

Anna Bemis Palmer Advisory Board

Minutes for November 2nd 2021

Present: Christi Lones, Scott Van Esch, Chloe Holmes, Nancy Beach, Brent Magner, Jean Vincent, Mary Scott. Also Present: Sue Crawford, City Administrator. Absent: None.

The Open Meetings Act was acknowledged. The meeting was published in the York News Times.

The approval of the minutes of the October 19th minutes was moved by Christi Lones, with an amendment to fix a typo, seconded by Scott VanEsch and carried with no dissenting votes.

Dr. Sue Crawford provided an update on the transition plan discussed Oct. 19th. The Board had asked Oct. 19th an exterminator provide services before the collection was moved. The archives and classroom space is regularly scheduled for extermination services.

It was clarified that the collection will be moved by city contractors. Jean Vincent volunteered to watch the move to encourage care in handling. Items from the Senior Center, the Auditorium, and some of the items from the Hanger will be moved to the Archives and Classroom space.

The Board discussed priorities for a records management system based on handouts provided by Nancy Beach and Christi Lones. Key items discussed included modification ability, and import/export capacity so that records could be moved if necessary to another platform and universal search capabilities so that an item can more easily be found. Past Perfect was discussed as a program used by Nebraska History. Pros of an online system were discussed in that it could be used by multiple users in multiple places.

The only deaccession item addressed from the proposed list was the souvenir collection. Christi Lones moved and Chloe Holmes seconded the deaccession of the souvenir collection. The motion carried with no dissenting votes.

The next meeting was announced as November 16th at 5:30 PM. [This meeting was later postponed to November 30th at 5:30 PM.]