

Archives, Reference and Research Advisory Board

Meeting Minutes

10.8.2019

I. Call to Order at 9.40am by Pauline Toole

II. Introductions

Present: Kenneth Cobb, Pamela Cruz, Sylvia Kollar, Pauline Toole, Richard Moylan (by phone); Idilio Gracia-Pena (by phone), LaTonya Jones, and Rob Snyder (the newly appointed Manhattan Borough Historian--congratulations!)

III. Review and Adopt Minutes from 6.11.2019

IV. Outreach, Programming, and Operational Updates

-*Womens Activism*: DORIS will be hiring a coordinator to lead digital outreach, update the website and continue outreach to organizations and African-American sororities.

-*Curriculum*: DORIS is working with the DOE to develop a citywide curriculum for 8th graders which allows students to add stories themselves.

-*Neighborhood Stories*: The second summer of the program concluded with one more event at a local senior center, and a closing ceremony on November 2. Partnered with an NYU School of Engineering class to gather stories for project primarily in Brooklyn. Board members suggested Chinatown, East New York, and East and Central Harlem as possible venues for the next phase of the project.

-*Exhibits*: *Immigrant Voices* was launched in September with related programming events scheduled through December. In 2020, DORIS will partner with the Museum of Finance for an exhibit on water in NYC.

Programs: Recent programs included Rob Snyder's book talk on *All the Nations Under Heaven*; National History Day (3rd year in a row); and Open House New York.

Operation Updates - Archives and Library projects:

-Funding applications have been submitted to the National Historical Records and Publications Commission and New York State Library (NYSL) to conserve and digitize the Old Town Records.

- NEH-funded planning for a new HVAC system in the stacks at 31 Chambers is underway;
- NYSL project to preserve oversize Central Park and Brooklyn Bridge drawings has commenced;
- Digital programs is scanning microfilms of Kings County Old Town records; marriage licenses, death certificates and NY District Attorney record of cases.
- WNYC audio tapes are being transferred from the New York Public Library;
- Records at the off-site facility are being reappraised, re-boxed and cleaned in preparation for the move to the new facility;
- Archives is hosting an intern from the Netherlands and working with the Dutch Consulate on programming related to the New Amsterdam records;
- The librarians are prepping their catalog for OCLC submissions and updating the electronic records portal.

V. Board Goals for 2020:

Board members suggested the following action items for the coming year:

- Sponsor events and commit to bringing in audiences;
- Survey Board members on platforms they use;
- Encourage DORIS to provide advance notice for programming events (LaTonya will share calendar with Board and noted she is developing classes on how to do genealogical research, building histories, etc. film and publish in various segments).
- Create curriculum for training and develop archivists--more records managers and archivists are needed.
- Expand connections with local high schools and develop programs to train students with library/museum related science with goal of empowering students to be good researchers.
- Describe Board member's own research and how they used the Municipal Library and/or Archives resources e.g. records used, etc..
- Create a Google drive to get a spreadsheet of people and examples, a list of books published using our collections and begin creating the content.
- Begin a campaign to do coordinated outreach on who has used the archives/library and social media.

-Think about the categories we need to expand to the board's fields and activities.

Board members are asked to write three questions to help people hone in on research questions and circulate at by the end of the month.

Next meeting December 10.

VI. Adjourn at 11am.