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CITY OF BOSTON
Archives & Records Management Advisory Commission

Minutes

Thursday, February 27, 2020, 3:00 P.M.
City Archives Building – Conference Room
201 Rivermoor Street, West Roxbury, MA 02132

Members Present: Maureen Feeney (City Clerk), Patty McMahon (Registry), Brendan Haley (Public), Jill Snyder (Public), Giordana Mecagni (Public), John Natoli, designee of Emme Handy (CFO) and Patricia Gilrein, designee of Kara Elliott-Ortega (Arts and Culture)

Others Present: Assistant City Clerk Alex Geourntas, Archivist John McColgan, Archivist for Reference and Outreach Marta Crilly, Archivist for Records Management Kayla Skillin, Collections Manager Kristen Swett, Assistant Archivist Meghan Pipp and Shawn Williams, city's Public Records Officer.

Call to order at 3:16 PM.

Chair Maureen Feeney welcomed Commission members and introductions took place.

Motion offered by Maureen Feeney to approve the minutes of the February 28, 2019 Commission Meeting and seconded by Patty McMahon. All voted in favor.

Archivist John McColgan updated Commission members on recent staff changes at the Archives. Kayla Skillin was promoted to Archivist for Records Management and Meghan Pipp joined the Archives staff as Assistant Archivist. All staff is hard working and they are true professionals.

Archivist John McColgan presented his Archivist's Report for 2019 and is part of the meeting minutes. His report touched upon the Archives' Access and Outreach, Collections Management and Records Management.

Archives Storage Space Update

Archivist John McColgan presented his report on Space Depletion at Rivermoor and update on mobile storage shelving.

Study was initiated in 2016 by the city (PFD) relative to the shelving at the Archives and the study was concluded in early 2019. The results of the study determined that there is a shelving hazard and shelving in the Archival Storage Room needs to be replaced.

The current shelving system is dangerous and a safety concern for staff and a threat to the archival collections as well. Right now, the Archives is out of space and nothing has happened since the end of the study. City Clerk Maureen Feeney has sent letters, forwarded emails and made telephone calls to no avail. This is a vital issue for the City Archives.

Commission members took a tour of the Archives Storage Room and Plans Room to see firsthand the shelving and storage concerns of the City Clerk and Archives staff. Both areas were clearly near capacity and moving forward with the study's conclusions would greatly benefit the Archives.

Archivist John McColgan also informed the Commission that the city is planning on renovating the second floor of the City Archives building and reconfiguring the loading docks as EMS will be establishing their Training Facility at this location. This was brought to our attention about two hours before the Commission meeting. At a separate meeting held at 1 PM, we were informed about the buildout on the second floor and this was the first time anyone had heard or been included in the discussions relative to the EMS Training Facility. This plan will impact the operations of the Archives and City Clerk Maureen Feeney and Archivist John McColgan expressed their serious concerns about this plan during this first meeting.

Commission members are concerned about these two developments and discussed next steps to address these matters as follows:

- *letters to the Mayor, the city's Chief Financial Officer and to PFD managers

- *determine status of \$400K in city's Capital Budget Plan

- *research the possibility of funding from the CPA for the Archives

Commission members discussed the scheduling of the next Commission meeting and City Clerk Maureen Feeney suggested that the next meeting take place within 30 days.

Motion to adjourn meeting was offered by Brendan Haley and seconded by Jill Snyder. All in favor.

Meeting was adjourned at 5:09 PM.