

**Historical Preservation Advisory Committee  
Meeting Minutes  
May 16, 2023**

Meeting Called to Order (Time 7:04pm)

Reading of Open Public Meeting Act.

**Members present:** Chairperson Laura Olstein, Vice Chairperson Jim Roselius, Dave Wilding, John Cannie, Borough Historian and Member Tom Kline  
**Absent:** Caryl Keyser (Alternate), Corresponding Secretary Mary DiBrigida, SOSAC liaison Scot Simptner, Council Liaison Vince Russo  
**Friends:** None  
**Guests:** None

**Approval of Minutes:** Motion to approve April 18, 2023 minutes made by Tom Kline and seconded by John Cannie, all in favor, none opposed.

**Old Business:**

**Morris County Historic Preservation Trust (large grant money):** Tom Kline-1) John and Tom met with Margaret. Waiting to hear back regarding specifications for work for flood, fire and electric. Once scope of work is determined, then have to go get pricing. Mayor said there may be some funds in Open Space account. The main funding sources from Morris County and the State of NJ expired-would have to wait til next year. Museum does not qualify for emergency funding. 2) Hire an electrical engineer? Would insurance pay for that? 3) Disconnect all the wires so as not to have to replace all the sheet rock? Could snake wires up wall? Don't need all the outlets.

**Building and Grounds Report:** Jim Roselius-Trees taken down. Jim will check with CFO re: bids on re-painting exterior. Possibly get funds from Open Space.

**Friends Report:** Not meeting at this point.

**Pathways:** Laura Olstein-Event was held; numbers for attendance still coming in.

**Research & Collections:** Mary DiBrigida-Absent

**Scout Projects:** Laura Olstein-Nothing new to report.

**Social Media:** Laura Olstein-Only posted about Pathways this month.

**Special Programs Report:** On hold until museum can re-open.

**Staff Report:** Laura Olstein-Still reminding Michael to turn in time cards.

**Technology Report:** John Cannie-1) Because we converted telephone lines to voice over IP at the museum, he got involved with boro technology committee-have phone/network problem; there are problems in the technology closet; have to upgrade some of the hardware. Will provide proposal on how to fix/use cloud services-will save boro \$\$\$. 2) Tom asked MCI to take him off call list. Jim to talk to police-do they want to be alerted by MCI via phone? Email? Tom suggested scheduling a meeting with police/DPW/Tom/Jim. 3) Spoke with head of Canal Society, went into archives, saw high resolution scanner-scans negatives. Interested in sharing wide body scanner.

**Comments from the Borough Historian:** Tom Kline-1) Presentation by Green Pond Society on Morris Canal tomorrow night; 2) The Remarkable Case of Peter Hanzenklever-would like to present this rare book as gift to L'Ecole. Also found: Ringwood Manor-The Home of the Hewitts-tells stories of Hewitt iron works.

**New Business:**

**Morris County Heritage Commission History Re-Grant Program (small grant money):** Set up workshop 5/24 @ 10am at museum to decide how best to spend the grant money. Follow CAPES report recommendations (attached to Minutes)-some of that is staff work that Michael can do. Some items can be purchased out of budget; some from grant. Museum has a disaster recovery plan-needs to be updated, then given to all new members going forward.

**Next Meeting: Tuesday, June 20, 2023 – 7:00 pm**

**Adjournment:** Time 8:20 pm. Motion made to adjourn by Jim Roselius and seconded by John Cannie. All in favor, none opposed.

*At the June 20, 2023 meeting, on a motion by Tom Kline, and seconded by Jim Roselius and the affirmative voice vote of all members present, the May 16, 2023 minutes were approved.*

## **VI. Review of Recommendations in Priority Order**

Recommendation: Raise up collection material stored on the floor by three or four inches, using shelving or blocks. Plastic record cartons could be used instead of cardboard boxes if on the floor.

### **Staff work:**

Recommendation: Develop a disaster preparedness and response plan for the museum, including sections relevant to materials in the collection.

### **Staff work:**

Recommendation: Obtain at least one digital hygromograph and record temperature and humidity twice a day if possible. These devices are readily available at low cost. One can be found at [https://www.amazon.com/ThermoPro-TP50-Digital-Thermometer-Temperature/dp/B01H1R0K68/ref=sr\\_1\\_9?crd=I3BVKZ98H9V&keywords=hygrothermograph&qid=1658412295&sprefix=hygrothermograph%2Caps%2C164&sr=8-9](https://www.amazon.com/ThermoPro-TP50-Digital-Thermometer-Temperature/dp/B01H1R0K68/ref=sr_1_9?crd=I3BVKZ98H9V&keywords=hygrothermograph&qid=1658412295&sprefix=hygrothermograph%2Caps%2C164&sr=8-9). Conditions should be approximately 70 degrees F and 40-50% relative humidity. If the room gets too dry or too moist, a portable humidifier or dehumidifier, as needed, should be turned on to bring conditions back to the appropriate range.

**\$10.99 each**

Recommendation: Close curtains in the exhibit room on the first floor displaying Dr. Miller's certificates when the room is not in use or replace with facsimiles.

