

Town of New London Archives
Old Academy Building, 375 Main Street
New London, NH 03257-0249

**Minutes of the New London Archives Committee
January 13, 2010**

Present: Jim Perkins, Chairman; Arrolyn Vernon, Bob MacMichael, Peg Moreland, Connie Reece, Verne Barrett, Doris Cutter, Howard Hoke, Deb Hall, Nancy Dutton

Announcements

Howard Hoke told the committee that his daughter had been working at the Colby-Sawyer Archives several years ago and discovered that after some of their documents were scanned, the originals were going to be thrown away. She brought some of them home, including some letters of one of the professors. Howie now has them and wondered if we would like them here. He will bring them soon so that we can look them over and make a decision.

Howie also noted that several people with strong New London connections (including his father) are writing and personally publishing their memoirs. He wondered if the Archives ought to make an effort to collect these. The general consensus was “yes,” particularly when they have been in New London for some time. Nancy will check with Tracy Library to see whether they are actively collecting books by local authors.

The Committee also discussed the need to get the word out about the Archives and what it has in its collections. Howie is willing to put generic “fillers” in *The Shopper* about the Archives when there is space. Were we advertising a specific program or event, we would have to pay for the ad. Arrolyn suggested that we try to obtain family photos (hopefully well identified) when local families have reunions. We also discussed putting photos in the *Intertown Record* when we need people or places identified.

Archives Policies

The Committee went over the draft Archival Policies which Jim drew up, based on established archival procedures. The draft policies were mailed to all committee members and were posted on the web site. There were a few suggestions made. Under “Acquisitions policy” Nancy thought that we should include “Town Records” among the items we have. We also thought that we should buy some cotton gloves to be used by people handling especially fragile or rare items. One of us could take them home to be washed after use. We also discussed whether more detailed information needed to be added concerning use of archival materials, particularly what people copy, scan, or photograph. The decision was made to develop more detailed instructions for the staff (and Jim will draft these for discussion at a future meeting), rather than making the policy overly specific. Arrolyn was concerned that the “Acquisitions policy” too narrowly limited what could be purchased for the Archives, when the items acquired “must be related directly to New London town history.” It was pointed out that the wording only related to items purchased with monies in the town-approved special fund. Other items (such as other town

histories which are often very useful in research) could be purchased from funds in our regular annual operating budget.

A motion was made by Nancy, seconded by Deb, to approve the Policies with the small changes discussed. The vote for the policies was unanimous.

Recruiting New Committee Members

The Committee next discussed adding new members to the Committee or finding new volunteers who might want to pursue specific projects while not serving on the full Committee.

Committee members were asked to think of individuals who might enjoy working with us. Jim has already been in contact with several individuals who might want to help, and he has been drawing up a list of projects. Some of them could be accomplished by people working from their own homes or on their own time, without having to come to the Archives weekly. One idea Jim had was to maintain a time line of significant events in New London. It would include things like businesses opening or closing, as well as other specific events. There is a news page on our web site, and it could be updated to recruit new members, listing projects we need help with. A notice could be put in *The Shopper* as well.

The meeting adjourned at 10:10 a.m.

Respectfully submitted,
Nancy Dutton, Secretary