

Archives, Reference and Research Advisory Board

Meeting Minutes 9.18.18

- I. Call to Order at 9:40 by Joan Millman
- II. Introductions
 - a. Present: Lillian Jean Baptiste (by phone), Kenneth Cobb, Pamela Cruz, Glenda Grace (by phone), Kayhan Irani, Idillio Gracia-Pena, Gregory Jost, Sylvia Kollar, Joan Millman, Richard Moylan, Tom Shcherbenko, Robert Snyder, Pauline Toole
- III. Review/Adoption of Minutes: Approved and accepted
- IV. ARB Consolidation: P. Toole summarized history of two boards. Archival Review Board agreed to a planning process for condensing the two boards and its membership from 15 to 7 people- or to consider the appropriate size. ARB recommends including a public historian. Open for discussion. The process may be included in the 2019 charter revision commission which will be addressing structure of government and the boards can begin review and holding a hearing. This can be suggested as part of the proposal.
 - a. Separately, Toole noted she is a member of a report and advisory board review committee and will be looking at mandated reports with an eye toward completeness, consolidation, etc. The Advisory board is another round to include this instead of going through charter revision process.
 - b. Millman recommended to have a public historian on the board
 - c. Gracia-Pena noted that each borough's historian may sit on the board
 - d. Toole requested volunteers for working on the language for determining the size of the board.
 - e. Pamela Cruz, Lillian J. Baptiste, Idillio Gracia-Pena, Glenda Grace, and Pauline Toole will work on language for merging the boards, and will report back at the December meeting.
- V. Report from Pamela Cruz on Annual Report: Comte of Lillian, Kayhan and Gregory, have not had a chance to actually meet yet had the following update:
 - a. Clarification required on what the content should be for an annual report. Looking at ARB report as a sample. Some things were too detailed and the committee wondered what extent this report should give background and overview of what the department is doing. The ARRAB is not necessarily engaged with what is happening at the agency. Minutes and notes of year's meetings do not include a lot of robust content. How do we highlight work of the archives and community outreach?
 - b. Millman asked who receives the report? Who is the audience?
 - c. Toole: Mayor, council, and public and there are two different missions: ARB is supposed to be on processing, ARRAB- development of archives, research and reference services. Because this board did not exist, ARB took on responsibility of everything that went on.
 - d. The board may be at a point to separate what the boards produce. Spent the year getting organized. A discussion/recap of the evolution of the ARRAB ensued. Snyder

noted the importance of balancing roles, and focus on the advisory element, and promotional and communications element.

- e. The deadline for submitting the report was discussed and the committee will have a draft by October so that it can be published at the end of the year. The report will include background information on its history and its recent transition, and echo the mission and mandate of the agency whenever possible. It will be shared on the Department's social media outlets.
- VI. Review of the Public Programming initiatives by Toole included the Young Lords crowd-sourcing event that was not very successful. Ideas about trying it again in different venues, including universities, colleges, like Hostos, Center for Puerto Rican Studies, Bed-Stuy Restoration and perhaps having a speaker series.
- VII. Discussion on Feeding the City exhibit and public programming including book club lead by food historians Jane Ziegelman and Andrew Coe. Other ideas included Michael Pollen, and having the Archival Society host an event.
- VIII. Discussion of lobby opening and associated tours, events. Toole will share dates and times for all events.
- IX. Next Meeting will be December 11 at 9.30am at 31 Chambers St.