

Archives Minutes March 9, 2016

Lisa Mullinax, Sadie Somerville, Barbara Macklem, Elaine Hickey, Peter Slattery, Hans Francke, Pat Morrison, Linda Toman, Alan Kleban, Kelsey Ransick, curator

Barbara: on **Walking tour map revisions**. Lisa will send electronic file that you can mark on to make your suggestions

Check with **Univ of De for printing** (they did them for us the first time)

Barbara has researched what it would take to apply for a **Delaware Humanities Forum Grant**

Two levels: Opportunity grants \$1,500-3,000 and bigger Projects \$3,000 – 15,000
Grants are for a Specific projects or for seed money to launch a longer project

Not for capital or research

It is a Matching grant, we can apply volunteer time to match

Some ideas for projects mentioned at our meeting:

Photo Project, ACRA program, Film Documentary

Elaine, Peter have not seen the Arden Film, Sadie said she will show it with Georgists and Archives soon.

Elaine **suggested use grant to make a film on Arden**, Sadie will get in touch with The Marquisees about film they have shot already and see what is feasible

New acquisitions:

Russ Peterson Book "Stand Up"- accepted

Magnet, pins from centennial -accepted

Phyllis Conner offered large wood plaque Sanctuary that was made for them when they moved out of Ardencroft. The committee voted to accept just the few books that apply to the collections and not to accept the plaque

Pat Morrison will follow up with Phyllis

Kelsey is cleaning up the **past perfect data base** and has **names** that are entered in multiple ways needs to know which is correct, if they are duplicates or different people, or relations? She will distribute some of the names on the list by email for everyone to help her with.

Work on the Interior storm windows will be installed on March 23. **A workday to move items away from the windows will be on Sunday, March 20**

The porch, the back room, the front windows Take down blinds and clean windows and window sills.

Linda says omelette breakfast that morning 8-12 at Gild Hall. She offered to take \$2 off for anyone helping at archives that day.

Help with Barbara, Kelsey, and Robin

11-2 Pat Ken Peter Alan

2-5 Elaine, Hans

Close Museum on March 23 for window installation

Sadie and Pat, and Peter will help put back items 6 pm on Weds, March 23

Museum Closed Sunday, March 20 and Wednesday, March 23, and Easter Sunday Mar 27

Sadie loan folding tables to Archives for moving items away from windows.

Oral Histories

Sadie prepared envelopes with information on Oral Histories from the Oral History folder box in archives and distributed a packet to each archives committee member to take and read. The packet includes Interview questions, notes on how to do an interview, what to do with the interview once you have completed it. etc

Linda and Pat Toman are interested in helping to interview and get the project off the ground. Alan, Maria, Hans also interested in oral histories.

Kelsey mentioned that Anyone can **digitize the cassette tapes** we have in collection when they are museum sitting

Anyone can **use digital recording to help transcribe the interviews.**

Important note: Lisa said we now have a **digital recorder** (thanks to Hetty and Hans Francke) for interviews so we will not use cassette tapes any longer and they can be transferred directly to computer !