Recommendation: Replace the few vintage photos with facsimiles in the room with many photographs on display.

**8 x 10 B & W Silver Fiber Paper Print \$47 RC Paper \$28**

**Digital Silver Imaging  
9 Brighton Street  
Belmont, MA 02478  
617-489-0035**

Recommendation: Store books horizontally or vertically.

**Book Ends Via Amazon: 7 pairs (14 pieces) \$20.00**

Recommendation: Include the accession number on folders to be added to existing collections. For single items to be interfiled into pre-existing folders, add the accession number to each item, using pencil.

**Staff work:**

Recommendation: Review past entries in PastPerfect and insert information in the essential fields, if not already present.

**Staff work:**

Recommendation: Replace non-archival record cartons with archival quality cartons from vendors on the Resources List.

**\$19/5 11 x 17 x 12 corrugated box with lid**

Recommendation: Acquire archival quality file folders and use them in hanging folders that lack file folders and for new acquisitions. Gradually replace the existing non-archival file folders. Archival quality alkaline folders are available from vendors on the Resources List, such as the MicroChamber Folders from Conservation Resources at <https://www.conservationresources.com/archival-storage-supplies/archival-folders.html>. If an existing folder needs to be replaced, replace with an archival quality folder.

**2.25 each based on purchase of 100 = \$225**

Recommendation: Apply to the Morris County Heritage Commission regrant program. One possible project would be to add a paid assistant to help with scanning and/or PastPerfect cataloging to address the backlog of work. Also consider applying to local businesses to support a particular project, such as conservation of a damaged old map.

**Staff work:**

Recommendation: Inventory the collections on the folder level. Replace acidic folders with archival quality folders available from vendors on the Resources List provided by the consultant. Sleeve unsleeved photos with plastic sleeves that have passed the Photographic Activities Test (P.A.T.). For each collection, prepare a folder list in table format in columns with folder number, title, and dates. Remove rusting paper clips and replace with microfolders made from folded 11x17 archival quality alkaline paper such as Permalife Bond to keep related papers together; use pencil to label the microfolders at upper right corner of the front side.

**Staff work:**

**11 x 17 100 sheets \$37.95**

**8 ½ x 11 500 sheets \$49.95**

Recommendation: Develop a plan for digitizing oversize materials based on the comments in Section III of this report.

**Staples Charges \$2 per scan max 36" in one direction**

Recommendation: Digitize non-oversize materials in-house with the museum's Epson 750 scanner and attach the images to the PastPerfect database.

**Staff work:**

Recommendation: For an in-house archival digitization project, recruit one or more volunteers using VolunteerMatch at <https://www.volunteermatch.org/>. Train the volunteer(s) in proper handling of materials to avoid damage.

**Staff work:**

Recommendation: For additions to the collections in the file cabinets, when a new folder is created, write the accessions number on the folder heading. When adding accessions to an existing folder, write the accessions number in pencil in a consistent place on each item added, such as at the top right corner of the first page. This practice will enable the museum to identify the provenance for items in the collections that are not closed.

Recommendation: Continue to develop the website, including adding finding aids for collections that should promote interest in and use of the historical society's holdings.

**Staff work:**

Recommendation: Develop virtual exhibits on the museum webpage, based on scanned items in the archival collections.

**Staff work: Make inventory of light bulbs**

Recommendation: When the museum reopens, have a public event with a slide presentation about Dr. Miller, using digitized items from her collection.

**Staff work:**

Recommendation: Develop strategies to encourage use of images in the archival collection in publications, such as an annual calendar or Images of America photo book.

Recommendation: In exhibit areas, replace overhead halogen bulbs, if any, with LED bulbs.

### **Staff work: Make inventory of light bulbs**

Recommendation: Place a few glue traps on the floor at spaced intervals near doors. Such traps are very inexpensive. These traps will catch both mice and crawling insects and are very useful for monitoring. For example: [https://www.amazon.com/Trapper-Max-Insects-Cockroaches-NON-TOXIC/dp/B06XGL8R89/ref=sr\\_1\\_5\\_mod\\_primary\\_new?crid=3EW4WK5MRZTDU&keywords=glue+traps+for+bugs&qid=1658326931&sbo=RZvfv%2F%2FHxDF%2BO5021pAnSA%3D%3D&prefix=glue+traps%2Caps%2C541&sr=8-5](https://www.amazon.com/Trapper-Max-Insects-Cockroaches-NON-TOXIC/dp/B06XGL8R89/ref=sr_1_5_mod_primary_new?crid=3EW4WK5MRZTDU&keywords=glue+traps+for+bugs&qid=1658326931&sbo=RZvfv%2F%2FHxDF%2BO5021pAnSA%3D%3D&prefix=glue+traps%2Caps%2C541&sr=8-5)

**\$12/dozen**

Recommendation: Add shelving to the unused closet on the second floor as discussed in Section I.D. in this report.

### **See below on shelving costs**

Recommendation: To minimize risk of infestations, persons using collections should not have food present on the same work surface. Except for closed water bottles, beverages should not be on the same work surface as collection material.

