

Butte-Silver Bow Public Archives
Board of Directors
January 10, 2022
12:00 p.m.
Agenda

1. Called to order at 12:05p.m.
2. Roll Call: Sara Sparks, Lee Whitney, Bill McKenzie, Brian Holland, Abby Peltomaa. *Also in attendance:* Ellen Crain, Aubrey Jaap, Leslie Clark, BSB Director of Human Resources.
Excused: Laurel Egan, Marissa Newman
3. Bill made a motion to approve the amended December 2021 Minutes; Abby seconded the motion; all were in favor.
4. Leslie Clark, Butte-Silver Bow Human Resources Director, attended the meeting.
 - i. A discussion was held concerning the process of hiring a new Archives director per section 2.56.150 of the Archives ordinance. Human Resources will post the position to replace the director, advertise the position, collect applications, and work with the Archives Board of Directors to determine who to interview for the position.
 - ii. The position can be advertised internally or externally, as advised by the board.
 - iii. Leslie advised that the Chief Executive would recommend advertising externally to avoid negative public comments and provide fair opportunities.
 - iv. The first decision regarding the process is an approval of a job description.
 - i. The board can include education requirements.
 - ii. It is recommended to not make requirements so specific that some candidates will be eliminated.
 - v. The second decision will be to post internally or externally.
 - i. The position will be posted for two weeks unless the board determines a different timeframe.
 - vi. Interviews will be conducted by the board which will then make a recommendation to the chief executive.
 - i. The board will create the interview questions with assistance from Human Resources.
 - ii. Human Resources recommends choosing a candidate based on general notes from interview rather than a point system.
 - iii. A representative from Human Resources will sit in on the interviews.
 - vii. It is recommended that Ellen gives at least one month notice of her retirement.
 - viii. The board can appoint an interim director and notify the chief executive.
 - i. The board will need to justify the need for an interim director.
 - ii. If the board would like to pay the interim more, there will need to be justification.
 1. The chief executive as well as the budget office will need to approve.
 - ix. Ellen stated the director requires a special understanding of how collections work as well as specialized building maintenance.

- x. Leslie suggested filling out a budget requisition to see what can be afforded for an interim director or to hire immediately.
 - i. There is a budget within the city-county for such purposes.
 - ii. Ellen has four months of vacation accrued and 400 hours of sick leave.
 - 1. Vacation will be paid out at 100% and sick leave at 25%.
- xi. It was emphasized the need for a director to be hired to negotiate the budget process occurring from March through August.
- xii. Leslie will have Danette Gleason of the Budget Office calculate Ellen's vacancy accruals.
- xiii. There is a six-month probationary period for this position.

5. Director's Report for December 2021

- i. Please see attached.

6. Old Business

- i. Lee made a motion to approve the Butte Historical Society Memorandum of Understanding and the Clark Chateau Employees/Jacobs House Memorandum of Understanding. Sara seconded the motion; all were in favor.
 - i. Butte Historical Society Memorandum of Understanding will be submitted to Paddy Dennehy.
- ii. Aubrey updated the board on the ARCO Records Collection review. She has been in contact with Holland & Hart Law Firm.

7. New Business

- i. Deaccessions
 - i. Sara made a motion to deaccession the Indus Overhead Scanner, Asset Tag 066971 Lee seconded; all were in favor.

8. Adjourned at 1:13p.m.

**Butte-Silver Bow Public Archives
Director's Report
For the Month of December 2021**

Visitors	53
Auditorium Patrons	165
Auditorium Events	11
Research Requests	51

Services were provided to 115 people in December.

Website Visitation	972
Facebook Engagement	6,978
Instagram Followers	2,047
Volunteer Hours	261.5
Collections Received	14

The twinning effort with Allihies is moving along. Before the holiday, we had a meeting with the Butte and Allihies teachers, the Montana World Affairs Council, and Irish Studies Dept. The MWAC will be coordinating with teachers about the exchange details. For the exchange effort, we will be providing assistance with our collections and resources.

We attended a meeting with the Chief Executive, Treasurer, IT, Clerk and Recorder, and Health Dept. about scanning records and how to handle born-digital content. Each department is each using a different method for handling their records and a county-wide policy does not currently exist. Aubrey is working on creating the digital records policy. Once that is final, Archives staff will work with individual departments on their digital records.

In December, approximately 120 boxes of County Attorney materials were shredded as approved. The Archives is splitting the bill with the Co. Attorney's office.

With Mary McCormick's retirement, approximately 30 boxes of project files and HPC minutes were transferred to us.

At the December Dept. Head meeting J.P. has mentioned a salary survey will be taking place for non-union employees in Butte-Silver Bow. A firm has been hired out of Helena to do the work and he hopes to have the survey completed for the FY23 budget.

Building Report

We have pulled together a spreadsheet of building tasks and needs for the Archives and Chateau and provided it to John Sullivan. He has had James begin working on some of the tasks. John has been very responsive to our issues and building needs. John will be taking a close look at our Johnson Controls contract, which will be renewed in this next year's budget. We have reached out to JCI to arrange a meeting to discuss.

Grant Report

The Jewish Community Project Feasibility Study has just wrapped up. The final report and reimbursement request was sent to the URA office last week and Chere Jiusto with Preserve Montana will be printing hard copies of the report this month. The B'nai Israel group has been given resources, contacts, and a timeline to begin cultural events in 2022. Archives staff will assist by providing our All Nations exhibit for display and overseeing an intern from Middle Tennessee State University who will create promotional materials, keep the temple open for tours, and develop additional interpretive materials.

Carson Ruschiensky is still working with funding provided by the Montana Community Foundation. She is assisting with cataloging projects. We will have Carson into March.

Chateau Report

The Chateau has been preliminarily notified that they have received a \$19,000 NEA grant to further the New Songs for the Butte Mining Camp project, which will allow them to extend the project through 2023. We have complimentary tickets for anyone who would like to attend.

The Chateau has been very slow through the month of December, but is still hosting the Young Creators, tango classes, and ukulele club. They are open for tours Saturday and Sunday.

Christine is writing a MHF grant to create a virtual tour of the Chateau. The grant calls for Dave Stonehocker, Ingraham Environmental to film the Chateau and create the tour. Christine put the grant through Council for approval and John Sorich called Ellen as he does not approve of Ingraham Environmental. We spoke with Christine about finding a new vendor but David Stonehocker has committed a lot of time toward the writing of the grant and will be providing in-kind match for the grant. Commissioner Sorich was concerned about Ingraham performing the work, but Ellen and I explained the issue and he said he wouldn't segregate it. Aubrey and Christine attended the Council meeting anyway and there was no issue with the communication.

Friends Report

The Friends have received several year-end donations in December including a \$2,500 donation from the Gilman Foundation, and a few sizeable donations from our patrons.

We have not received any applications for the Cristoforo Colombo Fellowship at this time, but the due date is in March. The Carrie Johnson Fellowship was launched in December and is due in March as well. We have not received any applications yet but do have a couple researchers that have stated they would be applying.

The Friends will be creating a new copper coin for sale and will feature one of the Copper Kings over the next three years. We held a survey on social media asking the public who should be the first featured and Marcus Daly was the winner.