

**Butte-Silver Bow Public Archives**  
**Board of Directors**  
**July 11, 2022**  
**12:00 p.m.**  
**Minutes**

1. Call to Order at 12:05p.m.
2. Roll Call: Brian Holland, Abby Peltomaa, Marissa Newman, Bill McKenzie, Sara Sparks, Laurel Egan, Lee Whitney. Also in attendance: Aubrey Jaap, Clark Grant
3. Introduction of new Archives Assistant Director, Clark Grant
4. Lee motioned to approve the May and June 2022 Minutes, Sara seconded, all were in favor.
5. The Directors Report for June 2022 was presented, and the Board asked various questions and discussed certain items.
6. Old Business
  - a. ARCO ACM Records Collection
    - i. Pioneer Technical (contractor to ARCO) will be at the Archives beginning July 14<sup>th</sup> to begin the records review. ARCO's attorney will also attend this initial meeting.
  - b. FY 2023 Budget Update
    - i. Aubrey reported that there were no concerns from the Council of Commissioners regarding the Archives budget.
    - ii. The budget will go to council for final approval on August 10.
7. New Business
  - a. Clark Chateau Building Policy
    - i. The board will review for discussion at the August board meeting.
  - b. Content Management System
    - i. Pricing was reviewed.
    - ii. The new system will be requested in the Fiscal Year 2024 budget.
    - iii. Archives Staff will pursue Butte-Silver Bow to pay for this cost, and possibly grants to assist with the one-time implementation cost.
  - c. Deaccessions
    - i. None
8. Adjournment at 12:53p.m.