she was coordinating with the Records Management Division to transfer hard copy and electronic records, in accordance with the retention schedules,

Member Richard Lieberman commented that it was helpful to have alumni from the administration available for questions. Ms. Kollar responded that the archivists were identifying contacts in the Mayor's Office for that purpose.

**Agenda Item 4: Review and Approve 2021 ARB Annual Report**

Sylvia Kollar thanked member Kate Cocklin for her edits. Commissioner Toole asked if the Board approved release of the report. They replied in the affirmative.

**Agenda Item 5: Consolidation Proposal for the Two Advisory Boards**

Commissioner Toole said the consolidation proposal had been approved by the ARRAB and asked if the ARB members were still in agreement. The Board said yes. Commissioner Toole said the next step was to present it to the Legislative Affairs office.

**Agenda Item 6: Other Matters**

Member Lieberman suggested that DORIS work closely with the Department of Education. Commissioner Toole noted that the ARRAB has a Committee on Education and they were working to develop a curriculum based on the 1918 flu epidemic.

The meeting was adjourned at 4:24 p.m.