

**Minutes of the  
Collections, Library, and Archives Committee of the  
Board of Directors of the Arizona Historical Society  
2 February 2021  
Virtual Meeting**

*Mission: Connecting people through the power of Arizona's history.*

1. Call to Order – Greg Scott, Committee Chair

Meeting was called to order at 10:03 a.m. on Zoom

2. Roll call (Quorum) –

Present Virtually: Greg Scott

Janice Bryson

Christine Marin

Greg McNamee

Holly Young

Absent: Jim Snitzer

Staff Present: James Burns, Rebekah Tabah Percival, Trish Norman

3. Call to the Public – Consideration and discussion of comments from the public. Those wishing to address the Board need not request permission in advance. Presentations will be limited to five minutes. Action taken as a result of public comment will be limited to directing staff to study the rescheduling of the matter for further consideration and decision at a later date.

No members of the public present

4. Discussion and action, if any, to approve the minutes of the January 7, 2020 meeting.

Bryson moved that the minutes be accepted as presented; Scott seconded. All voted to approve.

5. Tabah Percival reviewed the collections remediation action plan with committee members.

Asked that members note how many things have already been addressed, or that are in the process of being addressed.

- Developed a comprehensive collections management plan and drafted a collection needs assessment. Have done that in Flagstaff and Yuma. In the process of doing an assessment in Tempe and Tucson. Started with smaller locations and moving to larger locations.

*The Arizona Historical Society does not discriminate on the basis of disability in the administration of its program and services as prescribed by Title II of the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or alternative formats, by contacting AHS Administration at 520-617-1169. Requests should be made as early as possible to allow time to arrange for the accommodation.*

- Staff is still being trained on basic artifacts handling due to COVID.
- Records management has been centralized in the new cloud-based version of Past Perfect. Collections records can now be searched online. We still need to invest in a Digital asset management system. That would allow us to build in redundancy in case there a device or system fails.
- A collecting plan has been developed by staff. Developed projections as to how many objects we can acquire in a year and process and care for per industry standards. Want to be good stewards. Will not take in things we can't manage.
- This committee will report back to the full board. The deaccessioning process in the collections management policy has been reviewed and staff is implementing a review of the collections. Recommendations are made to this committee for consideration. Deaccessioning will be ongoing. Based on the need assessment, we are including a line item in the budget each year for collections management supplies. When deaccessioned objects are sold at public auction those proceeds are restricted for collections care.
- Have purchased digital environmental monitoring equipment, and data collection has begun. Will make recommendations after we have enough data (probably a year or more). This data is necessary for applying for grants.
- A space audit has taken place and staff identified areas that are suitable and appropriate for collections and archives storage. Have identified unacceptable storage areas in Flagstaff and Yuma and made recommendation to relocate those collections.
- Currently, we do not have any compact shelving; constantly searching for funding for high density storage systems, which could almost double storage space. These are expensive and do require a good deal of construction to install tracks.
- An inventory is still ongoing on a rolling basis. We don't count or value objects the same way that other agencies do; artifacts are not office furniture. We have five levels; the higher the priority the more often those items are inventoried. Same for higher value objects. Those objects are also prioritized if there is a disaster.
- Staff continue to process backlog objects deemed appropriate for the permanent collection.

## 6. Review, discussion, and recommendations, regarding proposed deaccession of three dimensional collections

Consider object's condition and our ability to care for it. Do we have staff that can care for it? Who was the donor? What provenance (ties to AZ) does the object have? Is the object able to be exhibited? Does it harm other objects in the collection – or people that work in collections? P=AHC T=AHM F=FLG and Y=Yuma.

Young moved that the committee approve the collections review committee's recommendation to deaccession all items presented in a PowerPoint on February 2, 2021 to the Library, Archives and Collections Committee of the State Board of Directors, with the exception of the short-handled hoes and the flintstones from the Miami Copper Co. (TS2010.13.1-2 and T88.32.1-6).

*The Arizona Historical Society does not discriminate on the basis of disability in the administration of its program and services as prescribed by Title II of the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or alternative formats, by contacting AHS Administration at 520-617-1169. Requests should be made as early as possible to allow time to arrange for the accommodation.*

## 7. Announcements

Burns solicited feedback about the collections remediation plan and the collections management policy. Scott commended the staff for its implementation of the collections management policy. Young would like to see how the collections remediation plan is implemented this year and revisit it as necessary.

## 8. Adjournment.

The meeting adjourned at 11:14 a.m.

Dated this 3<sup>rd</sup> day of February 2021

Arizona Historical Society

Greg Scott

---

Gregory Scott, Committee Chair