

Anna Bemis Palmer Advisory Board
November 30th, 2021
Minutes

Open Meeting announcement made. Meeting was published in the York News Times.

Minutes from the November 2nd meeting were approved.

Dr. Sue Crawford provided update on the Transition Plan

- Museum Foundation established with York Community Foundation
- Shelves – filled out donation paperwork – still waiting on estimate
- Paint upstairs done
- Move will occur in December

- Next steps:
 - Request pictures from Dan before move
 - Request Dan gets pictures or framed items secured
 - Request Dan – convey color coding
 - Contact Wallingford signs
 - Consider order with PastPerfect for data system
 - Work on way to block signs
 - Check on pie cupboard -broken back legs in Auditorium– Nancy will send email with information

Discussion of Request for Proposal tasks for transition

- Elements of tasks to consider
 - Initial Data entry of acquisition/donor records (might be done by city)
 - Organization of materials – further data entry
 - Pilot classroom display

Discussion of elements for a policy on access to the collection

- Soon most of the collection will be locked in new building – access by city staff
- Any items taken out of collection need to be catalogued – currently some items at Nancy Beach's residence.

Discussion of Items for Next meeting (January 18th, 2022)

-Continue Deaccession discussion – put deaccession language in meeting announcement