

Butte-Silver Bow Public Archives
Board of Directors
March 14, 2022
12:00 p.m.
Minutes

1. Call to Order at 11:59a.m.
2. Roll Call: Brian Holland, Lee Whitney, Sara Sparks, Bill McKenzie, Abby Peltomaa, Laurel Egan Also in attendance: Ellen Crain, Aubrey Jaap, Lindsay Mulcahy Excused: Marissa Newman
3. Lee made a motion to approve the February 2022 Minutes, Sara seconded the motion, all were in favor.
4. Directors Report for February 2022 was sent via email.
 - i. There were no questions regarding Director's Report.
5. Old Business
 - i. ARCO Records Collection
 - i. No update since February 2022 meeting
6. New Business
 - i. FY23 Preliminary Budget
 - i. Page 2, Line 360- Three-year Johnson Controls contract for the Archives HVAC system. This has been in the budget in previous years and has been approved without issue.
 - ii. Page 2, Line 340- Reflects a replacement for the elevator drive by Kone.
 - iii. Page 3- There are four workstations slated for replacement.
 - iv. Utilities were previously paid from the Buildings department budget, however the utilities were moved to the Archives budget last year.
 - v. The Archives is asking for Jen Petersen's position to become $\frac{3}{4}$ time instead of $\frac{1}{2}$ time.
 - vi. Revenue page pertains to the Clark Chateau:
 1. \$17,000 for the New Songs for Butte Mining Camp, funded by the National Endowment for the Arts.
 2. \$13,000 for the Washington Street door, chairs, etc. funded by SARTA
 - vii. Expenditures:
 1. NEH grant that will stay on the budget books for three years.
 2. Clark Chateau expenditures will stay the same, except for the grant funding.
 - viii. Sara made a motion to submit the preliminary budget as presented, Lee seconded, all were in favor.

- ii. Lee made a motion to approve the below deaccessions, Abby seconded, all were in favor.
 - i. 2009.052; 2010.043 – 240 published books from the Sarsfield O’Sullivan Collection.
 - ii. 2013.063 – 550 published books from the Thomas F. Kelly Collection
 - iii. 2010.055- published books from the Thomas Mulcahy Collection.
- iii. Activity related to upcoming retirement of Director (staff was excused for this part of meeting)
 - i. Information provided by Beth Wurm, Butte-Silver Bow Human Resources Specialist, and she also addressed questions
 - ii. Review of Archives Director position applications and related activity including review of draft interview questions, and discussion of schedules relative to interviews
 - 1. The Board reached consensus on which applicants to interview, and a target schedule for interviews, and also reached consensus on the interview questions, with the Chair to make edits and send them to the Board members for final review before sending them to Beth Wurm.

7. Adjournment