

Minutes  
Board of Directors  
Butte-Silver Bow Public Archives  
June 10,2019  
Noon  
Archives Building

**Call to Order: 12:00**

**Roll Call:** Abby Peltomaa, Bill McKenzie, Lee Whitney, Laurel Egan, Marissa Newman.  
Also, in attendance: Ellen Crain Archives Director.

Excused: Brian Holland, Sara Sparks.

A quorum was present, and Ellen Crain guided the meeting.

**Minutes of the Last meeting**

A Motion was made to accept the minutes of the May meeting. The motion was seconded and passed unanimously.

**Directors Report**

The Director presented the report for May of 2019 (attached).

**Old Business**

Confidential Records Policy was discussed.

The Director reported that the final edits are being worked out with Mollie Maffei and Brian Holland. The Final will be on the agenda in July for a final vote.

Goals & Objectives review. The director had circulated the Goals & Objectives status update. The Goals & Objectives are on track at the mid-year.

**New Business**

The Preliminary Budget was distributed and looks good at this early stage.

The Board discussed the Request for Disposal of Superintendent of Schools records. (request is attached)

A Motion was made to dispose of the Superintendent of school's records. The motion was seconded and Passed.

**Adjournment**

**May 2019 Report**

**Submitted on June 10, 2019**

**To Archives Board of Directors**

Patrons served	153
Research	48
<u>Auditorium Attendees</u>	<u>535</u>
Total in house activity	736

Social media	31,409
<u>WEB</u>	<u>564</u>
Total Social media	31,973

Volunteers                    412. Hours

Auditorium events        26

Collections                11

Brown Bag Events in May were Marc Johnson on the Wheeler book, and NCAT --What Makes a Resilient Community. All very well attended.

**Public Outreach**

The Archives provided two public presentations in May to Kiwanis and Genesis Rehab center.

The staff did their Smithers presentation to the Northwest Archivists in Bozeman. The staff was pleased with the response to the final grant activity. Aubrey and Nikole attended the digital records workshop and Harriet and Cara the educational tools workshop.

We hosted Headwaters Academy for a day in the Archives. Headwaters Academy is in Gallatin County.

**Grant Reports**

The Common Heritage grant is underway. We held the first workshop in early May for the Jewish population. The workshop was very successful however the concerns of this community shifted the focus of the workshop from history to concerns about their future. This is a community in crisis. I will be working with Chere to help assist them in this endeavor.

ABC Fox Montana is doing a thirty-minute perspective on Gerties Babies, Aubrey is the specialist for this project.

We were closed in May for two day's and the exhibit was put up and the building was cleaned, and repairs were completed.

The Friends of the Archives sponsored trivia at the Quarry and it was very fun. Aubrey and Nikole filled out the questions and they were challenging.

The friends hosted the Volunteer Dinner and it was very fun and interesting.

The Carrie Johnson Fellowship will be launched this fall and hopefully awarded in the spring.

The Accountant provided the attached report to the Friends of the Archives for 2018.

The Chateau has opened for the summer. Christine took a vacation and Aubrey and Kim Filled in for her, I am ever hopeful things will go well. The Chateau fundraiser was held over the weekend. The event appeared to go well.

**Mission Statement**

- Be the official repository for all non-current government records of Butte-Silver Bow.
- Acquire, maintain and preserve historical documents, photographs, and manuscripts pertaining to the history of Butte-Silver Bow.
- Provide public access to the photograph and manuscript collections at the Archives.
- Work with educators to enhance the classroom experience.
- Provide service to the preservation community of Butte-Silver Bow.

**Government Records management ON TRACK**

- ⬇ The Government Records Manager will meet with each department head to review the Butte-Silver Bow Local Government Records policy and ensure non-current records are appropriately managed according to Montana Code 6-2-1001 to 6-2-1503.

There are 52 departments creating records in the local government.

At mid-year 20 departments have been visited

Target: Meet with 4 department heads per month.

Accept a minimum of 10 record series in 2019

To date four collections have been accepted

Dispose of a minimum of 20 record series in 2019

To date 5 collections have been de-accessioned

- ⬇ Streamline all government records processes.

Set target dates for disposals for each department for the same time each year.

Target: by Dec of 2019

To date 9 departments have been scheduled for record transfers and management

Schedule yearly accessions with each department to ensure they are transferring their non-current government record or having it disposed.

Target: by November of 2019

- ⬇ Plan a round table meeting with other government records managers in the State of Montana to discuss digital records management.

Review Clerk & Recorder conference agenda to see if this is a good venue

Contact the Secretary of the State of Montana and see if they have a venue for this discussion.

Target: fall of 2019.

- ⬇ Work with other appropriate local government agencies to create a digital records policy

To date three intergovernmental meetings have taken place a decision has been made to look at Columbiasoft which interfaces with Microsoft products well and can provide document control of digital files. The MIS department will be implementing this project by purchasing the software and a dedicated server.

Gather information from other counties in Montana regarding: digital records assessments, potential software solutions, long term preservation of digital files.

Target: by February 1, 2019

This piece of the project is completed

Gather sample policies from other institutions and/or governments for review and assessment

Target: by August of 2019

**Acquire, maintain and preserve historical documents, photographs, and manuscripts**

- ⬇ Continue with the acquisition of historical documents, photographs and manuscripts that document the history of Butte-Silver Bow

Target: Acquire, preserve and catalog a minimum of 200 collections in 2019

To date 73 collections have been acquired and catalogued by staff.

