

**C. H. Booth Library
Art & Historical Committee Minutes
January 12, 2016**

Members Present: Michelle Rosenthal, Chairperson; Bob Geckle; Laura Goldstein; Anne Rothstein; Andy McCulloch; Brenda McKinley

Members Absent: Ray Irrera, Mary Thomas

Meeting brought to order 6:30 P.M.

Cataloging of historical inventory, and its conservation and preservation

Andy & Kate Goal: Digital Archive

Inventory Process for Archives

Archival Project

1. Education workshops
2. Inventory items in building and enter data into excel spreadsheet
3. Metadata – create using paper files
4. Digital photos with descriptions

Textile Project

New software – Biblioboard: audio/visual, maps, images

Website – Eventually have a link on Library website for patrons to view collection

State archivists traveling for onsite assistance (1/2 day training)

Goal: Decide means for dealing with inventoried items

Art Shows and Exhibits

- March: Flagpole Camera
- April: SCAN

New Business

Fairfield Museum and Historical Center would like to borrow some of Jean Mann's items.

Brenda looking into insurance, transport, care,

Meeting ended at 7:00 PM

Respectfully submitted,

Anne Rothstein

Secretary

C. H. Booth Library
Art & Historical Committee Minutes
March 8, 2016

Members Present: Michelle Rosenthal, Chairperson; Laura Goldstein; Ray Irrera; Anne Rothstein; Andy McCulloch; Brenda McKinley; Mary Thomas

Meeting brought to order 6:00 P.M.

Cataloging of historical inventory and its conservation and preservation

- Inventory is completed
- Spreadsheet coming – master accounting of items by April meeting
- Discussed possible actions to be taking for items not important to Library
 - Talk to Town, auction, tag sale, gala with auction?
 - Looking into getting appraisals for items (Fairfield Auction, Middlebury, etc.)

Policies and Procedures

No discussion

Meeting ended at 7:00 PM

Respectfully submitted,

Anne Rothstein
Secretary

C. H. Booth Library
Art & Historical Committee Minutes
April 12, 2016

Members Present: Michelle Rosenthal; Chairperson, Ann Rothstein; Secretary, Laura Goldstein, Raymond Irrera, Andy McCulloch, Brenda Mckinley

Members Absent: Mary Thomas

Meeting brought to order 6:30 P.M.

A. Cataloging of historical inventory and its conservation and preservation

- Going through the textiles - Vision Project - mostly Mary Hawley's
- Some newer wedding gowns from Mary Hawley wedding shows
- Transfer to spreadsheet with coding common to most archival software
- Fill in accession cards
- Will find out about items that might not belong here
- In summer preservationist might come to indicate the best way to maintain materials.
- Fred Hurley to move sewing table after finding who wants it; also move the desks. They will leave the library and be put to good use or in storage for Town.
- Middlebury consignment only take almost new, in pristine condition.
- Possibly habitat for humanity - they will not accept non-ecologically sound material
- Stanford House Wrecking - need ok from the board - construction materials.
- Fairfield Auction House - onsite appraisal if we want them to come.
- Maplewood indoor flea market in New Milford
- Student working on her masters in library science is going over the Jean Mann collection. Her lawyer says we can do whatever we want. Mary Jo is cataloguing by item and condition. Now would like to do it for an independent study for credit. So Andy created a scope of work and deliverables. Has approval from her instructor. Also working on the g-man books and assigning call numbers/

Long term project: Digital projects in state library related to UCONN. What is the best fit for us? Getting our archive into an excel spreadsheet and going through everything. Mary Jo can do that as her summer project. We are a bit dependent on what is happening with other projects in the state. Bibliomation libraries would have a channel. At the state but in our library catalog. Full completion approx. 2 years.

B. Exhibits: April: SCAN May: Staff Art Show June: Joe Paccia

C. Policies and Procedures

3. Old business: none
4. New business: none

Meeting ended at 7:00 PM

Respectfully submitted,

Anne Rothstein

Secretary

C. H. Booth Library
Art & Historical Committee Minutes
July 12, 2016

Members Present: Michelle Rosenthal; Chairperson, Ann Rothstein; Secretary, Laura Goldstein, Raymond Irrera, Andy McCulloch, Brenda Mckinley

Members Absent: Mary Thomas

Meeting brought to order 6:30 P.M.

Cataloging of historical inventory and its conservation and preservation

1. Discussed future of unwanted items from inventory list
2. Amy's niece, Meredith (MA John Hopkins) working on inventory.
3. Traveling archivist program ends July here with archivist instruction in ½ day session. Videotaping sessions.

New Business

- Donations:
1. Stella Bloch art
 2. Two chairs – Checking with department heads

Art Shows & Exhibits

June - Staff art show
July – SCAN
August – SCAN

Watercolor classes very popular

Meeting ended at 7:00 PM

Respectfully submitted,

Anne Rothstein
Secretary

**C. H. Booth Library
Art & Historical Committee Minutes
November 10, 2016**

Members Present: Michelle Rosenthal; Chairperson, Ann Rothstein; Secretary, Laura Goldstein, Raymond Irrera, Andy McCulloch, Brenda Mckinley, Mary Thomas

Meeting brought to order 6:30 P.M.

Cataloging of historical inventory and its conservation and preservation

In August, the traveling archivists conducted an inventory at the Library. They gave us with many ideas and recommendations. This group will now meet bimonthly.

Aubusson carpet will be auctioned off on November 11th by Fairfield Auction. Lot #602

The two large desks were transferred to the Town of Newtown.

New Business

Next order of business:

1. Archives Collection Management Policy
 Work on policy for management of collection
2. Curator - Drafting responsibilities
3. Volunteers – Drafting job description

Meeting ended at 7:00 PM

Respectfully submitted,

Anne Rothstein
Secretary