

Record Storage Advisory Committee Minutes, July 24, 2019

Present: Leslie Bracebridge (LB), Susan Millinger (SPM), Susie Mosher (SM), Linda Avis Scott (LAS), Becky Torres (BT) arrived partway through the meeting. Absent, Savanna Ouellette (SO).

The meeting convened at 11:07 a.m.

**1. Minutes from June 26 2019:** A motion was made and seconded to approve the minutes; the motion was unanimously approved.

**2. Datalogger data report follow-up:** LAS reported on the meaning of Environmental Risk with regard to Mechanical Damage, which was the rating assigned to the Town Hall datalogger's data for the period January through June 2019. She presented us with copies of the eClimate Notebook's Environmental Risk Ratings. (eClimate notebook's preservation metrics can be found here: [https://www.eclimatenotebook.com/fundamentals\\_nl.php](https://www.eclimatenotebook.com/fundamentals_nl.php).) Changing humidity levels, a problem in any multi-use space, occur in the main room of the lower level of Town Hall because of the variety of human activities which occur there. Extremes of humidity can damage paper in a number of ways: it can become brittle, tear easily, etc. Stability of humidity is desirable.

**3. Editing of report to the Select Board on the work of the Committee.** In advance of the meeting, SM and LAS had sent committee members a draft report. The Committee read through the report, suggesting ways to make its prose even clearer, and making a few changes in its contents. SPM agreed to type up the report with the suggested revisions and send it out. At the next meeting, the Committee will will respond to the revisions, and make any further changes necessary.

**Next Meeting August 21 at 11 a.m.**

The meeting adjourned at 12:30 p.m.

Respectfully submitted,

Susan P Millinger, secretary