

BROOKLINE TOWN HISTORY COMMITTEE

MARCH 17, 2014

MEETING MINUTES

A meeting of the Brookline Town History Committee was held on Monday, March 17, 2014 at 6:30pm in the Community Room at the Safety Complex.

Chairman Keith Thompson presided.

Members of the Board Present: Steve Russo, Secretary
Nancy Reinbold
Dan Marcek
Scott Grzyb
Bob Ottavi

Members of the Board Absent: Peter Cook

Also in Attendance: Donna Corey
Barb Driscoll

MINUTES

Nancy moved to approve the minutes of the February 17, 2014 meeting. Keith seconded. Passed unanimously.

COMMITTEE MEMBERSHIP AND OFFICERS

Keith will be meeting with the Selectboard on March 31 to discuss increasing the committee. We can use the help and some people have already been attending the meetings and contributing on a regular basis.

Steve will be leaving the committee to serve on Brookline's Economic Development Committee. Thanks Steve for all your great work and good luck in your role. As a result of this we need a new secretary. Keith nominated Bob. Nancy seconded. Passed unanimously. Bob will get all relevant information from Steve and begin secretary duties this week.

TECHNOLOGY

Bob brought up the fact that he will need an adapter to connect his laptop to the town's projector. The estimated cost is around \$30. Dan moved to spend \$30 for such an adapter. Keith seconded. Passed unanimously. Bob will buy one and give the receipt to Tad for reimbursement.

When we save interviews for archiving, they need to put onto Gold DVD's. This should ensure that they last a long time without data degradation.

SCANNER

Nancy asked about the status of getting a scanner for use during interviews. She has several interviews she wants to conduct and wants to bring a portable scanner with her in case there are items like photos to scan for our town history. Donna suggested B&H Photo. Scott will do some research for both a portable

and desktop scanner. The scanner needs to be able to scan to a computer or memory card. It must also be able to scan in color and do photo negatives or slides.

HISTORY COMMITTEE WEB PAGE

Keith will meet with Tad to find out how to edit a page on town's web site. If we decide to have our own web page, we can put a link on the town's web site to our own web page. One question we have is where will our web page be physically located since Tad said the town does not have its own server.

DATABASE SOFTWARE

There was much discussion on how we are going to store the information we are collecting. We need something for our digital storage and a means to tie it all together. We discussed a software tool called "Stories Matter". Items can be organized and linked within this tool. Stories Matter is a database tool for historians to keep track of things like oral interviews, photos, documents, etc. It was created by Concordia University mainly for storing oral history. It is free. Dan will contact Concordia and find out more information. Topics will include how to use it for our purpose, licensing and how exportable is the data. We can use Stories Matter in an offline mode where all the data is local on a computer. However, this limits others updating or adding information in a timely fashion. This can also be quite a management headache for the group. Using it in a collaborative mode (i.e. people can access it remotely whenever they need to) is better. This will require a server to reside somewhere. We could use the "cloud" or purchase our own server. Purchasing our own server means we will need to physically locate it somewhere, manage it, handle backups, etc. Buying a server may cost more than just an average desktop due to the need of supporting a server environment. We would need three bids to purchase a server. Whatever way we go, Dan estimated we will probably need several terabytes of data due to the size of videos, oral interviews, photos, etc. Using something like a Google drive is good because Google will take care of backups, which is a big concern. We would need to pay for the amount of storage we need. We are still undecided on which way to go on this.

Stories Matter is one several tools which could be used to purpose. Donna thought we should continue to look at the other tools which she and Barb researched.

Keith will go up to Concord and other local societies to find out how they store information. Dan suggested we invite them to a future meeting.

STYLE GUIDE

Laura Prescott is relocating to Utah soon to follow her passion of working with Ancestry.com. Good luck Laura and thanks.

Bob will add photo scanning guidelines to the style guide and send out another draft for review. The goal is to adopt this soon so we can have something in place when needed. This is a "living" style guide that we can modify as needed.

INTERVIEWS

Peter Webb wants to help with interviewing. Keith will contact Peter to find out who he wants to interview and tell him of the guidelines we have for interviewing. Donna will maintain the list of who has been interviewed. Anyone who conducts an interview will need to inform Donna. Eventually, the interview list will be kept in a committee accessible location such as Google drive.

Donna has contact Phil Winters and will hopefully be able to interview him the near future. She will also check with Marsha Farwell who has some biographical information that we want.

INTERVIEW CONSENT FORM

Donna sent out a couple of examples of consent forms. Need to review and send comments to her. We need to adopt a consent form soon.

INTERVIEW QUESTIONS

Scott has a list of some questions and will send them out for review.

INTERVIEW INTRODUCTION LETTER

Keith will come up with one and pass it out for review.

TRANSCRIPTION

Dan said he can meet with Nancy to work on some interviews she has ready to transcribe. Scott said he has Dragon, which is used for audio transcription. Nancy will send Scott an interview she has ready for transcription and see how it goes.

PUBLIC RELATIONS/PUBLICITY

Bob passed out a flyer which the Hollis Parks Project uses. Bob said this may be a format we could use for a one page flyer to pass out at town events. We currently have a brochure which Keith and Steve created but perhaps a refresh of our message is needed. Scott suggested that maybe a half page version of a new flyer could be put in the Brookliner.

Barb brought up a great point that we need to have a clear message between our publicity and how the whole interviewing process is done. This is so we can get what we want out of an interview. It will also help others as they contribute to this town history project. Barb brought up that we should plan what we want to find out, what type of questions do we ask, etc.

How do we communicate to other people?

How do we communicate to people via the Brookliner of what we do, aspects of the project and what we need help with?

Maybe a common package of information that we can all use.

We could use a logo for our town history project.

Barb will work on what this may look like.

Keith will make sure there is something in the Brookliner this month since the deadline is this Friday. For next month we are hoping to have something based on what Barb is working on.

Dan brought up that we should spend a few minutes at the other clubs and organizations in town in order to introduce ourselves and what are doing.

GOOGLE DRIVE

Keith is investigating how to use it. As a committee we are still determining if this is the best way to go. Refer to the above discussion of DATABASE SOFTWARE.

RESEARCH

Steve said the Preservation Alliance will be doing a workshop on town history. He will send out the information.

We need to ask Peter Cook if he can get a photo of Betty Hall on her bike. The Milford Cabinet may have one.

Keith has talked with Peter Cook about doing some research at the Milford Library. Have not found anything yet. Keith will find try to establish what it is we are looking for.

Donna has started scanning Spile magazines for relevant articles.

PUBLISHING

Nothing new to report.

OTHER BUSINESS

Bob mentioned it would be good to read the documents Donna sent out named "Oral History Assoc Principles&Stds.pdf" and "Baylor U Oral History.pdf". They have a lot of good ideas about the interviewing process, some of which we have implemented.

ADJOURNMENT

At 8:35 Nancy moved to adjourn the meeting. Dan seconded. Passed unanimously.

The next meeting will be held on April 21, 2014 at 6:30pm in the Community Room at the Safety Complex.

Submitted,

Bob Ottavi, Secretary