

The Cyrenius H. Booth Library  
Newtown, Connecticut 06470

Art & Historical Committee Minutes January 8, 2015

Members Present: Michelle Rosenthal; President, Anne Rothstein, Carolyn Signorelli, Brenda McKinley, Laura Goldstein, Mary Thomas

Meeting brought to order 5:00 P.M.

1. Cataloging of Historical Inventory and its Conservation and Preservation

Discussed inventory

Andy and Kate are attending a training session for archiving and inventory tracking.

2. Art Shows and Exhibits

Art shows are booked through the spring.

3. New Business

Carolyn is looking at a “hold harmless” policy.

Meeting adjourned 6:00 P.M.

Respectfully submitted,

Michelle Rosenthal  
Chairperson

The Cyrenius H. Booth Library  
Newtown, Connecticut 06470

Art & Historical Committee Minutes

February 10, 2015

Members Present: Michelle Rosenthal; President, Anne Rothstein, Carolyn Signorelli, Brenda McKinley, Laura Goldstein, Mary Thomas

Meeting brought to order 6:30 P.M.

1. Cataloging of Historical Inventory and its Conservation and Preservation

Discussed inventory

Andy and Kate will be attending snowed out training session for archiving and inventory tracking in March.

2. Art Shows and Exhibits

Art shows are booked through the spring.

Hank Merowitz photography is on display.

March is booked, April is open.

SCAN and Flagpole Photography are covering May and June.

3. New Business

Carolyn combined existing forms for Art Show agreements.

Meetings will be quarterly unless needed.

Meeting adjourned 7:00 P.M.

Respectfully submitted,

Michelle Rosenthal  
Chairperson

The Cyrenius H. Booth Library  
Newtown, Connecticut 06470

Art & Historical Committee Minutes

April 4, 2015

Members Present: Michelle Rosenthal; President, Laura Goldstein, Ann Rothstein, Brenda McKinley, Mary Thomas

Members Absent : Carolyn Signorelli,

Meeting brought to order 6:00 P.M.

1. Library staff report: Brenda - Department heads to meet to make strategic plan. Purchased software as a platform to catalog artifacts - searchable. (Andy) Goal to record entire collection. Located photos of all items taken before the addition. Discussed : what belongs to the library/historical society; items on display and in storage. Historical society also doing archiving. Kate has done work on archiving so can supervise college interns. Rotation of items.
2. Cataloging of historical inventory and its conservation and preservation - See Brenda's staff report above. Discussed: move things around in case in old entrance, re-labeling items, costume committee in past, concern about storing items in attic. Refer attic problems to the buildings and grounds committee.
3. Art Shows and Art Exhibits – Lucy will scheduled shows and exhibits. Flagpole early spring. Newtown SCAN (Juried Show) asking about the cost factor for the 12 days. Requested 12 days across 2 months. Brenda provided options for them.
4. Donations – Discussed gifts/donations to the Library. Need Newtown provenance.
- 5 Policies and procedures - should there be a length of exhibit policy?

Respectfully submitted,

Anne Rothstein  
Secretary

The Cyrenius H. Booth Library  
Newtown, Connecticut 06470

Art & Historical Committee Minutes

August 4, 2015

Members Present: Michelle Rosenthal; President, Laura Goldstein, Ann Rothstein, Brenda McKinley, Mary Thomas

Members Absent : Carolyn Signorelli,

Meeting brought to order 6:15 P.M.

1. Library staff report: Brenda - Department heads to meet to make strategic plan. Purchased software as a platform to catalog artifacts - searchable. (Andy) Goal to record entire collection. Located photos of all items taken before the addition. Discussed : what belongs to the library/historical society; items on display and in storage. Historical society also doing archiving. Kate has done work on archiving so can supervise college interns. Rotation of items.
2. Cataloging of historical inventory and its conservation and preservation - See Brenda's staff report above. Discussed: move things around in case in old entrance, re-labeling items, costume committee in past, concern about storing items in attic. Refer attic problems to the buildings and grounds committee.
3. Schedule of Art Shows and Art Exhibits – Lucy will scheduled shows and exhibits. Flagpole early spring. Newtown SCAN (Juried Show) asking about the cost factor for the 12 days. Requested 12 days across 2 months. Brenda provided options for them.
4. Donations – Discussed gifts/donations to the Library. Need Newtown provenance.
- 5 Policies and procedures - should there be a length of exhibit policy?

Respectfully submitted,

Anne Rothstein  
Secretary

The Cyrenius H. Booth Library  
Newtown, Connecticut 06470

Art & Historical Committee Minutes

October 6, 2015

Members Present: Michelle Rosenthal; President, Ann Rothstein; Secretary, Laura Goldstein, Brenda McKinley

Meeting brought to order 6:00 P.M.

1. Cataloging of historical inventory and its conservation and preservation
  - i. Kate and Andy attended a 'New England archivist workshop best practices for organization' to continue their education in this process.
  - ii. Brenda, Andy, Kate met to continue the inventory: goal a physical inventory to match with photos and card files. Field types for the excel spreadsheet. Library student intern will help with data input.
2. Art Shows and Art Exhibits
  - i. Mounted Butterfly exhibit last two weeks in October
  - ii. Teacher artwork exhibit in November
  - iii. Flagpole early spring
  - iv. SCAN trying to straddle two months which is awkward
3. Donations

No recent donations
4. Policies and procedures
  - i. Discussed the policy to charge for the use of the room for the art shows.
  - ii. Gift Policy:
    - a. Eliminate the back and revise to say on front: "Use the back for additional information"
    - b. Brenda will revise as per discussion
5. Old business: None
6. New business: None

Respectfully Submitted,

Anne Rothstein  
Secretary