

**BUILDING:**

1. Flat Drawer file for maps and large photos donated by Geo. Yarnell Family, Brass Plaque ordered by Elaine late November.
2. Flat drawer file now has base which includes two drawers per the agreement of Nov. meeting.
3. Gutter clean out by Lance Dec. 2d.
4. Burning Oil Smell from Furnace: Myers Oil tech visited Dec. 2d and addressed what the thought was the problem. We will have to monitor for a few weeks to see if the smell subsides. if not, we try again. We will probably be billed of this visit.

**Problems to address:**

5. The furnace technician noticed there are some issues with our chimney...In the cellar he pulled out some of the stone/clay bricks from it! So we must contact a chimney specialist for a clean out and inspection/diagnosis.

**Possible inside building addition:**

6. Several Archivists have asked where will we store more stuff? While we have probably have 'just enough' space right now for what we have to archive, we should consider an addition to the Sugan wall side desk area. To be explained in the January meeting to see if Archivists agree and approximate cost could be determined.

**ARCHIVES**

- a. Booklet with volunteer process explanation, acceptance forms and archive policy created and put on main desk. (Red Book)
- b. Archiving organization and nomenclature system is progressing.  
Second meeting Nov. 17th: Judy, Jesse, Marilyn & Robert went well.  
Jesse is trying to set up a "training/talk in" with Spruance Library Archivist at the Schoolhouse to help us refine a new system. In the mean time a system has been agreed and Judy's team is starting to use it with the Farmer's Club materials. we need to write up the system, and test it.
- c. Archive boxes ordered Dec. 2d for Archive storage. 25 % discount sale.

**#GIVING TUESDAY**

Good effort by all concerned. next actions:

- a. write and send thank you notes
  - b. list all post campaign thought on what we did, what we can improve next year.
- Committee: Donneta, Charlotte, Beth, Robert & Marnie.

**WEB SITE**

- a. Beth and Mike making a few minor changes to oral history web site finding tools

**ORAL HISTORY**

- a. Jack Donohue has recorded one interview with Will Rivinus and will do more.  
First topic: New Hope Auto show. Next one could be 1955 flood.
- b. Michener project making good progress.