

SEATTLE HERITAGE EMERGENCY RESPONSE NETWORK (SHERN)

Date: 08-07-2020, 9:30 – 10:30am

Location: Virtual meeting (Zoom, recorded)

Present: Ilan Levine (Frye Art Museum), Clara Berg (MOHAI), Julie Creahan (SAM retired), Nicole Davis (Museum of Flight), Loretta Greene (Providence Archives), Geneva Griswold (SAM), Julie Irick (Seattle Municipal Archives), Stephanie Lamson (UW Libraries), Siri Linz (Burke Museum), Jennifer Martin (City of Lake Forest Park), Gary Menges (UW Libraries, WESTPAS retired), Ann Poulsom (Henry Art Gallery), Laura Phillips (Burke Museum), Peter Schmid (Providence Archives), Kaia Wahmanholm (National Nordic Museum), Andrew Walsh (Bellevue Arts Museum), Diane Wells (Diocese of Olympia).

MEMBER INTRODUCTIONS AND ANNOUNCEMENTS:

Virtual welcome. Announcement that meeting will be recorded. Attendees introduced themselves in the chat function. Welcome to Ilan Levine from the Frye Art Museum!

APPROVAL OF MINUTES:

The 6-5-2020 minutes were approved with one correction. National Nordic Museum was welcomed as an *official* SHERN member.

TREASURER'S REPORT

Current balances:

Checking \$2,472.59

Savings \$25.00

Discussion of whether to start using PayPal for dues payments, which would add a \$1.40 fee to each transaction. One does not need to have a PayPal account to pay via PayPal with a credit card. It would not be fair to have some institutions pay the fee and others not – it would be best not to pass on the fee to the institution. Some institutions would not be able to pay the fee due to regulations governing the institution. Overall, all agreed that it would be beneficial to have a digital payment method going forward, but to have PayPal as an option and not a requirement. Peter proposed adding PayPal as payment option, the motion was seconded, and the motion passed unanimously. A PayPal account will be created by Jennifer. The fees will be addressed at a later date.

SECRETARY REPORT (Geneva)

The website was updated to reflect changes in membership representation. The PReP is updated and a version current as of 8-7-2020 is on the website. Members were asked to visit the document to confirm their contact information.

MEMBERSHIP UPDATES (Peter)

Office of Emergency Management: Melanie Cole left OEM and Laurel, the acting OEM Director, has yet to assign a new representative. Melanie paid dues out of pocket, however, OEM is not a dues paying member because they do not have a collection. OEM is in transition- they may be taken out of the Seattle Police Department and they do not have a new director yet.

Seattle Pacific University: Peter contacted SPU's Michael Paulus, dean of libraries and archivist Adrienne Meier, to introduce SHERN and share the info sheet and website. No return communication received from them yet.

Seattle Opera: Currently no librarian or archivist is on staff. No dues are therefore expected and they are removed from the PReP and website. This sparked a conversation about following up with members that haven't attended meetings or paid dues in some years. Peter wrote several such members, and he will update when he hears back from them.

Guests: Diane Wells asked to bring a local guest (librarian) who is establishing an archive at St Marks Cathedral and is a WESTPAS graduate. All guests are welcome to attend SHERN meetings!

RECORDS RETENTION SCHEDULE

The second draft of the retention schedule was presented for review. Proposal to retain photographs indefinitely, to retain video recordings of meetings for six years, and to retain audio recordings until the minutes from that meeting are approved. Peter oversees a Dropbox folder currently containing the meeting recordings; members are asked to share their photographs and other media with Peter to add to this folder. Jennifer will update the retention schedule and provide the new version at the next meeting.

SUPPLY COMMITTEE UPDATE

Jennifer W., Stephanie, Jennifer M., and Peter proposed spending \$500 for new supply cache materials at the last meeting. They reviewed the approved wish list and propose holding off on buying until they can test items in person; prices have risen and some items aren't available presently. Peter did purchase box fans and furniture risers, and Loretta donated an additional set of risers. Kayla inventoried the materials at the Frye earlier this year. Peter inventoried the materials at the container; he could not locate the sump pump, chamois cloths, largest blue tarp, or drying towels and an additional big piece of $\frac{3}{4}$ " plyboard is located in the MOF container, as well as the screens that Cory had donated. The updated inventory is posted to Wordpress but it will be updated again once new supplies arrive.

