

Washington Island Historical Archives Committee  
Town of Washington  
Washington Island,  
Wisconsin 54246

The Tuesday, September 22, 2015 meeting of the Washington Island Historical Archives Committee was called to order by Chairman Richard Purinton at 4:00 PM in the Rutledge Room.

Present were Kirby Foss, Jewel Lee Grandy, Eric Greenfeldt, Charlotte Hansen, Merrill Lundberg, Richard Purinton, Connie Sena and Jeanette Young. Also present was Archivist Janet Berggren.

Approval of Minutes

Without objection the minutes of the meeting of May 5, 2015, as previously sent to members of the Archives Committee, were approved.

Treasurer's Report

The Treasurer presented a written report which is attached to the minutes. Expenses of \$11,973.59 to date are in line with the budget. Receipts of \$16,159.84 are ahead of last year. We have received more than \$2,000 in memorial donations for Dave Raup, and some money in memory of Harold Greenfeldt. Janet noted that there are some office supplies she will need to order.

Archivist's Report

The Archivist presented a written report, which she reviewed for the Committee. A copy of the report is attached to the minutes. Janet noted that Dave Raup took on a lot of responsibility for our technology, including supplying equipment. Janet has been working to line up some help in this area, but we may need to budget for some consulting and equipment. We also may need to buy at least one more dehumidifier.

We had two programs at Trinity this summer. Upon motion by Kirby Foss, seconded by Jeanie Young, it was agreed that we should send the Church \$100.

The backlog of materials to be indexed is a matter of increasing concern. Taking care of visitors is the first priority in the summer. The volunteers may be able to reduce the indexing backlog this winter. Eric said that our software is getting quite obsolete and upgrades could result in time efficiencies for Janet and the volunteers. Dick suggested that our receipt of Arbutus' slides presents an opportunity to appeal for donations to help deal with the increased volume of materials that need to be catalogued.

### Archivist Position

In the course of her report Janet announced to the Committee that she would like to retire at the end of 2015. It was agreed that we should promptly post a description of the Archivist position and schedule an early meeting of the Committee and try to identify Janet's successor soon in order that the new archivist can work with Janet for a few weeks before Janet retires.

### Vacancy on Archives Committee

We also need to find a new Committee member to succeed Dave Raup. Dick mentioned several individuals who are well qualified and might be willing to serve. We agreed that Dick should approach one (or more, if necessary) of these and we will pursue this at our next meeting.

### Financial Projections

The Town has requested projections of our income and expenses for 2015 and 2016. For 2015 we agreed that both income and expenses are projected at \$17,000. We agreed that for 2016 we project income of \$17,000 and expenses of \$20,000.

### Committee Member Comments

Eric said that Tom Cooke has been talking with him about a bigger archives program he is involved with in St. Louis. He may visit the Archives office to look at our software and accessions activities. Marcia Williams may also visit to gain some insights about the Island genealogy materials she makes accessible at the Island Dairy and the software that supports this.

Eric also talked with us about Arbutus' slides that Marsha recently brought to the Archives office. There are some 53 boxes with 90-100 slides in each box. A significant part of these have already been scanned and indexed, but much of this work remains to be done. The slides are not in perfect order and somebody needs to compare the slides with what it says on each box. We don't have space for this much material, but we can use plastic sleeves to cut down on the space requirement. Judie Yamamoto has expressed an interest in helping to scan the slides. We will need to help her with identification for some of them.

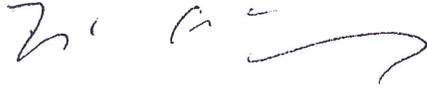
### Date of Next Meeting

The next meeting of the Archives Committee will take place at 4:00 PM on Tuesday, October 27, 2015, in the Rutledge Room. We will try to fill the vacancy on the Committee, and identify the new Archivist, at that meeting.

Adjournment

Upon motion by Eric Greenfeldt, seconded by Jewel Lee Grandy, the meeting was adjourned at 5:47 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. C. Lundberg', with a long horizontal flourish extending to the right.

Merrill C. Lundberg, Secretary