

MAY REPORT

ARCHIVIST

MUSEUM

2023

LINDA MCDONALD

During the month of May , the Museum received 4 acquisitions with 19 individual parts – all numbered and covered as needed.

I typed the report for the Town Hall of previous activities.

A couple of days were used working on the donation from the Sandy Long estate of (21) “Leary Lookout” Jr. High Year Books.

I was contacted by Barb Daniels-Historian from Ft. Covington –doing some research on Harold Scott. She was also interested in our cemetery files and

How they were done. I have pulled our family and photo files and expect her to stop in.

I typed signed accessions into the Past-Perfect and Inventory program.

I contacted 3 different Museums about unaccessioned items that we had received that did not belong here. They were mailed out to them.

Read the 11 page Sexual Harrassment Policy as per N.Y. State Labor Laws -

Had the volunteers sign as having read as well ( two completed and two left to do)

Thank You letters were addressed and stamped. MaryEllen came in parts of

Two days to help do the letters with me. They were signed by Bd. Pres. Joe Macauley and Myself as Archivist. These were all mailed.

I filled out a survey to join the new North Country Consortium of History

Organizations Next zoom meeting Sept. 6<sup>th</sup> noon to one. Museum activities are listed in the consortium minutes.