

**COSTEP MA Executive Committee**  
**Virtual Meeting**  
**2020-04-09**

**In attendance:**

Priscilla Anderson, Jessica Bitely, Michael Comeau, Alejandra Dean, Lori Foley, Becky Geller, Kathy Griffin, Ben Haavik, John Hannigan, Evan Knight, Veronica Martzahl

**Communication Updates**

Evan Knight provided use statistics for the COSTEP MA website. The monthly traffic to our Pandemic response page has topped 4,000 and we have added 16 new subscribers to our mailing list.

Additional resources have been added to the Pandemic page and additional resources are scheduled to be added in the coming week or two. Once those resources are in place, we will promote the page again. Lori Foley has shared a resource from the North Bennet Street school for artisans. Recent Connecting to Collections recordings will be added as well.

While not directly related to the pandemic, an additional resource to highlight is Stemming the Tide: Global Strategies for Sustaining Cultural Heritage Through Climate Change, a recent symposium sponsored by the Smithsonian American Art Museum.

Veronica Martzahl stated that a newsletter from the Massachusetts Archives and Records Management unit was distributed to over 900 state and municipal employees highlighting the resources of the Pandemic resource page.

**Content Development**

Evan stated that he has been receiving increased inquiries from lending institutions around questions of collections care. The group agreed to convene a sub-group to work on providing guidance for lending institutions on how to manage their collections safety as they are returned to their facilities. Jessica Bitely will work with Evan on starting this with input from NEDCC and representatives of lending institutions.

Priscilla Anderson suggested development of more content about the Importance of environmental monitoring, how to continue walk-throughs while lockdown, and how to maintain pest management under the current situation. She highlighted risks from food that might have been left in desk before people were sent home. The group discussed additional topics such as continuity of operations, remembering to prepare for weather emergencies and highlighting the SAA Foundation's Emergency Fund for Displaced Archivists. Ben Haavik also suggested a humorous post around things we've found out about our institutions during the shutdown

May Day Planning – The group was in favor of developing a series of posts for Preservation Week (April 26-May 2) which includes May Day. If possible, we will announce a date for a Tabletop exercise in Fall, 2020.

The group also discussed pulling together content for upcoming seasonal weather events. The group agreed to investigate potential contacts with the National Weather Service. This content could potentially be presented as a web-based presentation in early June.

The group also highlighted the idea that we should begin thinking about what types of “lessons learned” discussions we would like to facilitate following this epidemic, particularly around issues of continuity of operations planning and financial planning.

### **Task Force Updates**

#### *Resilience Guidebook Group*

The Task Force has suspended work until further notice.

#### *Tabletop group*

The group will look at a date for the fall with the goal of announcing on May Day; no dPlan update was available.

#### *Annual meeting group*

The group has reached out to speakers to let them know that the in-person meeting is cancelled; the group needs to make a determination if an in-person meeting should be rescheduled or occur virtually.

### **Other Business**

Alejandra and Evan will be presenting a webinar for the Massachusetts Library System on April 24<sup>th</sup>. They will provide a introduction to COSTEP MA and the Pandemic Response page.

### **Next Meeting**

May 14, 2020

10:00 am