

Board of Trustees of the Southborough Library  
Historical Preservation Subcommittee  
**Minutes**  
Southborough Library, Ella Eaton Room  
January 5, 2017

The meeting was called to order at 6:00 PM.

**ATTENDANCE:** Richard Wallace, Nancy Mayo, Director Ryan Donovan, archivist Adam Brooks, Freddie Gillespie and Andrew Mills representing the Community Preservation Committee, Michael Weishan representing the Southborough Historical Society, Kate Matison representing the Southborough Historical Commission, and Jim Hegarty, Town Clerk.

Minutes of the October 11<sup>th</sup> meeting were approved.

**DISCUSSIONS**

The CPC grant of \$12,000 has a balance of \$4827.48. Mr. Brooks provided an update report on his work – copy attached. Ms. Gillespie inquired how the closing of the Museum due to mold remediation affected the progress of Mr. Brooks work. He responded by stating that some time was spent in moving materials but the effort also resulted in additional perspective. Mr. Brooks will prepare a finding aid for all Museum materials

The Museum remediation is finished and materials are being moved back. Mr. Weishan stated that there are approximately 200 paper objects that have not been examined or cataloged. The trailer at the Museum is full of artifacts; the work of assessing those objects is too extensive to be covered by the current grant. Mr. Weishan has submitted a grant to the CPC for further work at the Museum.

Mr. Hegarty stated that there are materials in the Town House that may be of historical significance. It was agreed that Mr. Brooks should examine them and provide an assessment.

The Meeting was adjourned at 7:30 PM.

Respectfully submitted,



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Richard Wallace  
Historical Preservation Subcommittee

Approved February 16, 2017

# Update Report for the Southborough Historical Material Archive Project at the Southborough Historical Society

Prepared by Adam Brooks, Southborough Library Archivist

January 5, 2017

Draft

Work on the Southborough Historical Material Archival Project at the Southborough Historical Society (SHS) began on July 21<sup>st</sup> with an extensive review of the material stored in the basement at the SHS Museum. Work on the collection progressed at the museum building through August. On September 7<sup>th</sup> I was informed that the materials actively being worked on would need to be temporarily moved to the library so mold remediation work on the museum building could begin. Removal of the majority of the document collection took place on September 8<sup>th</sup>. Work on the project has continued on a one day per week schedule at the Southborough Library.

As a result of water damage, a subsequent risk of mold, and insufficient storage housing, the original goals of the project have evolved to focus on the physical preservation and care of the collection. I am happy to say that this goal has been achieved with great success. Through this process, much of the secondary goals to organize and inventory the collection have also now been achieved. The change in focus caused by the water and humidity damage forced the project to take a slower and more methodical pace. While these circumstances may have required us to alter or reevaluate the goals of the project the situation also provided us with the opportunity to better standardize the organization and housing of the collection and better position the museum for long term preservation and access.

The SHS Board of Trustees are currently in the process of requesting funds to support a project to fully catalog the collection, at last making the documented history of Southborough fully accessible to the public. My goals in completing the project are to dovetail with and enable the success of the larger project goals submitted by the SHS trustees. This will place SHS on a firm footing to more fully serve the community in the future. To accomplish this I wish to prepare a broad inventory, create finding aids to important collections, and utilize the remaining supply budget to purchase a state of the art archival flat file for long-term preservation and accessibility.

**Material Rehoused and Cataloged - Scope**

- 29.3 linear feet of documents and manuscripts – the most important of which are the founding/prominent Family papers and the Burnett/Deerfoot Farms archive.
- 3,727 photographs have been rehoused, organized and inventoried including, the Villager Photograph Collection consisting of 2582 prints and approximately 150 negatives.

### **Material Rehoused and Cataloged – Box Inventory**

On September 8<sup>th</sup> 51 boxes of historic documents, photographs, and archives were moved from the SHS museum building to the Southborough Library. Work on these boxes is now complete. All of the material has been rehoused and in new archival folders, mylar sleeves and boxes. There are now 66 archival boxes of various sizes that will be methodically returned to the SHS museum building. Please find a general inventory of boxes below, broken into categories by material and subject.

