

Shutesbury Historical Commission
SHC Collection Archiving Working Group
Minutes – 10/19/21
(approved 12/06/21)
Virtual Meeting

Meeting start: 10:05 am

Commissioners Present: Henry Geddes (Chair), Miriam DeFant, Greg Caulton, Mary Lou Conca

Commissioners Absent: Ezzell Floranina, Janice Stone, Karen Czwerwonka

Others Present: Leslie Bracebridge

Update from SHRAB Roving Archivist Tom Doyle: Tom is the new Circuit Rider for Western Massachusetts. He is available to support the effort to inventory and preserve the HC Collection in Old Town Hall. He is going to visit the collection and also come up with possible private archivists who can consult on projects. It would be helpful to know the size of the collection, including linear feet of files and types of objects/collections. DeFant noted that the New England Document Conservation Center (NEDCC) has a lot of online resources. Conca asked if there was already an inventory of the collection and expressed a desire to visit the storage closet. Bracebridge noted there is no inventory. DeFant suggested that visits to the storage closet be limited to small groups, maybe two people, because of the poor ventilation and cramped quarters. Caulton and Bracebridge will begin the process of creating a preliminary map of the storage closet and estimate the size/types of materials. Bracebridge noted the following things are in the closet: antique books, flags, a laminator, working files, sign for town pound, 20th century printing blocks for town publications. There are possible 1 4-drawer and 1 2-drawer filing cabinets, some boxes and plastic tubs. The closet has mice issues. There are no climate controls except for possibly a dehumidifier for the main room. Conca asked who covers the expense of the electricity for the building. Bracebridge had been setting mice traps for a while but hasn't been in the closet for some months. There was general discussion about possible grant sources, but a basic inventory is needed first before grant applications can be developed. The working group will reconvene after Caulton and Bracebridge have completed their initial mapping.

Meeting adjourned at 11:00 am.

Next meeting: 10/28/21

Respectfully submitted by Miriam DeFant