

CITY OF GLOUCESTER ARCHIVES COMMITTEE

Committee Meeting Minutes

October 24, 2022

The meeting convened at 10:00 a.m.

Present:

Archives Committee members: Sandy Williams co-chair, Sarah Dunlap co-chair, Lois Hamilton, secretary, Stephanie Buck, Sue Wright, Beth Welin, Dani Stotzer.

Guest consultant: City Clerk Joanne Senos.

Others: Elaine MacIsaac, Judy Silva, Mary Williams, Peggy Calkins.

1. December 10, 2019 minutes unanimously approved.
2. Update on "Deed of Gift"; form: Stephanie Buck agreed to contact the City Legal Dept. again re-approval of the form.
3. Oak Grove Cemetery update: The Archives phone number has been removed from as many applicable websites as possible and replaced with the contact info of Matthew Babson, Oak Grove Cemetery Board member.
4. Access to City Deaths database: Death records are now digitally held by the state. The City Clerk's office downloads them and prints out a certified paper copy for archival purposes. When asked if there was a way for the Archives to access the records on-line the City Clerk said she would check with IT.
5. New Committee members: Beth Welin and Dani Stotzer were introduced.
6. Position changes: Sarah Dunlap's resignation as co-chair was unanimously accepted. Dani Stotzer was unanimously elected to replace her. Lois Hamilton's resignation as Secretary was unanimously accepted. Stephanie Buck was unanimously elected to replace her.
7. Approval to purchase equipment and supplies: An application to take \$3,500 from the Archives account to purchase two HP laptops, a flatbed scanner and various supplies was unanimously accepted to be sent to the City Council for approval.
8. Discussion on reprinting James Pringle's & "History of Gloucester". There are now very few copies available for purchase. Stephanie Buck agreed to contact the City Legal Dept. re: the rules on selling Pringle's & "History of Gloucester" for over cost - making a profit on. She also agreed to look into printing costs, including self publishing.

New business: None.

Lois Hamilton made a motion to adjourn the meeting at 10:25. This was unanimously approved.

Respectfully submitted,

Lois Hamilton, Recording secretary