GP ARCHIVES ADVISORY COMMITTEE MINUTES
12.8.11

Attending: Charlie Snyder, Nancy Schwartz, Nancy Walz, Glenda Ingham

Brief minutes this month as many of the topics have been covered in previous minutes.

1) Payne Collection update and other collections
Carol Ballentine is sorting through the George Payne collection and arranging by subject, then by chronological order. They still need to be digitized. We'll also be getting Donal McLaughlin's papers soon. As noted in previous minutes, we're also receiving photos from Vickie Bailey and the Galloway collection.

2) Archivist & report to Council
We're at a pivotal point in organizing the Archives and need to hire a part-time consultant before we can make any more substantial progress. Charlie will present to the Council at it's Monday, December 12 meeting a proposal and contract for hiring the Archivist with specific hours, responsibilities and reporting benchmarks.

3) Volunteers & Committee membership
Marian reported on the hundreds of hours put in by both committee members and interns this year. Much discussion continued on the necessity of having a committee member present when the interns are working, and how difficult it will be to sustain that level of volunteering. A schedule was set up to cover times when the interns work in the next few months. New interns will be interviewed and hopefully start again in February, as we lose some of the current ones. Glenda will pass on her notes on potential interns from Walter Johnson High School.

Marian and Glenda have officially resigned as of Dec. 31st, so we'll need to find some new members soon.

NEXT MEETING: Date to be determined, in January

Minutes submitted by Nancy Walz.

Addendum: Proposed Archivist contract

Proposed Archivist Contract Terms (First revision)

The Town of Garrett Park agrees to pay _____ at the rate of [up to $25.00] per hour for up to 200 hours to perform archival services for the Garrett Park Archives. Payment will be paid weekly.

In turn, _____ agrees to work as follows:

He/she will work in the Archives for five hours a week, usually in one half-day session each week. The exact time will be determined jointly by _____ and

the Garrett Park Archives Advisory Committee.

He/she will report to and receive instructions from the Committee through its Chairman or another Committee member chosen by the Committee. He will submit written monthly reports to the committee in time for them to be discussed at the committee's monthly meetings, specifying the progress made toward accomplishing the goals and benchmarks set up by the committee before the archivist begins work.

Unless called for by special circumstances, all work will be conducted in the archives physical space, and space may have to be shared with committee members or volunteers working in the archives at the same time.

His/her tasks will include:

– Surveying the archives' collections, and developing and implementing an organizational structure for the documents, photos, objects and other items in the collections.

– Advancing the archives' digitization by reviewing and managing the entry of existing collection records and the object ID system, and developing ways to handle new records entries.

– Developing and implementing sound collection preservation methods, and suggesting needed changes in the physical environment to accomplish that.

– Conducting training for and supervising the work of committee members, volunteers and others involved in the archives in collections management, digitization and overall archival practices.

– Writing tutorials covering the above activities to act as instructional and operational aids for committee members, volunteers and others involved in the archives.

– Developing the forms needed for the operation of the archives, including such forms ase those for material accession and deaccession, temporary custody, loans and releases.

– Advise on property archival professional and ethical standards, including the selection of books and other publications for acquisition or purchase by the archives.

Any disputes arising from this contract or the work will be settled with the Committee with the assistance of the Mayor and Town Council's committee liaison member.