

Public Records Advisory Commission (PRAC)

Minutes of the January 22, 2018 Meeting

Alexandria City Hall, 301 King Street, Room 1102A

Present: Jackie Cohan (Archivist), LiMin Fields Rich Brune, Monica St. Dennis, John Hocker, Barbie Keiser

Call to Order: The meeting was called to order at 7:20 PM

Appointment of Secretary: Rich Brune was appointed Secretary

Minutes: Minutes of the November 20, 2017 meeting were reviewed and approved.

Working with Alexandria Library: Rose Dawson called and requested tour and a meeting with Jackie to get a better understanding of what was available and what she did (Special Collections had previously scanned some items). They discussed grants and other possible joint projects.

Jackie is going to contact the new Director of the Special Collections unit to establish communications and introduce herself.

Historic Alexandria Resources Commission (HARC) Meeting: No update.

New Business:

- The TRIM RM software was replaced and updated. They were given a test computer to use and training will be happening soon. The data migration went smoothly.
- Budget Cuts. There is nothing left to cut.
- Archival Collection weeding is going well. In one instance, out of 8 boxes only a ½-cubic of data needed to be retained.
- Maintenance issues.
 - The Garage door needs to be replaced. It has broken down twice.
 - The Fire Escape is in bad shape and needs to be replaced. (it has been repaired several times)
 - The new metal door was installed.
 - The Balcony on the south end of the building needs to be repaired or removed.
 - The boiler and roof are in fair condition. Not an issue.

- A department-wide strategic plan was announced. Further details will be distributed when they are available.
- Information on the January 24th at 6-9pm Stakeholders' meeting will be send out.

Action Items:

Jackie will continue updating the web page.

Adjournment: The meeting was adjourned at 7:45 PM

Respectfully submitted,

Rich Brune, Secretary