REGIONAL MEETING PLANS

From last meeting: SHERN is interested in (virtually) meeting with other response networks, such as neighboring BC HERN or DIRG: Disaster Response Group/Oregon Library Association. Peter asked for two volunteers to sit on a subcommittee whose task will be to outline the goals of the meeting, who is invited (time zone/region), who would host/organize, and to contact the groups listed by region on the American Institute for Conservation's Alliance for Response page:
<https://www.culturalheritage.org/resources/emergencies/alliance-for-response/networks>. Gary Menges and Laura Phillips volunteered to form a subcommittee with Peter.

MEMBER NEWS

Webinars/conferences attended: Gary attended a virtual National Heritage Responders (formerly AIC Collections Emergency Response Team) meeting with 33 participants (about 1/3 of total membership). Gary, Nick D, Julie C, and Laura P were all trained by AIC CERT. Elaina Greig, AIC Emergency Programs Coordinator, is now SHERN's contact at AIC. NHR deploys in response to a disaster, but due to the corona virus they are not doing deployments. Noted shortage of personal protective equipment. We have yet to discuss how SHERN would be deployed regionally in a disaster. AIC plans to offer two training webinars this Fall on disaster planning.

Reopening plans, furloughs, staff changes: Geneva noted that limited conservation and museum services have resumed at SAM, on an as-needed schedule, with furloughs and pay cuts in varying degrees for all staff. Peter said Providence Archives are also going into the office 2-3 days/ week. Andrew said Bellevue Art Museum opened retail on the first floor and will have a full crew coming in next week to deinstall the summer exhibitions. Julie Irick said Seattle Municipal Archives are closed but doing remote reference and working full time; they are slated to telework until January 8th 2021; budget will be a delayed impact. Clara said MOHAI does not have another reopening date, experimenting with opening the library, and also have different furlough levels for all staff. Diane Wells gave a webinar in June about the Diocese archives and will give another about the building; both will be on the Dioceses website for all to view. Stephanie said UW Libraries has robust remote services already but they are under pressure to allow people into the building or offer curbside pickup (they will not have people in the building until Phase 4 due to limited social distancing); all are working remotely; they are not allowed into the building for more than 1.5 hours currently; mail and shipments have been held since March; budget will be a delayed impact. Ilan reported that the Frye went through a wave of furloughs July 4-Sept 4 (both Cory and Kayla were furloughed, with Kayla unlikely to return); open for staff 2 days/week; hoping to have all staff back after Labor Day; they will be open 4 days/week for members only initially; they hope to open in October. Ilan said that if a museum is open for members only, they may be able to open in Phase 2? Laura reported that she and Siri has been in 2 days/week for federal inventories and cataloguing (not together) and they are still accepting collections; the Burke will open in Phase 3; layoffs have occurred in the last few months. Nicole D said Museum of Flight has experienced furloughs and layoffs and have a minimal staff; they will reopen as soon as possible; working on offering private tours to raise revenue; museum shop is open. Jennifer reports that City of Lake Forest Park has experienced no furloughs or layoffs but hiring is frozen; rotating staff in building 2 days/week; closed to public and won't reopen until Phase 3. Ann reports that the Henry is open (that is, the building is closed but the museum is open because they are offering programming in different ways); no furloughs or layoffs; the prep crew is deinstalling; strong programming continues online and they plan to collaborate on safe outdoor programming. Julie asked if there is support for cultural institutions, and some noted that directors have been meeting to propose that museums open in a modified Phase 2. The Burke has been applying for funds and had some success with the Arts Fund, to support payroll.

How are people staying in touch with their volunteers? The Burke (who typically has 300 volunteers in the building) has had them make masks. Museum of Flight holds Zoom meeting to keep their volunteers up to date and some have recorded talks; they're eager to return.

NEXT MEETINGS:

October 2: Zoom

December 4: Zoom

Meeting adjourned by Peter Schmid.