### **Staff Work: Create Policy regarding food and beverages**

Recommendation: Install a water alarm in the basement and visit the museum after a heavy rain to see if it is going off. Water in the basement could lead to a mold outbreak in the museum. An inexpensive water alarm is available at [https://www.amazon.com/Honeywell-RWD21-Water-Leak-Alarm/dp/B00BIBD4EY/ref=sr\\_1\\_5?keywords=water+alarm&qid=1660434690&sr=8-5](https://www.amazon.com/Honeywell-RWD21-Water-Leak-Alarm/dp/B00BIBD4EY/ref=sr_1_5?keywords=water+alarm&qid=1660434690&sr=8-5).

**\$12.99 per unit...does not report to central station**

Recommendation: Use a request form for research requests. The form should include name and contact information for the requestor, the nature of the request, and how the request is received, i.e. in person, telephone, or via email. If a visiting researcher is provided with any original materials, include that information on the form. Compile statistics on research requests for administrative purposes.

**Staff Work: Create request form. Make it an editable PDF**

Recommendation: Plan to convert VHS and other old analog media to digital copies. Envision

**Video Services**

**224 Boulevard**

**Hasbrouck Heights, NJ 07604**

**201-340-5161**

**VHS 29.95 each**

**Cassette 29.95 each**

**Reel to Reel 7" 54.95 each**

**8 Or 16 Mil Movies .23 per foot.**

Recommendation: If the bookcase on the first floor is particle board over wood veneer, replace with steel shelving.

**See Note below on costs of wire shelving:**

Recommendation: When purchasing additional shelving, consider wire stem steel shelving, a lower cost alternative to solid steel shelving. Wire stem shelving is available with wheels. One source is Uline: [https://www.uline.com/Grp\\_263/Industrial-Wire-Shelving](https://www.uline.com/Grp_263/Industrial-Wire-Shelving)

**12 x 36 x 72 Single unit \$156**

**Add-on unit \$145**

Recommendation: Keep records of how long exhibit materials are on display since light damage is cumulative and visible light without UV will still cause damage, how fast depending on the sensitivity of different types of items to radiation. It is possible to include exhibit data in the entries for the items in PastPerfect but if not, keep a separate log.

**Staff Work: Create Log**

Recommendation: Adopt and post the collection policy on the museum's website.

**Staff Work: Write the Collection Policy**

Recommendation: Assign one person to serve as editor of PastPerfect, to review entries made by others.

### **Appointed by the President or Chairperson of the Committee**

Recommendation: After inventorying the collections, prepare a brief guide to the entire archives.

### **Staff Work to Create Inventory**

Recommendation: Create finding aids for each collection and post on museum's web-page. For an example of a finding aid for a collection, see the one for the Elsalyn Palmisano Women's History Papers at <https://www.monmouthcountyclerk.com/archives/record-groups/special-collections/elsalyn-palmisano-womens-history/>.

### **Staff Work: See attached sample of finding aid**

Recommendation: When feasible, install a separate zone for heating and cooling in the collection storage areas and maintain conditions there continuously at about 70F, plus or minus 5F. **Need additional Plumbing Would need Budget Check about A/C**

Recommendation: Replace red vinyl binders used for the Fire Department collection with archival quality binders or box binders. Replace any vinyl pocket pages with archival quality pages that have passed the Photographic Activities Test (P.A.T.) such as those made by Print File. See [https://www.pfile.com/prod\\_detail\\_list/Print-File-Storage-Pages/?r=M-146&msclkid=d1f89d25dfbd15de730efeda1b300fa1&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=PrintFile&utm\\_term=printfile&utm\\_content=printfile%20146](https://www.pfile.com/prod_detail_list/Print-File-Storage-Pages/?r=M-146&msclkid=d1f89d25dfbd15de730efeda1b300fa1&utm_source=bing&utm_medium=cpc&utm_campaign=PrintFile&utm_term=printfile&utm_content=printfile%20146).

**4 x 6 photo storages pages \$10.95/25**

**9 x 11.5 Polyester Page \$9.95/10**

**Gray metal edge box binder 2" rings \$25.40 Each**

Recommendation: If possible, at least one museum representative should attend at least one educational event, virtual or in person, of relevance to archives and preservation each year.

### **Volunteer or Employee**



Recommendation: A modest amount of the library's budget should be allocated for the memberships in professional organizations, in order to foster education and training, and for attendance at workshops and other educational meetings. As an organization, the museum should join the League of Historical Societies. **(\$40/Year)** If feasible, the museum should budget for a professional membership for the Borough Historian in MARAC **(\$45 per year)** and encourage attendance at local MARAC/NJ Caucus educational meetings. Museum personnel should also consider joining the Princeton Preservation Group, which hosts Zoom meetings on preservation and conservation of a wide range of cultural materials with dues **(\$5/year)**. Explore other learning opportunities as discussed in this report.

### **Volunteer or Employee**

Recommendation: The museum should join the New Jersey Cultural Alliance for Response (NJCAR) to keep up to date on disaster response planning for cultural organizations.

### **Volunteer or Employee**