#### Historic Photograph Collection – 10 Boxes Total – Organization Based on drawer location

Box 1 – American Legion Marker to Knights of Columbus; 23 folders

Box 2 – Mills to Railroad; 15 folders

Box 3 – Southborough Arms to WWI Howitzer; 21 folders

Box 4 – School Photographs, Highland St. Elementary to Peters High Reunion; 35 folders

Box 5 – School Photographs, Peters High to Worcester Girls Trade; 32 folders

Box 6 – People, General to Woodward; 32 folders

Box 7 – Celebrations to Negatives and Transparencies; 18 folders

Box 8 – Oversized blue board Photo Box; 9 folders and some separate mylar sleeves

Box 9 – Oversized box; 37 photographs

Box 10 – Oversized box; 36 photographs

#### The Villager Photograph Collection – 3 Boxes Total

Box 1 – Celebrations to Businessess (Not originally in alphabetical order); 41 folders

Box 2 – Misc. to Woodward Middle School; 46 folders

Box 3 – Misc.; 21 folders

#### Family Papers – 6 Boxes Total

Box 1 – Falconi to Woodward; 18 folders

Box 2 – Oversize-Howe, Johnson and Othank; 3 folders

Box 3 – Sawin Family Papers; 7 folders

Box 4 – Fay Family Papers; 9 folders

Box 5 – Brewer Family Papers; 12 folders

Box 6 – Newton Family Papers; 22 folders

Subject Files (Some Photographs are dispersed through Subject Files) – 7 Boxes Total

Box 1 – Family Genealogy and Subject Files; Amsden – Uhlman, 69 folders; Subject, Agriculture – Bicentennial Celebration; 32 folders

Box 2 – Subject; Bicentennial Celebrations – Churches; 67 folders

Box 3 – Subject; Coin – Recycling; 94 folders

Box 4 – Southborough War Records – Southborough Selectmen; 65 folders

Box 5 – Southborough Bylaws – WWII Exhibit; 91 folders

Box 6 – Oversized Subject Files; 1 folder

Box 7 – Southborough Societies and Fraternal Organizations; 10 folders

Burnett and Deerfoot Farm Archive – 7 Boxes Total

Box 1 – Long box of misc. Burnett advertisements, games and objects

Box 2 – Oversized photos and advertisements; 10 folders

Box 3 – History – Misc. Documents; 21 folders

Box 4 – Joseph Burnett Company History – Dr. Joel Burnett House; 14 folders

Box 5 – Genealogy – Joseph Burnett Co., Misc.; 25 folders

Box 6 – Magazines and Journals; American Cookery Magazine – MA Guernsey Bulletin; 22 folders

Box 7 – Deerfoot Farms, Byrd Expedition to the South Pole; 31 folders

Southborough Town Records Collection – 9 Boxes Total

Series I – Box 00 – Tax Assessment Records, 1700-1799

Series I – Box 1 – Tax Assessment Records, 1800-1815

Series I – Box 2 – Tax Assessment Records, 1816-1829

Series II – Box 1 – Treasurers Vouchers, 1800-1809

Series II – Box 2 – Treasurers Vouchers, 1811-1819

Series II – Box 3 – Treasurers Vouchers, 1820-1829

Series II – Box 4 – Treasurers Vouchers, 1830-1839

Series II – Box 5 – Treasurers Vouchers, 1840-1850

Series IV – Box 1 – Town Meeting Books

Town Reports Collection – 18 Boxes Total

Box 1 – Misc. 1800s

Box 2 – 1855 – 1899

Box 3 – 1900 – 1909

Box 4 – 1910 – 1919

Box 5 – 1920 – 1929

Box 6 – 1930 – 1939

Box 7 – 1940 – 1949

Box 8 – 1950 – 1959

Box 9 – 1960 – 1964

Box 10 – 1965 – 1969

Box 11 – 1970 – 1974

Box 12 – 1975 – 1979

Box 13 – 1980 – 1984

Box 14 – 1985 – 1989

Box 15 – 1990 – 1994

Box 16 – 1995 – 1999

Box 17 – 2000 – 2004

Box 18 – 2005 - 2009

Framed Photographs and Documents – 5 Boxes Total

Box 1 – 5 works

Box 2 – 10 works

Box 3 – 6 works

Box 4 – 8 works

Box 5 – Framed Documents, 6 works

### **Recommendation**

The next step in the project should be to review what documents remain in the museum building and complete the overall inventory. At that point finding aids should be produced and made accessible to the public via the museum and the Southborough Library website. The collections brought to the library should slowly and methodically returned to museum storage. Remaining funds in the supply budget should be used to upgrade storage equipment at the museum. Every folder is now clearly marked with accession numbers allowing us to begin entering object information and locations into a database. If time allows, this process may begin as the first step leading into the Historical Society's comprehensive cataloging project.