- ⬇ Digital File Management

Cropping and renaming of coroner's files, other digital files.

Target: 1000 files cropped and renamed in 2019

This project is completed

Find a volunteer to assist with this activity. Target: by June of 2019

- ↓ Implement the scope of work in the Common Heritage Grant to collect information on the Finnish, German, Mexican, and Jewish people of Butte.

To date the Jewish Community workshop has been held and the exhibit scheduled for the fall, the Finn people is scheduled for late July nad the Germans for the Fall and Hispanics in the late Fall

- ↓ Work with KBMF on the National Endowment Grant

Target: Collect a minimum of 25 Oral Histories

To date 12 oral histories have been acquired

- ↓ Conduct a collection processing assessment by reviewing previous processing documents and develop a comprehensive processing document Target August of 2019

To date the assessment has been completed and vetted by staff. The notes and findings will be incorporated into the master guide by December of 2019

- ↓ Develop a re-processing plan for selected collections  
Work with Archives Director and staff to identify those collections which need to be reprocessed to enhance public access. Review most used collections, create list, assign collections to staff for reprocessing.

To date the list of collections has been identified and staff and volunteers are working on reprocessing those collections. Target: On going through 2020

- ↓ Work with Government Record Archivist to ensure that public records are fully accessible. Target: by September of 2019

This project is on-track

- ↓ Get intellectual control over the maps in the vault and 115.  
Identify equipment and supplies needed to ensure long term preservation of the maps. Target: By November of 2019

To date the volunteers have sorted and catalogued the maps in 115. Their database is being entered the Archives software as time permits. We do have intellectual control over the maps  
The purchase of the flat files will be the next step.

- ↓ Continue work with volunteer teams to catalog the photograph collections.  
Target: 20 Photo collections cataloged with at least one image in image management

To date 10 completed

Work with volunteers to identify the Smither prints  
This goal will be on going through 2020 (and beyond.)

Target: catalog 150 images of existing collections

This project is on track

- ↓ Devote at least 4 hours per week to Vertical Files  
Target: Clean up and add 10 files per week.

This project is on track with 190 files reviewed and cataloge records updated.

**Public Access / Public Service**

- ↓ Create new ways to engage the public in the Archives and the record of Butte-Silver Bow  
Build relationships with other government and non-government facilities to conduct cross over events such as historical tours of Butte neighborhoods.  
Target: 1 new event by November of 2019.

Will be providing historical presentation for community walking event on the trail

- ↓ Survey the Archives website and add items which will engage the public in our facility and provide on-line access to our holdings.

Publish a monthly newsletter on our website and promote the subscription to the letter through social media. Target: beginning of June 2019

To date 6 newsletters have been written the audience is small right now at about 10 people.

Set up a featured collections page and promote it.

Target: by August of 2019

Set up a Labor History Page Target: by November of 2019

Place finding aids on the website

Target: by Dec of 2019

↓ Work with the Irish Studies program of The University of Montana

Target: contact Terry O'Riordan regarding grant activities 3 times per year.

Aubrey has held several phone calls and created a pamphlet for the Meagher fest.

↓ Social Media coordination

Targets: Post a minimum of 150 images on the Archives Facebook page

Post a minimum of 50 Instagram posts

Post a minimum of 6 blogs on the Website.

To date 40 Facebook posts, 30 Instagram's, and 2 blogs.

↓ Public Programming-- Brown Bag Lecture Series

Target: Schedule 24 Brown Bag Lunch lectures in 2019 with 6 provided by staff

To date 12 Brown bags

Target: Partner with NWE to sponsor one brown bag in 2019

↓ Assist the Friends of the Archives conduct a successful fundraiser in 2019

#### Volunteer Assessment and Plan

↓ Work with staff to conduct the assessment and develop a comprehensive plan.

Update the Volunteer list with their contact information, critical numbers and ICE person.

Create a list of current volunteer skill sets. Target: by February of 2019

Update volunteer application form to include skill sets.

Target: by February of 2019

Completed

Update volunteer projects and assignments Target: by March of 2019

Create job descriptions for reference, processing assistance, photo scanning, document scanning, catalog editing, data entry and, document transcription.

Target: by April/May of 2019

Completed

Re-assign volunteer supervisors as needed to ensure that any one individual staff member is not overwhelmed with too many volunteer groups

Target: by May of 2019

Completed

Work with staff on improved training and procedures for volunteers

Write procedure documents for volunteer projects

Completed

Target: by Fall of 2019

#### Work with educators to enhance the classroom experience.

↓ Work co-operatively with other staff members to research and create education and outreach plan for the Archives. Target: 2021

Work with volunteer teachers to implement the Historic Context lesson plan for educators.

Identify volunteers

Identify project needs

Develop lesson plans

Target: by Spring of 2020

This project is on Track

- ✚ Develop a plan to put our exhibits online, to showcase past exhibits.

Target: Present an example by June of 2019

Archives After Hours – approach volunteer groups to present genealogy workshops, movies, discussions

Target by September of 2019

**Provide service to the preservation community of Butte-Silver Bow.**

- ✚ Provide access to Historic Landmark documents as requested by historic preservation community

This project is on track

- ✚ Continue to have the documents regarding the Historic Landmark district scanned and entered in the catalog.

Target: 25 assessment cards and  
25 Architectural inventories

This project has had 75 cards and inventories scanned to date