

Hancock Archives Committee

November 13, 2013

Members attending: Eric Aldrich, Marie Fogg, Barbara Caverly, Karen Dudra,

The meeting was called to order at 7:00 p.m.

The Archives Committee discussed how to best create more space in the Town Archives on the second floor of the Town Office Building. Post retirement, Barb Caverly hopes to enlist the help of Beth Grosjean to eliminate boxes of expired records and those that are not required to be saved. With the space created, the committee will be able to continue its work inventorying and cataloging the Town archives.

The Committee hopes to sell remaining copies of *The Second Hundred Years* in order to create more space. Karen Dudra will approach Amy Markus to see if the library might be willing to sell copies. Old Home Days offers another opportunity to reduce the inventory.

To further optimize space in the room, the committee discussed adding shelves to the existing units at the north end of the room. Eric will ask Kurt Grassett if he knows how/where to get additional shelves.

The Committee agreed to communicate via email on action items and reconvene in 2014 after Barb's team has cleared more space in the Archives room.

Karen Dudra will write the report for the Annual Report.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Karen Dudra,
Chair