

Board of Trustees of the Southborough Library
Historical Preservation Subcommittee
Minutes
Southborough Library, Book Sale Room
June 15, 2016

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

ATTENDANCE: Richard Wallace, Nancy Mayo, and Director Ryan Donovan.

ADMINISTRATIVE

Minutes of the April 28th meeting were approved without changes.

DISCUSSIONS

Adam Brooks will begin work on the materials in the basement of the Southborough Historical Society (SHS) Museum during the third week of July, per the guidelines of Phase 2 of the Southborough Historical Material Archival Project funded by a Community Preservation Committee (CPC) grant. The Subcommittee will coordinate Adam's work with SHS members to insure materials are managed according to SHS preferences. The CPC has agreed to a monthly payment schedule for Mr. Brooks.

The grant application for Phase 3 of the Project is due to the CPC by July 15, 2016. Phase 3 provides for the storage, preservation, and exhibition of materials identified through the assessment process of Phase 2. Because Phase 2 begins coincidentally with the due date for the Phase 3 grant application, it will be necessary to estimate costs for Phase 3 without the professional advice of the archivist, Mr. Brooks. It was decided that the Phase 3 grant application should reflect a range of \$25,000 to \$50,000 for project cost. The Friends of the Southborough Library and the Southborough Community Fund will be considered as sources of supplemental funding.

The Meeting was adjourned at 6:50 PM.

Respectfully submitted,



Richard Wallace
Historical Preservation Subcommittee

Approved July 5, 2016.