

**Public Library Archives & Special Collections Section Meeting
Society of American Archivists
Wed., January 17, 2024, 1pm PT/ 2pm MT/ 3pm CT/ 4pm ET**

Minutes:

Meeting began at 4:04 ET

Present: Joanna Kolosov, Catherine Oseas, Erinn Barnes, Biz Gallo, Charmaine Bonner

Approve meeting minutes: Catherine called for approval; Erinn seconded. Approved unanimously.

Approve [December 20, 2023](#) meeting minutes

- 1) Annual Section Meeting panel on reappraisal/deaccessioning
 - a) Content - reappraisal and deaccessioning
 - i) Youtube - CCHA policies and procedures of deaccessioning
 - ii) Emory - Carrie Hintz - head of collection services rare book collection -
 - iii) Different topics different speakers?
 - b) What will be the most effective format?
 - i) 2 speakers. Detailed and deep dive.
 - ii) Found in collections
 - iii) Maybe leans in to public library focus
 - iv) Discussion/Open Forum
 - (1) Pre submitted questions
 - (2) Leadership moderator
 - (3) 2 speakers/experts
 - c) What details to include in application for Mid-Cycle Funding Request form?
 - i) Background - Describe origin of project or program for which you are seeking funding from SAA.
 - ii) Description - Describe the project or program more fully, providing a balanced discussion of the benefits to the profession and/or SAA resulting

from the project or program. Be sure to indicate clearly the outcomes and/or products you expect from the activity.

iii) Budget - How much are we seeking for honorarium?

(1) Don't need to do the application because of the format

d) Possible panelists

e) Marketing strategy

i) Forum/Discussion - create a flyer for social media and

ii) Meeting August 14-17

2) Partnering with Web Archives Section on program [Erinn]

a) Lunch and learn.

b) Record.

c) Need to pick a month

d) Community webs update. Mellon funding extended to 2026! Offer digital preservation education and training for public libraries.

e) Digital POWRR

3) [Blog](#)

a) Get to Know PLASC - Charmaine

b) Menus from the archives

i) Look for menus

c) Blog series on Memory Lab - recruit five libraries to write a post (March, April, May, June, July) [Joanna]

i) Reach out to memory lab libraries

ii) 1 authored post for March-June or July. More traffic to the blog.

iii) Send Catherine O email when you post to the blog to boost post on social media

4) Robert Elder and Letter/Diary Project (see [email](#))

a) What institutions should he partner with?

b) Invite to next monthly meeting?

c) Reveal digital?