

**Archival Review Board
February 15, 2023, 4:30 p.m.**

Meeting Minutes

Participating: Members Richard K. Lieberman, Jeff Lowell and Yasmin Ramirez attended the meeting with Commissioner Pauline Toole, Municipal Archives Director Sylvia Kollar, and Assistant Commissioner Kenneth Cobb.

Agenda Item 1: Review of Minutes from November 7, 2022

Commissioner Toole called the meeting to order and asked if there were comments on the Minutes from the meeting held on November 7, 2022. None were voiced and the Minutes were approved.

Agenda Item 2: Grant Project Update

-The National Historical Records Publications Commission funded project to digitize selected Old Town ledgers was completed in December 2022. The finding guide has been published with links to the digitized ledgers and an inventory listing more than 5,000 items. Twelve blogs were published over the course of the project.

-The New York State Archives Local Government Records Improvement Fund (LGRMIF) funded reformatting nitrate negatives in the WNYC, Borough President Manhattan and Borough President Queens collections to polyester-based supports.

-Four archivists hired with funding from the National Endowment for the Humanities' American Rescue Plan program—two for reference services and two for appraisal/accession activities—will complete their employment March 2023.

-Funding from the New York State Library Conservation/Preservation program supported processing of more than 18,000 plans of buildings in Greenwich Village.

-The National Parks Service, "Saving Americas Treasures," program (administered through the Institute of Museum and Library Services) supported conservation and photographing of 670 Brooklyn Bridge drawings during the first year of the three-year project.

-The Stacpole Foundation funded a pilot project to digitize and index the 1890 census. In 2022, 160 census books were digitized.

Member Richard Lieberman suggested that the Archives contact local historical organizations in Queens to disseminate information about the Old Town records. Commissioner Toole said that meetings are being set up with these organizations.

Member Jeffrey Lowell questioned why there had been a special census in 1890. Kenneth Cobb replied that in that year the City believed the federal count was inaccurate due to the large

numbers of new immigrants. The City used Police Officers to conduct a re-count. The federal government did not accept the City's revised numbers, but the original census books were retained and transferred to Municipal Archives.

Agenda Item 3: Gift Sale

Commissioner Toole reported that DORIS had partnered with the Department of Citywide Administrative Services (DCAS) to conduct two auctions of memorabilia. The initial auction received considerable media attention. The sale resulted in \$40,000 in revenue that replenished the Municipal Archives Reference and Research Fund, originally funded from the auction of the Audubon portfolio in the 1980s. Commissioner Toole added that the agency is now exploring a possible book sale in the autumn.

Agenda Item 4: Agency Survey

Kenneth Cobb followed-up the previous report on the agency's Mayoral Customer Service initiatives and said the Archives planned to survey agencies for information about possible audio/visual materials eligible for transfer to the Archives.

Members Lieberman offered assistance with the survey, if needed.

Agenda Item 5: Overview of draft report

Sylvia Kollar has drafted a preliminary and asked for comments. Member Jeffrey Lowell suggested that some language might be confusing, e.g, "staining on recto" (page 6).

Other Matters

Commissioner Toole asked if the Board had other matters to discuss. She mentioned that the agency had met with the Netherlands Cultural Attache and had been working on a statement about early collections.

The meeting was adjourned at 5:07 p.m.