

## **SEATTLE HERITAGE EMERGENCY RESPONSE NETWORK (SHERN)**

Date: 12-04-2020, 9:30 – 10:30am

Location: Virtual meeting (Zoom)

Present: Leslie Anderson (Nordic), Clara Berg (MOHAI), Camille Davidson (Archdiocese of Seattle), Sarah Frederick (Museum of Flight), Loretta Greene (Providence Archives), Cory Gooch (Frye), Geneva Griswold (SAM), Tamara Hayes (King County Library), Julie Irick (Seattle Municipal Archives), Kate Leonard (UW Libraries), Jennifer Martin (City of Lake Forest Park), Gary Menges (UW Libraries, WESTPAS retired), Nives Meštrović (Frye Museum), Laura Phillips (Burke Museum), Peter Schmid (Providence Archives), Andrew Walsh (Bellevue Arts Museum), Diane Wells (Episcopal Diocese of Olympia).

### **MEMBER INTRODUCTIONS AND UPDATES:**

Virtual welcome. Consent received to record the meeting. Attendees introduced themselves in the chat function.

### **APPROVAL OF MINUTES:**

The 10-2-2020 minutes were approved with the following correction: 1. Gary's copy of the book *First Aid for Art* was not offered to an individual, rather it will be donated to SHERN's container supplies. 2. Julie Irick (Seattle Municipal Archives) was added to the attendees list for the 10-2-2020 meeting.

### **SECRETARY REPORT**

A link to the PReP was added to the website's landing page.

### **TREASURER'S REPORT**

Current balances:

Checking: \$2,762.59

Savings: \$25.00

SHERN has healthy bank accounts because supply spending has paused during the pandemic. Discussion will resume in future regarding SHERN potentially supporting respirator fit-testing for members.

Jennifer created a spreadsheet that tracks members' meeting attendance and paid dues since 2010, however there are several attendance sign-in sheet gaps in 2010-2011. Cory questions that while the data is useful for analysis, what are the intended actions? Patterns of participation reveal that some institutions don't regularly attend meeting and don't pay dues, and if they're not participating then what is the meaning of the network? Should they be allowed to remain members? Peter has contacted these institutions without response. Gary notes that there was discussion early on about including a members' attendance requirement in the by-laws, but they decided it was too complicated to do so. More recently, SHERN has talked about the idea of requiring attendance at 1-2 meeting per year, but this conversation remains open.

Outstanding dues: Seattle Opera (SHERN point of contact is transitioning to John Keene; Peter will contact him), UW Law Library, NARA (they don't pay), and King County Archives.

Records Retention Schedule: Jennifer added the Alliance for Response records to the retention schedule because they importantly led to the formation of SHERN, a line for attendance logs, a line for tracking dues, and a line detailing potential supply purchases. Should SHERN retain email correspondence documenting communication and invitations to institutions in the past? SHERN decided that the emails do not need to be retained, because the spreadsheet tracking prior communication (created by Cory) captures the necessary information and will be retained until superseded by the next version.

Additionally, Gary notes that the minutes document who was contacted when, which reinforces the argument to retain the spreadsheet but not the emails. Overall, SHERN's comprehensive minutes document **our** major initiatives. Cory and Gary will scan and upload any relevant emails and initiative documents to Dropbox. Jennifer will make all updates and bring a revised edition to the next meeting.

#### **SUPPLY SUBCOMMITTEE**

No update. Purchases are paused during the pandemic.

#### **REGIONAL NETWORKS SUBCOMMITTEE**

The subcommittee has not met since the last meeting. Peter has not received a return email from Portland since he sent a reminder on Oct 22<sup>nd</sup>, despite Portland's initial positive response, but he will make another effort.

AIC's Elaina Greg sent the following announcement along with an Alliance for Response survey that Peter will complete on behalf of SHERN:

The Foundation for Advancement in Conservation (FAIC) is in the process of creating an AFR Member Network. We welcome those who launched their networks through the Alliance for Response program and those who formed cooperative groups through other mechanisms. Member networks can build connections with other cooperative disaster networks nationwide and strengthen their own groups with shared resources. Membership is available free of charge.

Additionally, Peter will send updated SHERN datasheets to Elaina to replace the broken links currently on the AIC website. Stephanie sent a detailed email to the SHERN members about the process of joining the AIC's National Heritage Responders network, for those interested in joining. Justin Johnson and Claire Kenney, conservators at the UW Libraries, recently joined the NHR.

#### **WEBINARS/PROFESSIONAL LEARNING**

American Institute for Conservation's *Health and Safety in Disasters*, December 9 2020, 11AM PST:  
<https://learning.culturalheritage.org/products/health-and-safety-in-disasters>

#### **MEMBER UPDATES**

Peter reports that Providence Archives is closed and all archivists are working from home due to a Covid outbreak on the Providence Mount St. Vincent campus. Geneva notes that SAM is closed again with limited onsite staff time for essential duties only, through at least December 14<sup>th</sup> when Governor Inslee will deliver another Covid 19 update. The Frye closed two weeks after reopening; select staff are onsite twice a week as needed. The Frye collection is now online - congratulations, Cory and Nives!

Diane is onsite at the Episcopal Diocese of Olympia once a week as needed; she is working in-person with an intern on the St. Mark Cathedral archives.

Laura is onsite at the Burke Museum in a personal office, and the museum re-closed to public. Collections staff can't do much of their work from home, so they alternate days onsite and work in spaces with ample space per UW safety guidelines.

Kate reports that the UW Libraries offer twice-a-week curbside book pickup. The Preservation Department's gradual return-to-work plan is paused; one person works in the Conservation Center 3 days per week, with a second person working on bindings on the second floor. The UW Libraries, like the rest of the UW campus, are being very conservative by limiting one person per space. Libraries perform pickup and delivery for staff members to support their work at home. The Preservation Department has a 1000+ item backlog of binding and marker projects as a result of the work from home workflow.

The Bellevue Art Museum is closed indefinitely. Andrew is onsite 1-2 times per week to onboard a new curatorial staff member. BAM began digitally mapping the building to provide virtual access to the exhibitions during the closure. Exciting!

MOHAI hasn't reopened but they have taken two positions off furlough, who alternate days onsite once a week to process new accessions. They have a soft idea to reopen in January pending health mandates.

Julie Irick reports that the Seattle Municipal Archives remain closed and they will likely work remotely until July 2021; they rotate onsite a few days a week. Work is focused on building the digital collections, cataloguing, and offering virtual outreach trainings. Planning procedures for reopening the research rooms, when possible, are underway.

The Museum of Flight re-closed the entire campus to all staff, but they open next week for select staff to work in isolation on a rotating schedule. Reference requests are remote only and they continue working from home.

Staff at Lake Forest Park will alternate WFH and onsite days at least through the end of 2020; the building remains closed to the public.

Camille reports Archdiocese of Seattle staff rotate onsite one day per week, but without their normal volunteer staff. It's necessary for them to be onsite to maintain the building's collections areas, and to complete reference requests.

#### **NEXT MEETINGS:**

February 5: Zoom

April 2: TBD